



*Work hard. Be nice.*

Dear Families,

Welcome to KIPP Kirkpatrick Elementary School!

We are excited to be in our first school year at Kirkpatrick! While our students are still young, we are already working hard to give them the academic and character skills needed to choose their own futures in college and beyond.

In order to be successful, families, staff, and students must partner together and each group must do their part to create an environment in which every child can succeed. This handbook has been designed to communicate the basic policies that we must follow to ensure that each child can reach the high standards we have set. Please go over the policies with your students and keep this handbook handy so that you may refer to it as necessary.

I am looking forward to a powerful and positive year full of love and learning. Please feel free to call or text any of your child's teachers or me at any time. The following page includes all of our contact information.

Sincerely,

Amy Galloway  
School Leader, KIPP Kirkpatrick Elementary School

**Contact Information for all KIPP Kirkpatrick Elementary School staff**

School Leader	Amy Galloway	615-476-2641
Assistant Principal	Steve Frederick	415-519-9775
Dean of Student Supports	Katie Elam	931-581-0381
Dean of Operations	Zoë Beckham	985-705-3626
Behavioral Support Specialist	Meco Polk	615-491-0173
Family and Community Engagement Specialist	Jenn Ward	615-519-8262
Counselor	Tori Charette	813-380-4637
Theatre	Crystal Jones	615-920-1135
Kindergarten Teacher, Grade Level Chair	Dayna Perry	267-403-0713
Kindergarten Teacher	Joseph Jenkins	615-495-5658
Kindergarten Teacher	Tamara Grant	910-303-1469
Kindergarten Teacher	Carmen Wicker	540-287-2077
Kindergarten Teacher	Heidi Acampora	317-989-3373
Kindergarten Teacher	Elizabeth Mack	706-318-6637
Kindergarten Teacher	Jennifer Jenkins	716-348-1384
Kindergarten Teacher	Katie Rippberger	913-579-1445
1 <sup>st</sup> grade Teacher, Grade Level Chair	Rebecca Bunnell	214-773-2197
1 <sup>st</sup> grade Teacher	Katie Hoffmeier	919-475-5148
1 <sup>st</sup> grade Teacher	Tanvi Patel	704-798-5755
1 <sup>st</sup> grade Teacher	Meg Wing	480-818-7327
1 <sup>st</sup> grade Teacher	Destine Lacen	615-438-3152
1 <sup>st</sup> grade Teacher	Courtney Corcoran	251-752-1735
1 <sup>st</sup> grade Teacher	LaFonda Hayes	615-516-1657

## Guiding Principles

### Mission

Our mission is to positively impact ALL students' lives by building a school grounded in love for our students, families, and our community. We encourage students to take risks to learn the character, academic, and social skills needed to choose their futures in high school, college, and the world beyond.

### Values

Our school values help to guide our actions so that ultimately we can achieve our mission. Each value is woven into the various systems, policies, professional and student expectations, and rituals at KPEA.

**Love-** caring for and treating each other like family

**Bravery-** doing something even though we may feel worried or scared about how it will go

**Joy-** having fun and enjoying what we do

**Curiosity-** a desire to know or learn

**Patience-** accepting we are on a journey and giving ourselves and other grace to be imperfect along the way

### Beliefs

- Education is based on relationships, much more so than procedures.
- Individual growth is equally as important as individual achievement, in both character and academics.
- We are works in progress and our students are the same. Every day is a new chance for us to work towards becoming the best versions of ourselves.
- ALL students, regardless of their social emotional functioning, deserve the opportunity to learn and grow in a school that encourages risk taking.
- Good teaching is responding to what is in front of you.
- Accountability begins and ends with me. Everything is my job.
- Just because we taught something does not mean students learned something. Data guides decision making.
- Literacy instruction is the primary driver of student academic growth and development.
- Students need to experience things to be able to understand what they read. In order for students to question, understand, and participate in the world around them, they need to experience it. Background knowledge is crucial for student learning.
- A well-rounded education includes academics in addition to arts, language, athletics, and opportunities to develop listening, speaking, and leadership skills.
- When students do not meet behavioral expectations, it is because they have a lagging skill or an unsolved problem.
- Challenging behavior occurs *when the demands of the environment exceed a students' current capacity to respond adaptively.*

**Commitment to Excellence 2015-2016**

**TEACHERS' COMMITMENT-** I fully commit to KIPP Kirkpatrick Elementary School in the following ways:

I will be present

- I will arrive at KIPP Kirkpatrick Elementary School every day by 7:30 A.M. (Mon. - Fri.).
- I will remain at KIPP Kirkpatrick Elementary School until our last commitment of the day ends.
- I will come to KIPP Kirkpatrick Elementary School four Saturdays throughout the year from 9:45am - 12:15 pm.
- I will participate in any evening programming for students and families (open house, back to school night, family conferences, celebrations, etc.) that is required.
- I will teach KIPP Kirkpatrick Elementary School during the summer session (July 27<sup>th</sup>- July 31<sup>st</sup>).

