

20-21



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**NASHVILLE COLLEGE PREP**

**STUDENT & FAMILY  
HANDBOOK  
2020-2021**

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## Staff Contact Information

First Name	Last Name	Role	Phone Number
Nicole	Allen	Operations Coordinator	615-559-0403
Lizzie	Amato	Director of Operations	615-200-0041
Kelli	Barnes	Dean of Student Support Services	585-738-9866
Ben	Boldt	6th Composition	334-663-5094
Madeleine	Braksick	Learning Specialist - ELA	412-600-1966
MarVelous	Brown	5th and 6th Music	901-235-5652
Rachel	Bush	7th/8th Social Studies	630-267-3058
Sarah	Caskey	7th Reading	404-832-5530
Janeisha	Davis	8th Composition	615-707-1826
Ashley	Edmonds	Dean of Literacy Composition	205-983-2012
Reginald	Epps	8th Grade Special Education	615-541-9528
Jasmine	Flott	5th/6th Science	251-225-4682
Bryan	Gaskins	English Language Learners (ELL), 5th-8th	615-626-3127
Grace	Gleaves	STEM Assistant Principal	615-422-5669
Zae	Harris	5th Reading	901-605-5898
Kylan	Holt	7th/8th Science	615-238-7853
Jamila	Huguley	5th Composition	615-669-0155
Jasmine	Jacobs	6th Math, Grade Level Chair	615-784-9484
Jilian	Kimball	Dean of Literacy - Reading	405-365-2594
RayShondria	King	Math interventionist	865-226-9393
Janaya	Little	5th/6th Social Studies	615-669-8643
Orna	Madigan	7th Special Education	973-255-9120
Brandon	McGill	7th Grade Composition	615-715-8980
Kaella	Mitchell	8th Math	901-428-0008
Matthew	Mock	5th Math	615-598-1074
Jarren	Newby	6th Reading	615-601-2620
Christian	Reynolds	7th Math	615-877-0220
Ricky	Reynolds	Support Teacher	615-669-8703
Kerianne	Ryan	Principal	615-775-1137
Marlisa	Smith	School Counselor	615-636-4731
Tiffany	Thomas	8th Reading	615-784-9563
Kathy	Thompson	7th/8th PE	901-591-5285
Tasia	Winston	Dean of Students	615-393-4253
Morgan	Worthy	Office Manager	615-398-2883

# Welcome

Dear Students and Parents,

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

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

Parents – This handbook outlines the policies and procedures at KIPP Nashville College Prep. Please take the time to read through it and ask any questions you may have. The policies outlined in this handbook will drive your students to be successful at KIPP Nashville College Prep and beyond. We look forward to a partnership with you to drive success for each of our students.

I am honored to partner with you as we embark on this exciting and important journey to college preparedness, and I am looking forward to an excellent year!

Best,

Kerianne Ryan  
Principal

# Our History & Beliefs

## The KIPP Network

KIPP, the Knowledge Is Power Program, is a national network of free, open-enrollment, college-preparatory public charter schools with a track record of preparing students in educationally underserved communities for success in college and life beyond. There are currently more than 242 KIPP schools in 20 states and the District of Columbia educating over 100 thousand of students. Every day, KIPP students across the nation are proving that demographics do not define destiny. More than 88 percent of our students are from low-income families and eligible for the federal free or reduced-price meals program, and 95 percent are African American or Latino. Nationally, more than 90 percent of KIPP middle school students have graduated high school, and more than 80 percent of KIPP alumni have gone on to college.

## KIPP Nashville

KIPP Nashville is a network of free, open-enrollment, college-preparatory public charter schools in Davidson County. KIPP Nashville was founded in 2005 with one middle school, KIPP Academy Nashville, and one group of fifth grade students.

Since 2005, KIPP Nashville has grown into seven schools across four campuses in East, North and South Nashville, educating 2,300 KIPPsters. KIPP Nashville schools are neighborhood schools, with most students coming from our surrounding communities and 93% of our students identifying as African American or Latino.

Our students are proving the possible every day. By the end of eighth grade, 70% of our KIPPsters are proficient or advanced in Math, more than doubling the performance of the district and state and rivaling the performance of Williamson County students, one of the wealthiest counties in America.

Our students are college-ready, with 54% scoring a 21 or above on the ACT, outperforming the district and national average.

Our high school alumni are on track to triple the college graduation rate of their peers, attending some of the country's most prestigious colleges and universities.

- **Facebook:** [facebook.com/KIPP.Nashville.TN](https://www.facebook.com/KIPP.Nashville.TN)
- **Twitter:** [@KIPP\\_Nashville](https://twitter.com/KIPP_Nashville)
- **Instagram:** [@KIPP\\_Nashville](https://www.instagram.com/KIPP_Nashville)

## KIPP Nashville Mission & Vision

### *Our Vision*

Every child grows up free to create the future they want for themselves and their communities.

### *Our Mission*

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose — college, career, and beyond — so they can lead fulfilling lives and build a more just world.

## School's Core Values

At KNCP, we have four core values that guide our work.



**COMMUNITY  
CENTERED**



**RESULTS  
DRIVEN**



**CHAMPION  
SPIRIT**



**SERVANT  
LEADERSHIP**

We are **Results Driven** - We use data to meet ambitious goals academically and behaviorally.

We are **Community Centered** – We work together as a team to help each other grow and achieve.

We show **Champion Spirit** - We show grit and optimism as we work hard to finish what we start.

We are **Servant Leaders** - We lead by being positive role models in service to our teammates.

## KIPP Phrases

### *KIPP Credo*

If there is a problem, we look for a solution.

If there is a better way, we find it.

If a teammate needs help, we give.

If we need help, we ask

### *Team and Family*

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

### *Climbing the Mountain To and Through College & Beyond*

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

### *We Make Places Better*

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

### *There Are No Shortcuts*

The phrase is used to say that we don't take the easy way out. This doesn't mean that we don't find a smarter or more efficient way of doing things. Examples of shortcuts are not heading on an assignment, incomplete questions on a homework assignment, or not showing the work that got you to your answers on a math assignment.

### ***Knowledge Is Power***

Knowledge opens doors and creates access to the world and choice-filled lives.

### ***“Shine”***

This action is used to affirm or encourage other students when sharing answers or ideas during class or full group time. Students raise their arms and wiggle their fingers to show “shine” for excellence from one another or to celebrate one another.

### ***Shout-Outs***

Shout-outs are opportunities for KIPPsters to recognize each other for something positive they observed.

### ***Grade Level Team (GLT)***

Teachers and students that make a particular grade level.

### ***Grade Level Chair (GLC)***

Teacher leader of the grade level team. They are responsible for leading weekly Grade Level Team meetings to discuss student grades, behavior, attendance, and other grade-level specific items. Students and families can reach out to their GLC with grade-level concerns.

## School Overview

### School Contact Information

**Address:** 3410 Knight Drive  
Nashville, TN 37207

**Main Office Number:** 615-986-1465

**School Email:** [kncp@kippnashville.org](mailto:kncp@kippnashville.org)

**Social Media:**

- Facebook: KIPP Nashville College Prep Middle School
- Instagram: @kippnashvillecollegeprep

### School Hours

A sample schedule is shown below. Students report at 7:30 am, and are considered tardy if they arrive after 7:55 am. Students dismiss at 3:30 daily.

# 2020-2021 School Calendar & Important Dates

Calendar Legend		
Staff Only - No Students	Holiday - School Closed	Regular School day
Early Dismissal	1/2 Day Exams, HS only	Parent Teacher Conferences - no students

July 2020						
S	M	T	W	T	F	S
			30	1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 29-July 1	Leadership Institute
July 6-7	Intro to KIPP Nashville (7/6) and New to KIPP School based PD
July 8-10	RELAY PD (full days)
July 13-31	School based PD
July 24	KIPP Nashville All Hands
July 28-30	KAN/KNCP-New Student Orientation
July 30-July 31	KIRK-All families open house
July 30-July 31	KNCP-All families open house
August 3	KIRK/KNCP- New Student Orientation
August 4	First day of school (1:30 pm dismissal)
September 4	Staff PD
September 7	Labor Day-staff and students do not report
October 1	First quarter ends
October 2	Staff PD
October 5-9	Fall Break-staff and students do not report
October 12	Second quarter begins
October 19-23	Report cards issued
October 23	Parent/teacher conference day

November 3	Staff PD
November 11	Veterans Day-staff and students do not report
November 25-27	Thanksgiving holiday-staff and students do not report
December 17	Second quarter ends
December 18	KIPP Nashville All Hands
Dec 21-Jan 1	Winter Holiday-staff and students do not report
January 4	Staff PD
January 5	Third quarter begins
Jan 11-Jan 15	Report cards issued
January 18	Dr. Martin Luther King, Jr. Holiday-staff and students do not report
February 15	Parent/teacher conference day
March 11	Third quarter ends
March 12	Staff PD
March 15-19	Spring Break-staff and students do not report
March 22	Fourth quarter begins
March 29-April 1	Report cards issued
April 2	Spring Holiday-staff and students do not report

## School Schedule

The descriptions below detail the parts of the school day at KNCP.