I will be prepared

- I will always teach in the best way we know how and we will do **whatever it takes** for our students to learn.
- I will follow the KIPP Kirkpatrick staff dress code and adhere to all staff expectations.

I will be protective of my students, my families, and my school community

- I will always make myself available to students, parents, and any concerns they might have.
- I will always do our best to make sure our students and parents feel valued and respected.
- I will always protect the safety, interests, and rights of all individuals in the classroom.

*Failure to adhere to these commitments can lead to my removal from KIPP Kirkpatrick Elementary School.*

X\_\_\_\_\_

**FAMILY'S COMMITMENT-** We fully commit to KIPP Kirkpatrick Elementary School in the following ways:

We will be present

- We will make sure our child arrives at KIPP Kirkpatrick Elementary School every day by 7:45 a.m. (Mon. - Fri.).
- We will make arrangements so our child can remain at KIPP Kirkpatrick Elementary School until 3:45 p.m. (Mon.-Fri.).
- We will make arrangements for our child and a family member over the age of 16 to come to KIPP Kirkpatrick Elementary School on four community Saturdays at 10:00 A.M. and remain until 12:00 P.M.
- We will ensure that our child attends KIPP Kirkpatrick Elementary School summer session (July 27<sup>th</sup>, 2015- July 31<sup>st</sup> 2015).
- We will allow our child to go on KIPP Kirkpatrick Elementary School field trips.
- We will make arrangements to attend school wide special events and evening programming.

We will be prepared

- We will always help our child in the best way we know how and we will do **whatever it takes** for him/her to learn. This also means that we will check our child's homework and sign the communication log every night, call the teacher if there is a problem with the homework, and read with him/her every night.
- We will make sure our child follows the KIPP Kirkpatrick Elementary School dress code and student code of conduct.

We will be protective of our child's education and our school community

- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the office as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We understand that our child must follow the KIPP Kirkpatrick Elementary School rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

*We understand that not fulfilling these commitments will result in consequences for our child's academic progress, growth as a student, and his/her privileges at school.*

X \_\_\_\_\_

**STUDENT'S COMMITMENT-** I promise that:

I will be present

- I will come to school every day on time.
- I will come to community Saturdays.
- I will come to summer session.

I will be prepared

- 1.) I will work hard so I can learn and I will never give up.
- 2.) I will do my homework.
- 3.) I will wear the school uniform every day.

I will be protective of my own education and my school community

- 4.) I will be nice to my teammates and teachers and apologize if I make a mistake.
- 5.) I will follow my teachers' instructions.
- 6.) I will act with school values at all times.

*I understand that if I don't do these things I will lose privileges and it will be harder for me to reach my goals.*

X \_\_\_\_\_

**Report Cards and Progress Reports to Families**

Families will receive an informal report on their child's academic progress through daily communication logs and work sent home. The communication log must be signed and returned each day. KIPP Kirkpatrick issues report cards four times during the year (November 3<sup>rd</sup>, January 29<sup>th</sup>, April 8<sup>th</sup>, May 24<sup>th</sup>). Report card days are also noted on the school calendar. During these days KIPP Kirkpatrick students will not attend school so that teachers can hold 30 minute conferences with every family. During these conferences, teachers will go over the academic and social progress that students are making, note any concerns, and ensure

family questions are answered. Please note these dates on your school year calendar and plan accordingly. Times will be available all day for conferences so please do your best to be available. If scheduling a conference on that day is not possible, teachers will work to find an alternative time to meet.

KIPP Kirkpatrick uses a standards based grading system. We report what the goal is for a specific standard and skill and then report where a child is performing in relation to what the goal currently is. We also report how much a student has grown in overall reading level.