### *Student Arrival (7:30 - 7:55 a.m.)*

KNCP opens its doors to students at 7:30 a.m. every morning. From 7:30 - 7:55, students are expected to enter the building in uniform and head to Homeroom.

### *Homeroom (7:30-8:00 a.m.)*

Homeroom is a major opportunity to start the day strong and set culture. Students must enter the homeroom in uniform. Each homeroom is assigned one staff member who completes the following tasks each morning:

- Greet each student
- Monitor breakfast consumption and clean-up
- Show the beginning-of-day PowerPoint and make any important announcements
- Check homework, signed agendas, and other important family paperwork
- Collect student cell phones and put in bin
- Check students uniform and document any uniform infractions
- Take accurate attendance and submit on Infinite Campus prior to 7:58 a.m..

### *Lunch & Recess*

Each student has a 45-minute lunch and recess block each day.

### *Student Dismissal (3:30-3:45 p.m.)*

KNCP dismisses students for the day at 3:30 p.m. No student should be in the hallway after 3:45 p.m. without a pass.

# School Operations

## School Closings

KIPP Nashville will close due to inclement weather or other conditions whenever the local public school district (e.g., Metro Nashville Public Schools) closes all of its schools. If we are experiencing or expecting inclement weather or unforeseen circumstances, please monitor the MNPS Website ([mnps.org](http://mnps.org)) or our local television and/or radio stations for the latest school closing information. The KIPP Nashville academic calendar may be modified if closure days exceed stockpiled inclement weather and PD days. Any modifications to the calendar will be communicated to all staff as soon as possible.

In the occasional instance that Metro Nashville Public Schools cannot open, but KIPP Nashville can, all staff, students, and families will be notified via phone, text, and/or social media. We recommend that staff and families follow us on social media to get the most up to date information (@KIPP\_Nashville and @KIPPnashvilleCollegePrep).

## Early Dismissals

In the event that unforeseen circumstances cause an early dismissal, we will notify all staff, students, and families via email, phone, text, and/or social media. KIPP Nashville will follow the regular daily schedule until the time of dismissal.

## Transportation

Parents/Guardians have the option of driving their children to KIPP Nashville College Prep, signing them up to ride the KIPP Nashville bus or sending them on public transportation. KIPP Nashville offers limited bus transportation to students who live outside of a mile radius of campus and within the school's transportation zone. Families that live outside of the transportation zone must provide transportation for their student to the school or to a KIPP Nashville College Prep bus stop. Parents/Guardians may sign up for bus transportation at an enrollment meeting and/or at any point during the school year. Route and stop information and bus expectations will be shared with parents/guardians as a part of the enrollment process.

Student safety is the sole priority of the transportation team. Bus expectations are to be upheld by every student rider at all times. If at any time a student fails to do so, they may receive a consequence, which may include loss of bus privileges.

Students are automatically assigned to the bus stop closest to their home address. Bus Drivers will pick up and drop off students at their assigned bus stop daily. Parents/Guardians are responsible for their student's safety while getting to and from the bus stop and while waiting at the bus stop. Students are automatically assigned to the bus stop closest to their home address. Parents/Guardians are responsible for their student's safety while getting to and from the bus stop and while waiting at the bus stop. Students are to be standing at the bus stop 10 minutes prior to the bus arrival time. Students are not to be waiting in the house or car. Running to the bus stop is a very dangerous practice and could result in serious injury.

Any parents/guardians who would like to request a route or stop change, should contact Rosa Richardson, Transportation Manager, at (615) 986-1467. New route or stop requests may take up to 72 hours to process. In order for a student to be dropped off at a different stop, their parent/guardian must have submitted a request in writing at least 24 hours in advance to the school, and the Transportation Manager must have approved it and

notified the bus driver of the change. If the parent/guardian request is not approved, the Transportation Manager will notify them. Under no circumstances are students allowed off the bus without a written request from a parent/guardian and advance approval of the Transportation Manager.

### **Bus Safety Complaint Process**

In the event of a bus safety complaint, the following process is followed:

- (1) The complaint is submitted via phone call to the Transportation Manager at (615) 986-1467.
- (2) Within 24 hours, the Transportation Manager will begin an investigation of the complaint.
- (3) Within 48 hours of receiving the complaint, the Transportation Manager submits a preliminary report to the Chief Operating Officer, including:
  - (a) The time and date the complaint was received;
  - (b) The name of the bus driver;
  - (c) A summary of the complaint; and
  - (d) Any prior complaints or disciplinary actions taken against the driver
- (4) Within 10 days of receiving the initial complaint, the Transportation Manager submits a written report to the Chief Operating Officer that details the investigation's findings as well as the action taken in response to the complaint.

### **Transportation Changes Procedure**

We encourage parents/guardians to arrange pick-up of their children prior to dropping them off in the morning. If transportation plans change, parents/guardians must call the office by 1:30 p.m. to inform the school of the change. We will then notify the student.

### **Food Services**

All students receive free breakfast and lunch daily. Students must arrive on time to receive their breakfast. Families may choose for their students to eat school breakfast and lunch or to send students with their own meals to eat during designated times. Students are not allowed to share food brought from home with other students due to potential allergies.

### **Visitor Information & Procedures**

We have an open-door policy at KIPP Nashville and are excited when visitors want to see our school. We also take school security very seriously. KIPP Nashville contracts with Raptor Technologies to ensure a strong screening process for every visitor to the building. This also applies to parents/guardians who visit our school.

Upon entering a building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge, in accordance with state law. A visitor's badge will be provided and must be worn at all times while in the building. A visitor's badge will not be necessary for those who visit our

schools simply to drop off an item in the office or pick up paperwork. When a visitor leaves the building, h/she must return to the office to sign out.

Visitors who need to access KIPP Nashville College Prep Elementary must sign in through their main office, and cannot access that part of the building from signing through the middle school main office.

## Arrival Procedures

We believe a consistent and structured arrival process helps set the tone for the day. Arrival begins when doors open at 7:30 am. Students who are car riders enter the building through the back entrance, and are greeted by a staff member who also conducts a uniform check. We ask that all caregivers follow the traffic lanes and 5 mph speed limit in our parking lot, as we work to ensure the safety of our students and families. The car rider door closes at 7:54 am, any student arriving after this time must be signed in as tardy through the front office.

Students who are bus riders enter the building through the bus rider entrance, located in the front of the building, starting at 7:30am. Students are greeted by a staff member who also conducts a uniform check.

## Dismissal Procedures

We believe a consistent and structured dismissal procedure helps to bridge the gap between school and home and ensure all our students arrive home safely. Dismissal begins at 3:30 pm, for both car and bus riders. All students receive two car rider decals to be placed on the dashboard of the car of the caregiver picking up a student. More decals can be requested by emailing [KNCP@kippnashville.org](mailto:KNCP@kippnashville.org). Caregivers are asked to stay in their cars and follow all traffic rules in our parking lot to ensure a safe dismissal of students.

Students who are bus riders load their assigned bus and depart the campus by 3:35pm.

If a student's dismissal method changes throughout the day, caregivers may call the front office and request a dismissal change. These must be submitted prior to 1:00pm, to ensure proper communication to the student's homeroom teacher.

## Attendance

Every school day matters. Students being present and on-time daily ensures that they maximize their learning time and sets them up for success. Research shows that students that consistently attend school "feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future." At KIPP Nashville attendance is a priority.

In accordance with the state law, children ages 6-17 must be in school. Parents/guardians of children between the ages of 6-17 years are responsible for their child's attendance. If a student accumulates excessive absences the state truancy department could monitor attendance and initiate truancy as needed. Parents/guardians are expected to make sure that their child is in school **on-time, every day**. Try not to schedule appointments or vacations during school time. Please schedule appointments during school breaks or after dismissal.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. Students with excessive absences run the risk of not being promoted to the next grade.

### *Excused & Unexcused Absences*

ALL absences will be reported as unexcused absences unless the school receives the following documentation within one (1) week of absence:

- Note from medical professional or parent/guardian specifying the excused sick days
- Religious holidays
- Parent/Guardian note indicating a funeral service
- US armed forces documentation regarding parent/guardian deployment
- Court documents mandating a court appearance – student will be excused only for the day(s) indicated on the documentation.

In the event that a student must be absent, please adhere to the following procedure:

- For planned absences, the parent/guardian must notify the office by phone or letter at least one (1) day in advance.
- For unplanned illnesses, the parent/guardian must notify the office by phone before 8:30 a.m. the day the student is absent.
- The student is responsible for completing the work they miss. They have one day for every day they are absent to complete the work.

### ***Truancy & Chronic Absenteeism***

In accordance with state law, students with five (5) or more unexcused absences are considered truant and the school will send a legal notice to the family.

Chronically absent is nationally defined as missing ten (10) percent or more of school.

As students accrue absences, the school will communicate with families in the form of regular progress reports that include attendance in addition to other student information.

When a student is chronically absent or in danger of truancy, the school will implement interventions to help improve student attendance. These may include: truancy notice, conducting an attendance assessment, providing resources to the family, and scheduling an Attendance Review Board (ARB) meeting with the student and parent/guardian to create an attendance improvement plan. The parent/guardian is expected to work with the school to improve their student's attendance, failure to do so may result in a truancy petition filed.

Failure to show progress on an improvement plan can result in a truancy filing with the juvenile court.

If a student misses ten (10) unexcused consecutive days of school with no communication, they are considered truant and the student will automatically be dropped from enrollment at KIPP Nashville and will be required to enroll in his/her zoned school.

### ***Tardies and Early Dismissals***

School hours are 7:30 am to 3:30 pm. Students who miss more than 50% of the school day are considered absent. Tardies and early dismissals mean missed class time which therefore has a negative impact on student achievement and disrupts the learning environment. Students should not arrive late or leave early unless it is for an excused reason mentioned above.

School doors open for students at 7:30 am. There is no staff supervision before that time. Students must arrive by 7:55 am or they are considered and marked tardy. The doors will close at 7:55 am and past that time students will need to check in through the main office. Tardy students will receive a \$1 deduction in Dean's List.

Students are dismissed at 3:30 pm please do not take your child out of school earlier than the dismissal time.

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

- The parent/guardian must notify the office by phone or letter.
- The parent/guardian must bring a doctor's note or documentation
- The student remains in class or the office until an adult arrives at school to pick him/her up.
- An authorized adult must come in to sign the student out – we will only release students to an adult over the age of 18 who is listed as an authorized pickup.
- The student must make up all missed work.

Early pick-up is not allowed after 3:00 p.m.

## **Student Privacy**

### **Student Records**

A cumulative record will be kept for each student enrolled in school. The record's contents will include academic, attendance, and health records. The record will be kept current and confidential and will accompany the student through his/her school career.

The school administration is responsible for all student records. They will discuss, explain, and/or make available to an eligible student (i.e., 18 years of age or older) or parents/guardians any records on file. If a parent/guardian would like to examine a child's record, the parent/guardian should submit a request in writing to the Principal. Within 10 days, the eligible student or parent/guardian will be allowed to inspect the file and may request a copy of some or all the information contained in the record. There are two different types of student records, directory information and confidential records, and each will be treated differently.

### **Directory Information**

Directory Information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent/guardian. For example, teachers may distribute class lists to everyone in the class so that students may help each other with homework. If a parent/guardian would not like such information released, he/she should submit a request in writing to the Principal.

### **Confidential Records**

Confidential Records include final grades, disciplinary actions, and health records. Confidential records will not be made available to any non-school or non-KIPP Nashville personnel without written consent by the parent/guardian.

## Access to Student Records

Authorized school officials may release information from a student's education record if the student's parent/guardian or the eligible student gives written consent for the disclosure. Such written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent/guardian or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent/guardian or the eligible student may obtain a copy of any records disclosed under this provision.

Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes. A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, or student job placement.

In certain cases, school officials are permitted to release information from or permit access to a student's education record without prior written consent of the parent/guardian or eligible student, including:

1. To comply with a judicial order or lawfully issued subpoena. The school will make a reasonable effort to notify the student's parent/guardian or the eligible student before making a disclosure;
2. If the disclosure is an item of directory information;
3. To comply with the requirements of child abuse reports to the extent known by the school officials, including the name, address, and age of the child; the name and address of the person responsible for the care of the child; and the facts requiring the report;
4. When a student seeks or intends to enroll in another school district or a post-secondary school. Parents/Guardians of students or eligible students have a right to obtain copies of records transferred under this provision;
5. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
6. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.

# Uniform Policy and Expectations

## Buying Uniforms

Students can purchase uniform items online by accessing the link below –

<https://shop2.jbdesigns.com/collections/kipncp>

## Uniform Policy

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

The KNCP student uniform consists of:

Uniform Item	Details
<b>KNCP orange polo shirt</b>	<ul style="list-style-type: none"> <li>● KNCP polo shirts are available in both short sleeve and long sleeve options.</li> <li>● KNCP shirts must remain unaltered. Shirts with drawings or markings must be replaced.</li> <li>● The first KNCP polo shirt for new students is free at the beginning of the school year.</li> </ul>
<b>Tan khaki bottoms</b>	<ul style="list-style-type: none"> <li>● Bottoms may be pants, capri pants, shorts, skorts, jumpers, or skirts.</li> <li>● Bottoms must be loose fitting and comfortable; however, they may not be sagging.</li> <li>● Designs on pants and cargo pants are not allowed. Joggers are allowed.</li> <li>● Skirts and shorts must not be shorter than 1 inch above the knee when standing.</li> <li>● Leggings worn under skirts must be solid white, black, or navy blue.</li> </ul>
<b>Solid white, black, or navy blue undershirt</b>	<ul style="list-style-type: none"> <li>● Undershirts may be short or long-sleeved.</li> <li>● Undershirts may not have hoods.</li> </ul>
<b>Mostly Black shoes</b>	<ul style="list-style-type: none"> <li>● Shoes may be tennis shoes, flats, flat boots below the knee, or dress shoes.</li> <li>● Shoes may not be sandals, heels, or wedges even on free dress days.</li> <li>● Shoes may have a small amount of color if the <u>majority is black</u>.</li> </ul>
<b>Solid black or brown belt</b>	<ul style="list-style-type: none"> <li>● Belts must be worn if pants, shorts, skirts etc. have belt loops.</li> <li>● Belts may not have color designs.</li> </ul>
<b>KNCP Pullover Sweatshirt (optional)</b>	<ul style="list-style-type: none"> <li>● They are available in crewneck and half-zip options.</li> <li>● If a student chooses not to purchase a sweatshirt, he or she may wear a long-sleeve white, black, or navy blue shirt under the polo.</li> <li>● Personal sweaters or jackets over the KIPP shirt are not allowed to be worn during the school day. They can be worn to school but then must be stored in the bins with personal belongings during class.</li> </ul>

<b>Accessories</b>	<ul style="list-style-type: none"> <li>● Students are allowed to wear one necklace that does not go lower than the top button on the polo shirt.</li> <li>● Students are allowed to wear post earrings no larger than a dime.</li> <li>● Students are allowed to wear a watch. It may not be a smart watch that transmits text messages.</li> <li>● Students may not wear hats or caps in the building.</li> <li>● Students may carry a purse or a fanny pack no larger than 6 inches x 12 inches. Purses must have a shoulder strap and must be able to fit in their desk. Large handle bags and miniature backpacks are not allowed.</li> </ul>
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***Uniform Check***

All students have their uniform checked upon arrival to school. This consists of checking a student’s shirt (including tucking in of the shirt), belt, pants, and shoes, as well as ensuring that undershirts and leggings meet uniform requirements. Please note that our building may have varying temperatures, so purchasing KNCP pullovers or sweatshirts or having uniform-appropriate options for undershirts is important.