For our social skills and values students receive one of the following indicators:

E = Excellent (Student is exhibiting mastery of that social skill or value and demonstrates it almost all of the time)

S = Satisfactory (Student is exhibiting proficiency of that social skill or value and demonstrates it most of the time)

N = Needs Improvement (Student is demonstrating a basic level of that social skill or value and only demonstrates it sometimes)

U = Unsatisfactory (Student rarely demonstrates this social skill or value)

Unit assessments are given every 3-5 weeks depending on the length of the unit. These assessments will be sent home so families can see students' mastery and growth along the way.

### **Family Involvement**

At KIPP Kirkpatrick, we welcome families, not as visitors but as partners. We have an open door policy for families and want families in our school and classrooms as often as they can and want to be here.

Over the course of our first year, we will work to create the KFA, KIPP Family Association, designed to create partnerships between KIPP families, staff, and students. The organization will meet monthly to plan events, discuss volunteer opportunities, and create fun and efficient ways to fundraise for our school. All family members are encouraged to attend KFA meetings. Please contact our Community and Family Engagement Specialist, Jennifer Ward at [jward@kippnashville.org](mailto:jward@kippnashville.org) with any questions about or interest in the KFA.

KIPP Kirkpatrick is always grateful for volunteers who can spend time with us during the day or on Saturdays. This can be rewarding not only for the children but for you as well. We recognize that not all parents have the time to spend helping out during the day. We are grateful for any time you can give us. Please call Ms. Ward or your child's homeroom teacher in advance to plan volunteering days, or to see what volunteering opportunities are available.

Family members can also contribute to the school by serving as field trip chaperones, helping at special events, and by making sure to attend all report card conferences.

### **Birthday Celebrations at School**

The staff of KIPP Kirkpatrick recognizes the importance of birthdays in a child's life and will do our best to make each students' birthday special. In that regard, the class will honor all student birthdays during their morning meeting. If a parent wishes to celebrate their child's birthday at school, these guidelines must be followed:

- Parent must give the teacher at least one week's notice.
- Birthday treats will only be served when it is convenient for the class schedule that day. This will most often happen at lunch or during closing circle activities at the end of the day (3:30pm).

### **Curriculum Overview**

The curriculum is driven by the TN Core State Standards for what students should know and be able to do at each grade level. These standards come from the state and are available at: <http://www.tncore.org/>.

To ensure students master these standards KIPP Kirkpatrick uses the following curriculum:

- KIPP Nashville Elementary Literacy: Reading, Writing, and Explorations
- FUNdations: Word study
- Eureka: Math

Teachers will use regular assessments to measure how well students are mastering the standards. Teachers use this information plan effective lessons that use a combination of whole class instruction with lots of small group work to meet the individual needs of every students.

Teachers give assessments every 3-5 weeks to check on student progress. These assessments are sent home to communicate progress to families. We want to begin helping students make the connection that working hard during class and on homework means they learn more. Students will regularly take literacy assessments to track their reading progress and teachers will communicate the student's reading level to parents frequently. Parents will have time at report card conferences to discuss their child's academic progress, but should also feel free to contact teachers at any time for an update on their child's progress.

### **Attendance**

*All students must attend classes every day. The only exceptions to this are for illness or family emergency.*

KIPP Kirkpatrick students arrive between 7:45am and 8am every day (Mon. – Fri.) and remain at school until 3:45pm Monday, Tuesday, Thursday, and Friday. Wednesday, we have an optional 1:30 dismissal for students who do not participate in enrichment. Students are considered tardy after 8:00.

Parents should call the KIPP Kirkpatrick Office in the morning if their child will be absent for that day. If a student is not in homeroom and the school has not been notified that he or she will be absent, his or her parent or guardian will be called. Upon the student's return to



school, whether it is the next day or on some day after, 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. If a child is sick, this note should come from the doctor. Approval of excused absences is made by the administration- a family note itself does not guarantee that an absence is excused- a doctor's note does. See below for more information on excused absences.

Since missing class affects academic achievement, repeated absences will be reflected in the student's grades. Students who miss more than thirty (30) school days in a year run the extreme risk of not being promoted to the next grade. This includes Summer Session. This also includes excused absences.

In accordance with the state law, children ages 5-17 must be in school. If a student accumulates 5 unexcused absences, including repeated tardies and early dismissals, the state truancy department will take on the case.

At KIPP Kirkpatrick, when a family is struggling with school attendance, the school leadership team will contact the family to ensure they know that their child must be in school. Families will have mandatory attendance conferences on report card days, if students frequently miss school, are late, or leave early. We will work to create a plan to improve attendance.

#### *Excused Absences*

All absences will be reported as unexcused absences unless the school receives the following documentation:

- Doctors note specifying the excused day(s);
- Religious holidays;
- Parent note indicating there is a family funeral – the child will be excused only for the day of the funeral unless extenuating circumstances apply;
- Parent note indicating there is a family emergency – emergencies include house fires, house floods, or incidents of violence in the home. Children are expected to be at school as soon as possible after the situation is resolved; or
- Court documents mandating a court appearance – the child will be excused only for the day(s) indicated on the court documents.

#### *Saturday Session Attendance*

Four times every year we have a Family Saturday session from 10am until 12pm. This will be a chance for our students to share their learning with their families and to share service time together. Families are expected to attend and to participate in the session with their child. If there is a family emergency or conflict, the parent must call the office by Friday afternoon to let them know. In that situation, the student is allowed to be accompanied by a family member over the age of 16 years old.

#### **Tardiness**

All students must be on time to school. After 8:00am, your child is tardy. You will be required to sign them in at the front desk and will need to provide a valid reason why they are tardy. Academic instruction begins promptly at 8:00am each morning and students miss learning

time if they are not on time. If students want to eat breakfast at school, they should arrive by 7:45am so they have time to eat before class starts.

Early dismissals are any time before 3:45pm on regular days and 1:30pm on Wednesday. Please do not pick up your child up early unless there is a doctor's appointment that cannot happen after school hours or a significant family emergency. All early dismissals (for an appointment, family emergency, etc.) *must* be signed out in the front office. As in regular dismissals, students will not be released to anyone not on their "safe pickup list."

As stated in the state truancy law, 5 tardies and or 5 early dismissals, count for 1 absence.

### **Arrival and Dismissal**

#### *Morning Arrival- Drop off*

The KIPP Kirkpatrick doors will be open at 7:45AM each morning. Children will not be supervised or allowed into the building before that time, unless they are on the list to attend before care.

If students are waiting outside of the building before 7:45 am, they must be accompanied by a parent or guardian.

All student drop-off takes place in classrooms. Families may park in 1 of 2 places

- On **Sevier Street** and use the main entrance to Kirkpatrick
- On **11<sup>th</sup> Street** and use the side entrance to the 1<sup>st</sup> floor

Students who arrive after the front doors are closed at 8:00 am must be signed in at the main office by an adult.

#### *Dismissal*

Dismissal is from 3:45pm to 4:00pm. You may pick up your child at any point in this window of time. **You must come into your child's classroom to pick him or her up. KIPP staff will not bring child out to families.**

A family member over the age of 16 must come into the classroom to pick up your child. If you as a parent/guardian will not be picking up your KIPPster, the adult coming to get them needs to have ID and be matched to the safe pick up list.

#### *For students with older siblings at Kirkpatrick:*

Please call Ms. Galloway at 615-476-2641 if there are no alternatives to your child getting home. A grown up or someone over the age of 16 is the safest option, and the one we want families to use. That said, if absolutely necessary, Ms. Galloway will make alternate arrangements.

If you arrive before 3:45pm, you may wait in your car or in our auditorium. Families are not allowed to go to the classroom area until 3:45pm to allow our teachers and students to wrap up their day without distractions.

### *Late Pick-ups*

Teachers and staff at KIPP Kirkpatrick have meetings every day after school that begin at 4:00. Students who are still here at 4:00 will be sent to aftercare. If your child is still in aftercare past 4:15, you will be charged the \$2.00 fee for aftercare that day. If your child goes to aftercare and has not been picked up by 6:10 and we are unable to reach you or an emergency contact, we are required to notify Child Protective Services or the Nashville Police Department.

### *General Reminders*

- Drive slowly around the school to protect our students and families.
- Be patient with other families and school staff at these busy times.
- We need everyone's help to keep our students safe and the arrival and dismissal process going smoothly. Please follow the instructions of school staff at all times.
- Only park in handicapped spaces if you have a valid tag.
- Do not double park your car- leave your car in only in a legal spot on the street.

### *Busses*

The only busses provided to students who attend KIPP Kirkpatrick, are those for students who have disabilities that impact their transportation to and from school.