***Uniform Infractions***

We require that our students are in full uniform each day, so we will work to correct uniform infractions. Below is a list of uniform infractions and solutions:

<b>Infraction</b>	<b>Solution</b>
Non-Uniform undershirt, leggings or accessories	The student will be asked to remove the non-uniform item.
Non-uniform shirt	The student will be issued a \$1 deduction. We will call home to bring a shirt or issue a school shirt for the day. If the student borrows a school shirt, s/he will be issued a \$20 deduction to be removed when the shirt is returned.
Non-uniform pants	The student will be issued a \$1 deduction. We will call home to bring pants to school for the day.
No belt	The student will be issued a \$1 deduction. We will lend the student a belt. S/he will be issued a \$20 deduction until the belt is returned.
Non-uniform shoes	The student will be issued a \$1 uniform deduction. We will call home for replacement shoes. If they cannot be provided, the student will wear shoe covers or school-issued shoes for the day.
Untucked Shirts	The student will be issued a \$1 deduction and asked to tuck his/her shirt in.

Please note that ongoing and repeated uniform issues may result in more significant consequences. We are happy to work with parents to solve problems with uniform access to prevent this issue.

## Student Cell Phones

At KNCP, we allow students to bring their cell phones to school because many students use them to communicate with parents on the way to and from the school bus and they are a safety tool. At the start of the year, families are required to complete a form signing off on our cell phone policy and indicating whether or not their student brings a phone to school. Students are required to secure phones in our cell phone bin in the morning during homeroom. Bins and Office Folders are collected by a student designee (per grade level) and brought to the main office; they are picked up by 3:15 p.m. each afternoon. Students are never to use their cell phones in school and are not permitted to carry them on their person throughout the day.

### *Cell Phone Confiscation Procedure*

If a student has a cell phone on them or uses their cell phone, they will receive a Level 3 deduction for an electronics violation and phone will be confiscated and placed in a safe. Caregivers will be notified if a cell phone has been confiscated, cell phones can be picked up from the main office during school hours 7:30am-4:30pm.

## Bathroom & Hall Passes

At KNCP, our bathroom policy is intended to ensure that students' needs are met and that they are not missing important parts of instruction. We have hall policies and bathroom policies to support this.

### *Bathroom*

Students are allowed to use the restroom each day during homeroom and at lunch. Additionally, students are allowed one trip from their morning classes and one trip from their afternoon classes. If your student has a medical note for restroom use, please send that information to school so our teachers can respond appropriately.

### *Hall Passes*

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

## Student Supplies

### *Student Supplies*

All students should have the following supplies with them **every day** at KNCP

- Sharpened #2 wooden pencils or mechanical pencils - x10
- Big pink erasers - x2
- Highlighter - x1
- Black or Blue Pen (other colors are not allowed) x1

The following items are supplied by KIPP Nashville College Prep for every student. It is required that they use these items. They will be handed out the first day of school in August.

- KNCP Agenda Book
- Homework Folder
- 2-inch Binder & tabs
- Pencil Pouch

- Headphones\*

\*If a student prefers to use his/her personal headphones, they can bring them to school for daily use.

### ***AR Books and School-Owned Materials***

Teachers at KIPP Nashville College Prep use a variety of methods to teach—one of which is independent reading books. Student library books are considered school property. Students check out books often throughout the year. Students are responsible for the issued books; if lost, stolen, or severely damaged, the student and caregiver are responsible for payment to replace the book. Caregivers need to cover costs of any damage beyond regular wear and tear, or loss of library books. The form is located at the back of this handbook.

## **Personal Belongings**

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

- Toy weapons or unauthorized manipulatives (i.e. stuffed animals, dolls, action figures, Legos, etc.)
- Any illegal substance
- Gum
- Slime
- Tablets and game electronics

The school reserves the right to add to this list.

Students are not allowed to bring extra items to school to sell. If a student is involved in a club or activity and has a fundraising activity, please contact the office for permission to sell items at school (i.e. girl scout cookies, etc.)

Students keep all backpacks and coats in bins in their homeroom classes. Students visit these bins during homeroom and homebound only. All personal belongings must be kept in their backpacks. The school is not responsible for items lost or stolen. It is at the discretion of a family to allow students to bring personal belongings to school. The school also has the right to search backpacks at any time if there is suspicion of an infraction that could cause harm to others in the school. Any searches must be completed by members of the leadership team. If a student brings their own lunch to school, this will be stored in the homeroom lunch bin and taken to the cafeteria at lunch time. No student is permitted to go back to their homeroom during lunch for missing items.

## **Computer & Internet Policy**

The use of technology resources by students, staff members, or visitors to KIPP Nashville schools is a privilege and is subject to all applicable state and federal laws and policies of the district. Students are responsible for their ethical and educational use of the computer online services in the school.

The following are prohibited activities and may result in the student temporary or permanent loss of technology privileges, or further disciplinary actions: the use of offensive language or images, profanity, harassment or bullying, impersonation of another, and hacking/damaging a system or network. This list is not comprehensive.

### **Internet Safety Measures**

KIPP Nashville is committed to ensuring internet safety for our students. Through widespread use of content filtering, we are controlling access by students to inappropriate content matter, the online spaces for direct

communications (e.g., chat/email), and preventing unauthorized access including hacking from internal or external sources. We will monitor internet use vigilantly to ensure students do not access materials that may be harmful to them.

### **Chromebooks**

All student Chromebooks are owned by KIPP Nashville and are loaned to the student and their family for use throughout the school year and are expected to be in good working order at all times.

Student Chromebooks must not be left unattended at any time. They must be in a student's possession or secured in a designated location within the classroom. If a Chromebook is found unattended, it will be turned in to the school administrator. School-issued and owned Chromebooks and iPads must be carried and transported appropriately on and off campus.

- Chromebooks should be closed when carried in order to avoid damage to the hard drive resulting in the permanent loss of data.
- No food or beverages should be in the vicinity of Chromebooks.
- Chromebooks and iPads should be handled with respect and care and are not to be defaced or damaged in any way. Inappropriate treatment of school-issued devices will result in school repossession of these devices for a period of time determined by the administration. This includes placing any stickers on the device.
- In the case of theft of a school-issued device, a police report must be filed, and a copy of the police report (including the device's serial number) must be submitted to the Director of Operations in order to process the insurance claim.
- The school reserves the right to remove any software that has been installed on school owned devices that impedes the educational purposes of the school's technology program.

### **Copyright Law**

Copyright law protects the ownership of a person's creative works. In an educational setting, students are permitted to use others' works under the Fair Use Clause, if they meet the restrictions and cite the work.

#### **Downloading and Installing Software**

- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc., through the school's network is prohibited unless it is part of an assigned, in-class activity.
- Applications, software, movies, songs, and other materials protected by copyright law may not be transmitted or duplicated. This includes copyrighted movies, which may not be "ripped" from DVDs or downloaded from the Internet and copied onto laptops.
- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

### **Consequences**

KIPP Nashville reserves the right to enforce appropriate consequences for the violation of any section of the responsible use policy. Such consequences could include the loss of the use of any school-owned for a specific

amount of time determined by the administration and members of the technology department and may include possible disciplinary action and possible legal action. These consequences apply to all students using any electronic devices on the school's campus, whether these devices are personally owned or school-issued.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the responsible use policy, including the right to search the device, remove content from the device, and the right to retain the device in the school's possession, if there is an infraction of the responsible use policy.

In the case of repeated abuse and/or damages to a device, the school has the right to revoke a student's privilege of using a device. Any change of the operating configuration or settings is subject to disciplinary measures by school administrators.

### **Damage or Lost Device**

Any damage or loss of school-issued electronic devices that is the result of intentional damage or negligence is not covered by the device's insurance. Consequences for these actions will include the student paying for the repair or replacement of the device, as well as other disciplinary actions as determined by the school administration.

Should repairs that are not covered by insurance be required, or a full replacement is required, the student's family is responsible for supporting that cost.

- First incident per year: \$50
- Second incident per year: \$50
- Third incident per year: loss of use

# Academic Program

## Overview

KNCP wants all of its students to leave middle school and enter high school on or above grade level in all core subjects in order to possess the knowledge and confidence it takes to be successful in college and lead choice-filled lives. The instructional program is set up in a way that supports the school's vision. Students will receive both academic and character instruction, and the program is built to give more time to the knowledge and skills that are most important for high school and college. We believe every child is capable of learning and growing at KIPP Nashville College Prep. The following section will explain our academic program.