### *Safe Pickup List*

To protect our students, KIPP Kirkpatrick will maintain a "safe pickup list" of people authorized to pick up each child. Before anyone can take a child from the school premises, a teacher or office staff member will ask for photo ID and check it against the safe pickup list. If the person picking up the child does not have a photo ID or is not on the safe list, a staff member will call the parent/guardian to give verbal permission. We ask that you and anyone else picking up your child understand that this procedure is for the safety of all our students.

## **Homework**

KIPP Kirkpatrick knows that working on academics at home is important- especially reading each night. Homework will be assigned on a weekly basis for kindergarten and 1<sup>st</sup> grade students. A weekly homework packet will be sent home on Monday and it must be returned the following Monday. In addition to weekly homework, a homework packet will be sent home during all long breaks (Fall, Thanksgiving, Winter, and Spring break). In 2<sup>nd</sup> – 4<sup>th</sup> grade, all students will have nightly homework that must be turned in with their take home folder the following morning.

The purpose of homework is to reinforce skills taught in the class. Parents are required to check all homework assignments and sign the take home folder every night once the assignments are complete. If a child is having a problem with completing the homework assigned, parents are welcome to call their child's teachers for assistance. If a student does not do an assignment or hands in an incomplete assignment, their parent will be called or notified in person via conferences.

### **Bathroom Policy**

The hand signal for a student who needs to use the bathroom will be to raise his or her hand in an “R” in American Sign Language. Children can go to the bathroom at the teacher’s discretion whenever necessary throughout the day.

We ask parents to notify the school if their child has unique needs regarding use of the restroom.

### **Promotion to the Next Grade**

#### Attendance

If a child has more than 30 excused or unexcused absences per school year, the student will be considered for retention in that grade level due to missing a significant amount of instruction.

#### Academic

A student should master their grade level's standards in order to be promoted to the next grade. This means that if students are not meeting expectations in one or more subject areas, the school reserves the right to retain the student.

KIPP Kirkpatrick will update families of their child's progress with conferences and report cards during each quarter. We will communicate any potential retention concerns at the end of Quarter 2 and make final decisions at the end of Quarter 4.

### **Summer Session**

KIPP Kirkpatrick runs a one-week intensive, academic Summer Session in July. The goal of the Summer Session is to give students a “jump start” for the upcoming academic year. **All students are required to attend the entire summer session every year.**

### **Field Trips**

Field trips are one of the many ways we give our students a well-rounded education, as well as reward students for making good choices. In 3<sup>rd</sup> and 4<sup>th</sup> grade, certain field trips must be earned with excellent attendance, effort, and behavior.

#### Local Field Trips

No child will be permitted to leave the school for a field trip if they do not have written permission. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school if written permission was not received or if the child has not satisfied the requirements made by the teacher.

## Chaperones

We welcome parent chaperones on our field lessons throughout the year. Please let your child's homeroom teacher know if you are willing and able to chaperone a particular trip. We will honor first come volunteers.

## **Early Intervention Program and Policy**

At KIPP Kirkpatrick we believe in doing whatever we can to prepare our students for future academic and social success in school and in the world. Because of this belief, we do all we can to create an academically engaging and socially stimulating environment that meets the diverse needs of our students. KIPP Kirkpatrick utilizes an early intervention model to provide extra support for our students who need it in the areas of social, behavioral, self-help, and academic skills in order to create a strong foundation for their future academic success. As we get to know our students, the intervention team, including classroom teachers, assistant principals, speech therapist, mental health counselor, and others, may provide social and academic screenings, support services and recommendations for students who need that extra support toward gaining the foundation skills necessary for future successes.

## **Individual Educational Plans (IEPs) and Special Education**

Parents of new students should advise the Dean of Student Supports of any previous IEPs or special services their child received in the past. If your student received special education services at their old school, KIPP Kirkpatrick will obtain a copy of his or her IEP to provide these same services until a new evaluation is completed and updated needs determined. If a teacher believes a student should be evaluated for special education services, parental permission will be sought and obtained before any formal evaluation is undertaken. Such evaluations will begin with an in-school committee consisting of the school leader or assistant principal, the referring teacher, and the parent. If warranted, the evaluation will continue with a specialized school psychologist. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment.

## **Uniform Policy**

Because academics are our primary concern, we want to make sure that students are able to focus on school and are not distracted by what they are wearing or by what their teammates are wearing. Listed below is our uniform policy.

The uniform consists of KIPP Kirkpatrick shirts available for sale at cost from the school. Families that are unable to purchase KIPP shirts should contact the Family and Community Engagement Specialist, and the school will provide uniform support.