## Instructional Program

### *Literacy*

The literacy curriculum is a major priority for KNCP because literacy is the foundation for being able to learn all other content areas. We focus on reading and writing as a gateway for all other contents. Students spend at least 140 minutes a day engaged in literacy, working in the areas of reading, writing, listening, and speaking, and the curriculum is aligned to the Common Core State Standards.

Literacy at KNCP incorporates a variety of components that build habits of successful readers. Students participate in vocabulary lessons, reading lessons on a shared grade level text, independent reading with a book on the student's level, grammar lessons, and writing lessons. Students who come to KNCP significantly below grade level in reading also receive daily small group reading intervention using the Fountas and Pinnell Levelled Literacy Intervention system (LLI) and other tools.

### *Math*

Math class aligns with the grade level's appropriate Common Core State Standards, and instruction incorporates grade level math skills, problem solving and critical thinking, foundational skills, and fluency with computation. The 70-minute math block ensures students are practicing fluency, grade-level content, and spending a good portion of time in independent practice where they apply what they learned to new problems.

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

### *Science*

The science curriculum at KNCP uses the Tennessee state standards, adopted in the 2018-19 school year. Each unit is framed as a scientific question that students must answer by learning and using the principles of the scientific process and argumentation. In addition to the readings and lessons, each unit utilizes hands-on labs and online simulations to further develop students' science knowledge.

### *History*

The social studies curriculum at KNCP uses the newly revised Tennessee state standards with a focus on literacy. Fifth grade social studies explores the history of America from 1850 to present day, and students read a variety of primary and secondary sources to comprehend. Sixth grade social studies class focuses on world history and

geography from the early civilizations through the decline of the Roman Empire. This course also uses the same literacy approach as a means to get students to comprehend. Seventh grade social studies class explores world history and geography from the Middle Ages to the exploration of America. Eight grade social studies dives deeper into US history.

### ***Response to Intervention***

KNCP uses the Response to Intervention program to ensure students who need additional academic and/or behavioral supports are supported appropriately. The RTI<sup>2</sup> interventions at KNCP take place during the specified reading and math intervention block. Students are grouped based on their instructional reading and math levels, and the focus of each group differs according to the needs of the students.

### ***Enrichment Classes***

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

In 7th and 8th grades, all students take physical education as an enrichment class in order to get the physical activity needed throughout the school week. Students will have time to participate in various activities, games, and wellness activities. Our Lower School students receive recess.

### ***Field Lessons***

Every quarter students participate in a field lesson at a local or regional university, company or community organization. The goal of the field lessons is to increase the students' knowledge about what it looks and feels like to be on a college campus or in the workplace. The students participate in a specific academic activity while on the visit and end the day with a fun community-building event.

Every year 8th grade students also participate in an end-of-year field lesson in which students who've earned the trip spend time overnight learning at a university and in another community a bit further away. The goal of these field lessons is to increase our students' awareness of other cities, colleges, and sites that impact what they've learned that year. For example, KNCP students may have the opportunity to visit Atlanta, Georgia in order to connect what they learn about U.S. history to the real locations. KIPPsters would visit Spelman or Morehouse College, the historic home of Martin Luther King Jr. along with The King Center, and end with a trip to Six Flags. Through the field lesson program, students are exposed to a new community and practice their servant leadership through community service as a part of the field lesson. Our 8th graders will be given options to vote and select their End of Year trip location.

## **Grading Policy**

In grades 5-8, KIPP Nashville grades are calculated based on the following four categories:

- 30% Major Summative Assessments
  - End of Unit/Module Assessments
  - Interim Assessments
  - Writing Rubric Scores

- 30% Minor Summative Assessments
  - Reading Checkpoints
  - Math Topic Assessments
  - Quizzes
  
- 30% Daily Assignments
  - Daily Assessments
  - Classwork
  
- 10% Homework
  - Homework is separated as its own category to ensure accountability for completion, as it is an essential academic habit for high school preparedness.

### Grades 5-8 Grading Scale

- A (93-100)
- B (85-92)
- C (75-84)
- D (70-74)
- F (0-69)

The grades on the final report card are adjusted to include the student’s score on TNReady assessments. To determine a student’s final grade, KIPP Nashville schools will apply a curve to a student’s TNReady score. The TNReady score will be calculated as a percentage by dividing the points earned by the total points possible. Then, the percentage will be curved, using guidance from either the TDOE or MNPS, to determine a student’s adjusted TNReady score. The KIPP Nashville Chief of Schools will approve the final TNReady scoring formula once guidance regarding the curve is received. A student’s adjusted TNReady score will account for the minimum percentage required by the district of the student’s final grade received in each tested course. For the 2020-21 school year, the minimum required percentage is 15%.

If TNReady assessment results are not received by the school at least five (5) instructional days before the end of the course, the school may choose not to include the state assessment score in the student’s final grade calculation.

Conduct grades are based on behavior and shall not be deducted from quarterly report card grades.

## Assessments

### 2020-2021 Required Tennessee Student Assessments

Student Achievement in Elementary and Middle Schools				
Assessment	Grades	Purpose and Use	Assessment Window	Reporting
TCAP /TNReady (Tennessee Comprehensive Assessment)	3-8	TCAP assessments measure a student’s skills in English-Language Arts, math, science and social studies. Test results are used in teacher,	mid-April – early-May	“Quick score” results are typically available soon after the test is given so teachers can

Program) Achievement Test		school and district accountability with the State of Tennessee and the Federal Government. Results also may count for up to 15% of a student's final grade in those subjects.		calculate final grades. Later the state releases more detailed individual student reports. These are distributed by district office staff to schools and shared with families in the fall.
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**Special Education Assessments**

<b>Assessment</b>	<b>Grades</b>	<b>Purpose and Use</b>	<b>Assessment Window</b>	<b>Reporting</b>
TCAP Alt. / MSA Assessment.	3-11	This assessment is designed for students with significant intellectual disabilities. It is based on a different set of content standards than the TCAP test. Students only take the TCAP-Alt assessment when parents/guardians and educators decide it is appropriate according to his or her needs	March–May	The state releases individual student reports with details of performance. These are distributed by district office staff to schools and then shared with families

**English Language Learner Assessments**

<b>Assessment</b>	<b>Grades</b>	<b>Purpose and Use</b>	<b>Assessment Window</b>	<b>Reporting</b>
WIDA ACCESS Placement Tests for English Learners (also called W-APT)	K-11	W-APT (WIDA ACCESS Placement Test) is given to students who speak a language other than English at home. It is used to help determine which kind and level of English language support they need. It also helps us know in which level to place students for the annual assessment all English Learner students take.	Administered to English Learner students at the time of enrollment	Tests are scored and the results are given to parents/guardians immediately
WIDA ACCESS for English Learners	K-12	This assessment helps determine language proficiency of English Learner students. It is the test the state gives every year to measure student performance in English language proficiency.	March–April	The state releases individual student reports with details of performance. These are distributed to schools and then shared with families.

## Progress Reports & Report Cards

### Progress Reports

Each week, students receive a weekly progress report that includes the following information:

- Current numerical grades and corresponding letter grades for each individual class.
- Paycheck deposit information to date for the quarter.
- Updated attendance information, including absences and tardies.
- Current progress to the monthly Accelerated Reader goal

This report is created and distributed by the DOO each Friday morning and is sent home with paychecks that day. Weekly progress reports are not part of the student’s formal academic record. Rather, they provide an opportunity to communicate with parents/guardians about how their child is doing throughout the quarter. A parent/guardian whose child is failing a course at the progress report time should reach out to the teacher of that course within one week of receiving the progress report.

### Report Cards

Report cards are distributed to students at the end of each quarter. Each student will receive two copies. Parents are required to review report cards, sign to acknowledge receipt, and return the signed copy to school.. Based on student performance, parents and students may be required to attend a conference with teachers. Quarter 4 report cards will be mailed over the summer.

## Student Homework

### Overview

Students will have homework each night, but they will not have homework in every subject every night. This is intended to ensure that the quality of assignments given and the quality of work completed is excellent for all assignments. With fewer assignments, teachers can ensure the quality of the assignment and better hold students accountable to high quality work. Teachers will have assigned days for homework. Students will receive Reading homework every night, Math and Composition homework twice a week, and Science and Social Studies homework once a week. Math, Science, Composition and Social Studies should alternate days. Assigned homework days are listed below.

<b>Weekly Homework</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Grade 5</b>	Reading Math Science	Reading Composition	Reading Math	Reading Composition Social Studies	Reading
<b>Grade 6</b>	Reading Math Social Studies	Reading Composition	Reading Math	Reading Composition Science	Reading
<b>Grade 7</b>	Reading Math Science	Reading Composition	Reading Math	Reading Composition Social Studies	Reading

<b>Grade 8</b>	Reading Math Social Studies	Reading Composition	Reading Math	Reading Composition Science	Reading
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Homework should be aligned to either new standards or standards that are being spiraled in for review. Homework is checked for completion and accuracy each time it is turned in. Homework should be graded for accuracy. This system builds habits for students to learn independent work skills to prepare for high school, college, and beyond.

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

## Student Agendas

All students receive a KNCP agenda at the start of each year. The goal of agendas is to teach students a system that can be applied/used later – this includes daily use, and long term planning (writing in assessments or project due dates, etc.) Agendas must be signed every night in grades 5 – 7 and checked every morning in homeroom – deductions are given if they are not filled out fully and/or signed. The 8th grade team can make a decision about what makes sense for 8th grade leaders transitioning to high school.

## Student Make-Up Work Policy

### *Make-Up Work Policy*

Following an absence, students are expected to return to school with the homework completed that was assigned the day before the absence. For example, a student is absent on Tuesday. When the student returns on Wednesday, homework from Monday night should be completed and turned in to each teacher. Students who return from an absence and do not submit the assignments due the day they were absent will receive the same consequences for missing homework.

Students have the number of days that they were absent to complete make-up work missed during an absence. Make-up work is stored in uniform bins in classrooms for one week. It is the student's responsibility to get their work from the bin and complete their work. It is possible that a student is not able to complete all work missed during an absence because s/he was not present in class. In these cases, the teacher should provide clear expectations as to what work should be completed and submitted. When the teacher enters the grades in the gradebook, missing work should be entered as an “mi” which will count as a zero. It will remain a zero in the gradebook unless the student turns in their work within the week. Work that is entered in the gradebook but was not required from a certain student due to an absence should be marked as “excused”.

In some circumstances, a parent is aware of an upcoming absence prior to the day of the absence (for a funeral, etc.) and may request work ahead of time. Teachers may provide the work, but are not obligated to do so.

In extreme circumstances, such as an extended hospitalization, the administration will extend the deadline for work assigned during the student’s absence. Parents are highly encouraged to work with teachers to help students develop a plan to check on missed assignments and submit missed work.

### ***Make-Up Work System***

Details on classroom make-up work bins can be found in the common picture procedures on the KNCP Team Google Drive.

## **Student Late Work Policy**

If a student is present at school for instruction, s/he must turn in the work that day in order to receive credit. Students may not turn in late or missing work that should have been completed in class. When the teacher enters the grades in the gradebook, missing work should be entered as a zero. If a grade is entered as “mi”, it will count as a zero. The following exceptions are permissible:

- A teacher gives students the night to finish an assignment because the class ran out of time.
- A student was sent out of class/absent from class and the teacher chooses to grant an extension (the teacher can also choose to excuse an assignment).
- Students have an IEP or 504 plan that allows them to complete late work.

## **Student Cheating and Plagiarism**

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

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

## **Student Organization Systems**

At KNCP, we set organization systems that help our students develop strong organizational systems and help maximize learning time.

- All students receive a school homework folder with a cover sheet that has student passwords and login information. Homework folder organization is maintained in homeroom.
- All students receive an agenda.
  - The goal of agendas is to teach students a system that can be applied/used later – this includes daily use, and long term planning (writing in assessments or project due dates, etc.)
  - Agendas must be signed every night in grades 5 – 8 and checked every morning in homeroom – deductions are given if they are not filled out fully and/or signed.

We have purchased the following for each student:

- One large two inch view binder with tabs for each subject – teachers will be required to oversee binder cleanouts at the end of each unit/module and this will be managed through coaches.
- One pencil pouch
- Earbuds

- An expo marker

Students will supply the following:

- Pencils
- Headphones (if they want to use their own)
- One blue or black pen – we do not allow the use of other colors
- Tissue, sanitizer, Lysol wipes, paper towels (one of each)

## Honor Roll

An important part of our mission at KIPP Nashville College Prep is to prepare our students for college, and in order to do that, we feel it is important to expose them to the language of academia. Therefore, in our efforts to do this, we have arranged our honor system in a manner similar to that of elite high schools and the university system. Our honor roll is divided into 3 categories: Cum Laude, Magna Cum Laude, and Summa Cum Laude. Students receiving Summa Cum Laude earn an average of 95% or higher across all of their core classes with at least an 80% in each core class and pass all of their elective classes. Students receiving Magna Cum Laude earn an average of 90% or higher across all of their core classes with at least an 80% in each core class and pass all of their elective classes. Students receiving Cum Laude earn an average of 85% or higher across all of their core classes with at least an 80% in each core class and pass all of their elective classes.

## Promotion & Retention

At KIPP Nashville, our ultimate goal is to ensure that all of our KIPPsters are prepared to succeed on their path to and through college. By the time our students leave us after 8th grade, we want to ensure they have the academic knowledge, skills, and habits to succeed in rigorous, college-preparatory high schools. For some students, repeating a grade level may change their trajectory on their path to and through college by providing an opportunity to close a gap in the knowledge, skills, and habits needed to succeed in high school. In these situations, we consider retention in the current grade level to be an option that aligns with our mission and goals for our KIPPsters.

The following criteria are considered for a student's promotion or retention.

- *Mastery of essential competencies.* Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level. KIPP Nashville considers for retention any student who is failing two (2) or more core academic classes. A failing grade is defined as an end of year average (the average of all four quarterly grades) below 70%. Core academic classes are ELA, math, science and history. If the two (2) classes are math and ELA class, this is weighed more heavily toward retaining the student.
- *Attendance.* Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
- *Conduct.* Retention shall not be used as a disciplinary measure.
- *Previous retention.* Students shall not be retained more than once in the same grade.
- *Special Education.* Students who have Individual Education Plans (IEPs) will be promoted to the next grade based on successful completion of the goals on the IEP.

- *English Language Learners*. Retention of English Learner (EL) students shall not be based solely on English language proficiency

KIPP Nashville will identify students who demonstrate difficulty in achieving the requirements for promotion to the next grade level and therefore may be considered for retention no later than February 1. However, a student may be identified for retention after February 1 if the delay is due to:

- Date of enrollment; or
- Additional information acquired after results of local assessment, screening, or monitoring are released.

Once a student has been identified as promotion-in-doubt, the school team will notify the parent/guardian to develop a promotion plan. This plan shall be provided to the student’s parent/guardian and the school shall offer to hold a parent-teacher conference to discuss the promotion plan.

If a student qualifies for retention, he or she will repeat the same grade the following year. He or she may only be promoted at the discretion of the Principal. Parents/Guardians may appeal the retention decision to KIPP Nashville’s Head of Schools. The Head of Schools will review the students’ data and the recommendation and make the final appeal decision.

KIPP Nashville does not offer summer school for middle school students, and it is not something KIPP Nashville considers when making promotion decisions.

Students in Grade 8 must meet the promotion criteria to participate in the Moving On Ceremony at the end of the school year. Promotion to 9th grade will occur at the discretion of the principal.

## Parent/Guardian Communication

Communication to parents/guardians regarding student grades and academic progress may include, but is not limited to:

- Illuminate portal
- Dean’s List portal
- Phone Calls/Texts/Emails
- Conferences
- Mid-quarter progress reports
- Report Cards
- Letters home
- Progress Monitoring Reports\*
- IEP Progress Reports\*

*\*for students serviced by Special Education*

Teachers will proactively notify parents/guardians whose child is in danger of not passing for a given quarter.

## **Athletics & After School Programing**

KNCP offers athletics and after school programming. Participation is voluntary. Students are required to meet the same expectations required during the school day. If students do not meet expectations repeatedly during after school programming, they may be removed from the activity.

## **Athletic Eligibility**

KNCP follows the same athletic activity eligibility policy as MNPS. The minimum eligibility requirement established by this policy is that a student shall have made a passing grade the preceding semester in at least 70% of the subjects taken or their equivalency.