The KIPP Kirkpatrick dress code consists of the following regulations:

- A student must have a KIPP uniform shirt on at all times.
- Only khaki pants, shorts, and skirts are permitted.
- All shirts must be tucked in (fully tucked in means the belt or the waist-band is visible).
- All pants, skirts and shorts must be an appropriate size and fit.
- Students need to wear comfortable shoes, preferably sneakers or tennis shoes.

- Skirts and shorts must be worn no more than two inches above the knee.

Students may **not** wear the following:

- Jeans/denim of any color.
- Pants, shorts or skirts which are not tan or khaki.
- Shorts or skirts that are more than two inches above the knees.
- Pants, shorts or skirts that have patterns, lace, polka dots, stripes, holes, or words.
- Distracting jewelry or accessories
- Shoes with heels on them
- Make-up of any kind

KIPP Kirkpatrick reserves the right to change or modify the dress code as problems arise during the year.

Students who arrive at school without their uniform will need to go to the office to get one.

### **Personal Belongings**

#### Student Materials

Organizational skills are explicitly taught to students. A school wide system will help students to reinforce the proper organization of their bookbag and their take-home folder. When a student is absent, he or she will be able to get back on track as quickly as possible and begin making up missed work.

At the beginning of the year, KIPP Kirkpatrick will provide students with all of the school supplies required for their classes. Students can use a book bag of their choice. It must be able to hang on a hook. All students Kindergarten- 4<sup>th</sup> grade will be given a take-home folder to keep track of their homework assignments.

#### Toys and Electronics

Students are not permitted to have phones, CD players, iPods, toys, or games out at school. If a student has any of these out of their bag, they will be taken by the teacher and *only returned to the parents*. If an item is for show and tell, please contact your child's homeroom teacher to confirm that the item in question is supposed to be brought to school.

### **School Culture**

Safe, calm classrooms and student discipline are fundamental to learning at KIPP Kirkpatrick. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a secure environment in which to learn. Our policy is that a safe environment conducive to learning shall be maintained at school in order to provide an equal and appropriate educational opportunity for all students. KIPP Kirkpatrick will apply a strict policy regarding discipline for fighting, classroom distractions, possessing, using, or threatening to use weapons or the unlawful possession, use or distribution of drugs by KIPP Kirkpatrick students or families on school properties or at any school sponsored and supervised activity. KIPP Kirkpatrick shall provide a fair and consistent approach to student discipline, within the context of students' rights and responsibilities.

### *The KIPP Kirkpatrick Communication Log*

The school's communication log used to document behavior and positive and negative choices on a daily basis. Each student has an individual log that goes home every night. This document includes students' reflections as well as teacher notes that share students' glow and grow for the day. This will be filled out as a part of the reflection and closing circle time at the end of each day. Parents/guardians are required to sign this log each night and send it back in their student's folder.

### *Social Skills Class*

At KIPP Kirkpatrick we know that students need to build the skills and habits that will set them up for a life of choices, these include social skills and coping skills. Our school counselor, Ms. Tori Charette, will teach a social skills class to all students as a part of our specials rotations. This will ensure all students get the opportunity to build positive social skills.

### *In-class discipline*

Classroom behavior that interferes with learning and is counter to creating a positive community will be addressed to ensure students are learning positive behavior that will set them up to be successful in school for the long term. If students are being disruptive or are off-task, they teachers will use the actions below to ensure they correct their behavior.

KIPP Kirkpatrick will adhere to the *Commitment to Excellence Contract* as a guideline for in-class learning and behavior expectations. In-class behavior systems include the following actions:

- Setting clear expectations
- Co-creating rules with students
- Reinforcing, reminding, and redirecting language from teachers
- Logical consequences for actions including break it-fix it, mess it-clean it, and strategies to repair harm caused to relationships
- Time-out to regain self-control
- Collaborative problem solving conversations
- Loss of incentives (recess, field trips, etc...)
- Time with our behavioral specialist
- Calling parents/guardians

### *Other Administrative Disciplinary Options*

KIPP Kirkpatrick recognizes that each individual student may have unique challenges facing them in and out of the classroom. Because we strive to find solutions for all of our students, a variety of other disciplinary and supportive programs may be put in place. These are not limited to but may include:

- Behavior Plan – a plan where a student has a daily behavior chart targeting specific behaviors that each teacher fills out and the parents sign each night.
- Segmented Behavior Chart- a plan where students earn privileges and consequences on shorter intervals so they have more chances for success during a day.
- Shortened School Day Program – a plan that adjusts the length of the school day to ensure it is an environment where a student can be successful.
- Homeroom switch – a temporary or permanent move to alter group or individual dynamics.