- Any student permitted to attend a Metro School is eligible to participate in athletics provided he/she meets all eligibility requirements.
- Students remain eligible, become eligible, or become ineligible on the first day of the new semester.

## **Review of Instructional Materials**

In accordance with state law, parents/guardians of a student shall be entitled to review all instructional materials, teaching materials (including handouts), textbooks, and teaching aids used in the classroom of their child. As defined for the purposes of this policy, “instructional materials” denote instructional content provided to the student, regardless of format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats. Parents/guardians may also review tests that are developed and graded by their child’s teacher. The above materials shall be made available by the school, upon request, to parents/guardians for review.

### **Policy for Granting Parent/Guardian Review of Instructional Materials**

Any parent/guardian who would like to review instructional materials should contact the Assistant Principal, or designee. If a school has more than one Assistant Principal, the parent/guardian should contact the Assistant Principal over that content area (e.g., STEM or ELA) or grade level.

Parents/Guardians may request to review instructional materials via email, phone call, or submitting a written request. The Assistant Principal will respond within five (5) school days regarding the request. The Assistant Principal will schedule a time for the parent/guardian to come in and review any requested curricular materials.

### **Procedure for Responding to Related Grievances**

If a parent/guardian expresses a grievance with how a test or assignment was graded, the parent/guardian should first reach out to the teacher to discuss the concern. If the issue is not resolved, the parent/guardian should follow the formal complaint procedures outlined in this handbook.

If a parent/guardian expresses a grievance for instructional/curricular materials, the parent/guardian should first request a meeting with the teacher and Assistant Principal for the appropriate content and/or grade level. If the issue is not resolved, the parent/guardian should follow the formal complaint procedures outlined in this handbook.

## Student Culture & Conduct

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

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

### Student Behavior System

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

- Paycheck deductions
- Detentions
- Suspensions
- Expulsion

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

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

### The Paycheck System

The paycheck system is designed to give consequences to students who do not meet expectations and to students who go above and beyond. Using the paycheck, we are able to consistently hold students accountable to school expectations, and positively recognize them for good choices. It is also a behavior communication tool that gives the students, their parents, and staff an indication of a student's behavior during the school day.

Students begin every Friday with \$50 on their paycheck. Every deduction takes away the appropriate amount of money from the \$50 total. Students can also earn \$1 for acting in ways aligned to our school values or demonstrating key academic habits. Paychecks for the week end at the end of the day Thursday. On Fridays, the total amount remaining after all deductions and bonuses are calculated is printed on the student's paycheck and is taken home to be signed by a parent.

Paycheck infractions include the following:

Behavior	Amount per Deduction
<ul style="list-style-type: none"> <li>● 3 \$2 Deductions (same class period)</li> <li>● Disrespect to Peer</li> <li>● Disrespectful Response</li> <li>● Cell Phone/Smart Watch Violation</li> <li>● Integrity</li> <li>● Out of Assigned Area</li> <li>● Major Class Disruption</li> <li>● Noncompliance</li> <li>● Profanity</li> <li>● Disrespect to Property</li> <li>● Elopement</li> <li>● Unreturned Parent Communication</li> </ul>	\$3 (Automatic phone call home and detention)
<ul style="list-style-type: none"> <li>● Disruptive Noises</li> <li>● Gum/Food/Drink</li> <li>● Horseplay</li> <li>● Not Following Directions</li> <li>● Disengaged</li> <li>● Out of Seat Without Permission</li> <li>● Poor Peer Interaction</li> <li>● Speaking Out of Turn</li> <li>● Sleeping/attempting to sleep</li> <li>● Unprofessional Choice</li> </ul>	\$2
<ul style="list-style-type: none"> <li>● Incomplete Agenda</li> <li>● Late pick-up</li> <li>● Materials: No Pencil</li> <li>● Materials: No Independent Reading Book</li> <li>● Materials: Other</li> <li>● No Hall Pass</li> <li>● Uniform: Untucked Shirt</li> <li>● Uniform: Missing/Incorrect Item</li> <li>● Incomplete Break Packet</li> <li>● Literacy HW Missing or INC</li> <li>● Math Homework Missing or INC</li> <li>● Music HW Missing or INC</li> <li>● Science HW Missing or INC</li> <li>● SS HW Missing or INC</li> </ul>	\$1

Students who are absent will lose \$5 on their paycheck every day they have an unexcused absence. We believe that in order to earn incentives any given week, the student must be present at school. Students who are sent to

the reset room will lose \$5. Students who are in ISS will lose \$10 and students who are suspended will lose \$15 per each day of suspension.

### *Values-Aligned Bonus Dollars on the Paycheck*

If a leader shows one of the positive behaviors below, he/she may receive a bonus dollar. It is recorded on the paycheck as a \$1 gain. Values-based bonus behaviors may shift as grade levels prioritize certain positive actions with students.

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

### **The Reset**

Resets are used for students who have an emotional situation in a classroom and must be removed for a short period of time to regroup. The purpose of a reset is to allow a leader the chance to get him/herself together, reflect on his/her actions, and refocus for class. The goal is to get leaders back into class successfully in as little time possible. If your student is ever reset from class, a teacher will call you that same day to explain what happened.

### **Detention**

Students earn a detention for the following things:

- Earning a \$3 deduction
- Earning 3 \$2 deductions in one class period

Students serve detention during lunch and recess. During detention, students will complete a reflection on the behavior that earned the detention. If students do not complete the reflection thoughtfully, they will reserve the detention.

If a student receive 3 \$3 deductions in a week (Monday - Friday), s/he will be suspended from school for one day. When a student is suspended for a day and comes back to school, all unserved detentions are wiped clean.

## Suspension Policy

If a student commits one of the infractions listed below, the student shall receive an out-of-school suspension. Before the student is returned to class, the student, parent/guardian, and the Dean of Students will meet in order to address the student’s behavior and plan for improvement. Infractions include the following:

Infraction	Consequence
<ul style="list-style-type: none"> <li>Gross disrespect of a fellow student</li> <li>Gross disrespect of faculty or staff</li> <li>Gross disrespect of school property</li> </ul>	1-2 days
<ul style="list-style-type: none"> <li>Departing, without permission, from class, floor, building, or school-sponsored activity</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, 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

## Expulsion Policy

Expulsion is any removal from KIPP Nashville schools for more than 10 days. Students may be expelled for demonstrating any of the expellable behaviors listed in the chart below.

Behavior	Definition
Harassment of School Staff	Repeated incidents of intentional verbal, electronic, sexual, or physical harassment or intimidation directed at teachers, administrators or school staff. Documentation of incidents must be included in referral.
Assault of a Student	Intentionally, knowingly or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. Students may not receive the same disciplinary consequence for their involvement in an altercation if the school

	administrator determines they acted in self-defense to protect themselves from physical harm (T.C.A. 49-6-3401).
Under the Influence of Illegal Drugs	Being under the influence of illegal drugs while on school grounds or at school-sponsored activities. A referral to the school social worker will be made for any student found in violation of this code. Qualifies for First Time Drug Offender Program.
Threats: Class 2	A credible threat to cause harm to students, staff or school. The threat must be verbal or written and include a detailed plan. Evidence must support that the threat is actually or potentially harmful or lethal to the safety of the school and/or school community.
Bullying	Any intentional act that is severe, persistent or pervasive and substantially interferes with a student's educational benefits, opportunities or performance, and has the effect of: 1. Physically harming a student or damaging a student's property 2. Knowingly placing a student(s) in reasonable fear of physical harm or damage to the student's property 3. Causing emotional distress to a student(s) 4. Creating a hostile educational environment Bullying incidents must be reviewed for civil rights violations. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.
Cyberbullying	Using technology, including, but not limited to email, cell phones, voicemails, texts, photos, video messages, instant messaging, defamatory websites, social networking sites, online personal polling sites or journals to bully another student. See the definition of bullying above.
Harassment	Harassment is misconduct that: 1. May be perceived or described as bullying, hazing, or cyberbullying, discrimination or intimidation 2. Is based on a student's real or perceived race, color, religion, national origin, disability, sexual orientation, ancestry or sex, including gender identity, gender expression and appearance; and 3. Creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent to interfere or limit a student's ability to participate in school services, activities, or opportunities. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.
Sexual Harassment	Sexual harassment is harassment based on sex. Behaviors that constitute sexual harassment include, but are not limited to: unwelcome sexually suggestive remarks or advances; pictures, gesturing or exposure; verbal harassment or abuse of a sexual nature; messaging of a harassing, abusive or sexual nature (including nudity), sent by electronic medium; subtle or direct propositions for sexual favors; touching, petting or pinching. Sexual harassment may be directed against a particular person or persons or group whether of the opposite sex or same sex.