Students are held to high expectations for their behavior at all times of the day related to school:

- During school hours
- During a school-sponsored event
- On the way to or on the way home from school
- Any continuation of an incident that began at school

### *Serious Offenses*

Physical violence, threats, cursing, and other forms of extreme behavior are not conducive to a safe and positive school culture. These serious behaviors will be matched with equally serious consequences. Should these occur, the student will be removed from the classroom and his/ her parent will receive a phone call. The principal, assistant principal, dean of student supports, or behavior specialist may request that the parent come to the school for a meeting that day. A suspension may be administered for such offenses. Parents may be asked to accompany their student on the first day back from a suspension for a conference with the principal, assistant principal, dean of student supports, behavior specialist, or teacher.

See the MNPS handbook for specific details of suspension and expulsion policies as KIPP Kirkpatrick follows those policies. From the MNPS handbook regarding expulsion:

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.

### **Food Policies**

#### *Cafeteria Expectations*

All students are expected to behave in a calm and appropriate manner. Students are to walk in the cafeteria and line up quietly. If your child misbehaves in the cafeteria, he/she will lose free time, may need to sit by him/herself, and/or may receive a note on his/her Daily Log.

#### *Food Service*

All students receive free breakfast, lunch, and snack daily. Students are not able to purchase snacks in the cafeteria as they are given a snack in their classroom.

### **Complaint Policy**

#### *Addressing Concerns*

KIPP Nashville is committed to maintaining a strong partnership and ongoing dialogue between its teachers, staff, our students, and their families. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we welcome your input and encourage you to contact the appropriate staff member at the school.

#### *Informal Complaint Procedures*

An informal complaint is a complaint that does not concern the alleged violation of law or the charter (e.g., a concern about an academic grade, the school's uniform policy, or the school's cell phone policy). An individual who (or group that) has an informal complaint against a school policy or member of the school community is encouraged to contact the appropriate staff member at the school by telephone. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing. If an informal complaint is not responded to and resolved promptly or satisfactorily, the group or

individual should contact the School Leader to discuss the matter; the School Leader shall respond in person, by telephone, or in writing.

### *Formal Complaint Procedures*

A formal complaint is a complaint that concerns an alleged violation of law and/or charter. An individual who has a formal complaint against a school policy or a member of the school community may follow the steps below. Please note that these steps are for formal complaints only – meaning complaints which allege a specific violation of law and/or charter. As a matter of policy and practice, the Executive Director, MNPS School Board, Charter Authorizers, and State Board of Education will not intervene in concerns which do not allege a specific violation of law and/or charter. The steps below outline the MNPS Formal Complaint Process.<sup>[1]</sup>

**Step 1 – Contact staff member involved:** If a parent has an issue or concern, the first step toward resolving the issue will be to contact the staff member involved by phone or email. The parent should call the school's front desk to obtain phone and email contact information. The staff member and the parent will then set up a meeting to discuss the issue either on the phone or in-person and work to reach a resolution that satisfies both parties.

**Step 2 – Written Complaint sent to School Leader:** If the issue is not resolved satisfactorily, the parent's next step is to write a letter to the School Leader. Note that even if the issue is a problem with the School Leader directly, the parent should go through this step. It is important to have clear documentation of all steps. The parent may fax, email, mail, or hand-deliver (to the school's front desk) the letter. The parent should contact the school's front desk to obtain contact information for the School Leader. The School Leader will reply within 3 business days, at least acknowledging the complaint has been received, and the School Leader may take up to 10 business days to investigate and reach a decision. The School Leader will send a written decision to the parent within 10 business days of the school receiving the complaint letter. The school will put a copy of the complaint form and the School Leader's response in the student's file, and will also ensure that a summary of the complaint and resolution is logged in the school's student information system.

**Step 3 – Written Complaint sent to School Leader's Supervisor:** If the parent is unsatisfied with the School Leader's decision, the parent may write a letter to the KIPP Nashville Chief Academic Officer (CAO). The parent can fax, email, mail, or hand-deliver (to the school's front desk) the letter. To get the email address or mailing address for the CAO, the parent can contact the front desk of the school. The CAO will reply within 3 business days and may take up to 10 business days to investigate and reach a decision. The CAO will send a written decision to the parent within 10 business days of receiving the letter or form. (Please note that the CAO will not respond to complaints that have not gone through steps 1-2). The school will put a copy of the complaint form and the CAO's response in the student's file, and will also ensure that a summary of the complaint and resolution is logged in the school's information system.

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<sup>[1]</sup> <http://www.mnps.org/AssetFactory.aspx?did=45976>

Step 4 – Written Complaint to the KIPP Nashville Board: If the parent is unsatisfied with the CAO's decisions, the parent may write a letter to the school's Board of Directors. The parent can fax, email, mail, or hand-deliver (to the school's front desk) the letter. The Executive Director will reply within 3 business days on behalf of the Board of Directors, and may take up to 10 business days to investigate and reach a decision. The Board or its designee will send a written decision to the parent within 10 business days of receiving the letter or form. (Please note that the Board will not respond to complaints that have not gone through steps 1-3). The school will put a copy of the complaint form and the Board's response in the student's file, and will also ensure that a summary of the complaint and resolution is logged in the school's information system. Please note that if an individual or group voices a complaint at a public meeting of the school's Board or to individual directors, directors shall not respond to the substance of the complaint, but instead shall thank the individual or group for their time and direct them to this complaint procedure.

Step 5 – Written Complaint to the Authorizer: If the parent is not satisfied with the Board's decision, the parent may present their complaint to the MNPS Customer Service Center, who will direct the parent to the appropriate representative in the charter school office. This person will investigate and respond. The parent can get contact information for the Customer Service Center from the school's front desk. (Please note that the school will ask the Customer Service Center not respond to complaints that have not gone through steps 1-4.) The school will put any information received from the Customer Service Center in the student's file, and he/she will also log a summary in the school's student information system. Please note that if the school receives multiple complaints on the same or a similar subject, the school may elect to consider all the complaints in one process. We do this because responding individually to similar complaints could take an undue amount of time on the part of school staff.

### **School Closings and Early Dismissal**

Occasionally, weather conditions will cause schools to open late, dismiss early, or close altogether. If we are experiencing or expecting severe weather, please monitor the MNPS Website (<http://www.mnps.org>) or our local television and/or radio stations for the latest school closing information. Please do NOT call the school or the Customer Service Center for this information. KIPP Nashville follows the Metropolitan Nashville Public Schools (MNPS) plan for school closings. If MNPS schools are closed, KIPP Nashville will also be closed.

In the event that inclement weather causes an early dismissal, we will notify all parents through a phone call in addition to the posting on MNPS's website. KIPP Nashville will follow the regular daily schedule until the time that students need to be dismissed early. Classes will remain the same length of time and will not shorten, and students may miss some classes scheduled for the end of the day.

## FERPA Laws

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funding under an applicable program of the U.S.

Department of Education FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. Students to whom the rights have transferred are "eligible students."

In accordance with FERPA law:

1. Parents or students over 18 years of age have the right to inspect and review the student's education records maintained by the school
2. Parents or students over 18 years of age have the right to request that the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. The issue will first be heard by the School Leader or the School Leader's designee. If the parent or eligible student is still not satisfied with the decision of the superintendent or the superintendent's designee, a hearing with the board of directors or a designated subcommittee of the board may be requested. The decision of the board of directors or its designated subcommittee is final.
3. The school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Any parent who does not want such directory information included should contact the School Leader.
4. KIPP at Kirkpatrick will occasionally make formative data on student achievement available to the school population. This data will not consist of students' final grades, and all data will serve only as a mechanism to inform and motivate students.
5. The listing in the parent handbook serves as the school's annual notification of parents and eligible students of their rights under FERPA.
6. Generally, the school must have written permission from the parent or eligible student in order to release any information from a student's education record. However, the school may disclose those records, without consent, to the following parties or under the follow conditions (34 CFR § 99.31):
  - a. School officials with legitimate educational interest;
  - b. Other schools to which a student is transferring;
  - c. Specified officials for audit or evaluation purposes;
  - d. Appropriate parties in connection with financial aid to a student;
  - e. Organizations conducting certain studies for or on behalf of the school;
  - f. Accrediting organizations
  - g. To comply with a judicial order or lawfully issued subpoena;
  - h. Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

**Signature Page**

I do hereby promise to having received the KIPP Kirkpatrick Family/Student Handbook for 2015-2016.

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_