Assault of a Teacher or Staff	Any act, intentional or unintentional, that causes or has the potential to cause physical injury to a teacher or school staff. An assault is more than incidental contact. Pushing or bumping a bus driver while the bus is operating constitutes assault of staff.
Extreme Disruption of the School Environment or Bus	Intentionally disrupting the school environment or bus to the extent that the safety of other students is at risk. The discipline referral must include evidence of actual disruption and actual risk of harm. Starting a fire or igniting fireworks constitutes extreme disruption. Using technology to access and alter student records or electronically tampering with MNPS records or databases in a manner that impairs normal school functioning constitutes extreme disruption
Group Fighting	Three or more students engaging in a physical altercation. The altercation may include more students against a few students or multiple one-on-one fights.
Gang Intimidation	A gang-involved student behaving in a way that would reasonably be expected to cause physical injury to any person. Evidence must be provided in the referral showing that a student is gang-involved and intimidation is gang-related
Off Campus Behavior: – For a felony charge under T.C.A. 49-6-3051(b) OR – An act committed against a member of the student’s school community that poses a threat to the safety of the school	Students may be subject to disciplinary action for off-campus behavior when: 1. The student’s behavior results in a felony charge under T.C.A. 49-6-3051(b): murder, rape, aggravated robbery, kidnapping, aggravated assault, felony reckless endangerment and aggravated sexual battery and the student poses a threat to the safety of other students or staff. 2. When a student commits an act against a member of the student’s school community that poses a threat to the safety of other students or school staff in the student’s school as determined by the results of a threat assessment. The referral must include a specific description of the safety threat posed to students or staff.
Sexual Assault	Unwanted sexual contact with the use of force against a person’s will or when the victim is unable to give consent that poses physical, emotional or psychological distress or injury upon the victim.
Robbery	Intentionally or knowingly taking the property of another person by use of violence or with the use of a weapon.
Reckless Endangerment	A reckless action in which the behavior causes serious injury or may potentially cause serious injury. The potential harm must be foreseeable by a reasonable person.
Repeated Fighting	A student who participates in three (3) or more fights during the current year
Vandalism	Willfully destroying or defacing school or personal property. The damage caused is over \$1,000. A child’s willingness to repair the damage or make

	restitution will be taken into account in determining the appropriate level of response.
Theft Over \$1,000	Taking the property of another individual or of the school without permission with the intent of depriving the owner of the property. The value of the property is over \$1,000. A child's willingness to return or replace an item taken or make restitution will be taken into account in determining the appropriate level of response.
Refusing or Fleeing Drug or Weapon Search	A student who refuses to submit to a drug or weapon search when requested is in violation of this code. Reasonable suspicion of drugs or firearms must exist for expulsion. A student violating this code is not eligible for the First Time Drug Offenders Program.
Sexual Intercourse	Engaging in any form of consensual sexual intercourse (including oral sex) on school grounds, on the bus, or at school activities or events. A mandatory expulsion of 60 school days will be issued for a first offense. For a second offense, a student may be expelled for up to a calendar year.
Rape	Committing oral, anal or vaginal penetration with use of force, against a person's will or when the victim is unable to give consent.
Attempted Homicide	Attempting to kill another person
Homicide	Killing another person
Threats by Electronic Transmission (ZT)	A student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and creates actual disruptive activity at the school that requires administrative intervention
Drugs (ZT)	Unlawful possession, use or distribution of drugs on school grounds, including any controlled substance, controlled substance analog or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug for money or other benefit.
Aggravated Assault (ZT)	Intentionally or knowingly 1) Causing serious bodily injury or 2) committing an assault with a deadly weapon of a teacher, school staff, or SRO. "Serious bodily injury" is injury that requires more than basic first aid. A "deadly weapon" is a weapon, such as a firearm or knife, that is designed to inflict serious bodily injury.
Explosives (ZT)	Possession of any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, mines and similar devices. Possession of fireworks altered or modified to constitute an explosive may be considered a Zero Tolerance offense only if the altered fireworks are identified as an explosive by law enforcement officials. Fireworks are not considered an explosive.

Firearm (ZT)	Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.
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KIPP Nashville upholds expulsion decisions of all MNPS schools.

***Additional Behaviors Leading to Expulsion***

The Principal has the authority to expel a student to preserve the sanctity of the learning environment and protect the student body from behavior that is so repeatedly disruptive as to prevent the orderly operation of the school. Therefore, an excessive number of out of school suspensions for behavior disruptive to the function of the school day will trigger an expulsion. In addition, the Principal has the authority to expel a student should they engage in egregious disrespect that seriously impairs the ability of the school to function.

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 expulsion.

***Expulsion Process***

When a student has committed an action that warrants an expulsion, the school Principal will begin an investigation. The Principal will contact their manager to provide context for the investigation. Students will be placed on suspension during the investigation process of expellable offenses and be afforded due process (the opportunity to give his/her written account of what happened). The investigation process may last now more than two (2) days. After the investigation, a KIPP Nashville Principal will contact his/her manager to share the findings of the investigation. If the Principal decides to expel a student, with the approval of his/her manager, the student’s parent/guardian shall be given a Notice of Expulsion letter including written notice of the charges and the right to either:

1. Accept the expulsion from KIPP Nashville; or
2. Request an Expulsion Appeal Hearing in front of KIPP Nashville’s Disciplinary Hearing Authority (“DHA”).

***Requesting and Scheduling an Expulsion Appeal Hearing***

If a student is expelled from a KIPP Nashville school, the student’s parent/guardian has the right to request an expulsion appeal hearing. The request for a hearing must be in writing and occur within five (5) days of the receipt of the Notice of Expulsion letter by the Principal to expel the student.

KIPP Nashville will hold the expulsion appeal hearing within ten (10) school days from the beginning of the suspension proceeding the notice of expulsion in which the investigation was conducted. In addition, the Principal will provide the student’s parent/guardian with a written Hearing Notice including the following, which will be translated into the student’s and/or parent’s/guardian’s primary language as necessary:

- Date, time and place of the hearing;
- Charges and a summary of the evidence against the student, which will include the substance of the allegations; and
- Agenda for the hearing.

### *Proceedings of the Expulsion Appeal Hearing*

Notice that the student has the following rights at the hearing:

- The student may be represented by a parent/guardian, a legal representative, or other representative at the student's expense. If the student and/or parent/guardian wish to bring legal representation to the meeting they must notify the Principal, in writing, at least 48 hours prior to the meeting.
- Due to the potential sensitivity of issues addressed, the expulsion hearing is a closed hearing; only the student, the student's family/representatives, the school administration, witnesses, legal counsel, and the DHA may attend; provided, however, that the student may request an open, public meeting by informing the school of the request in writing, within five (5) days after receipt of the Notice of Expulsion.
- The student's parent/guardian, upon request, may review the student's records from the school in accordance with applicable law.
- The student has the right to present witnesses and arguments in the student's defense and to ask questions of school administrators who present information at the hearing, within the process and time constraints set forth in the agenda.
- The school may present information collected from student witnesses through school administrators, in lieu of calling the student witnesses themselves, to the extent permitted by applicable law and due process. The school will be represented by the Principal or Assistant Principal.
- The DHA will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request.
- Proceedings will be translated into the student's and/or parent's/guardian's primary language if necessary for their understanding.

### *Deliberation and Decisions*

The decision maker at the hearing will be the DHA, which will consist of an odd number of and no fewer than three (3) persons chosen from among the following: KIPP Nashville's Executive Director, the Principals of any KIPP Nashville school, and the Assistant Principals or Deans of any KIPP Nashville school; provided, however that the Principal, Assistant Principal or Dean of the school that the student attended at the time of the incident will not be a member of the DHA for that student's expulsion appeal hearing. At the conclusion of the hearing, the DHA will deliberate and issue a decision. The following procedures apply to the deliberation and decision:

- During deliberations, all parties will be excused excluding the DHA.
- In its fact-finding, the DHA will decide based upon the information presented at the hearing whether it is "more likely than not" that certain alleged incidents occurred.
- The vote of a majority of the members of the DHA will constitute the decision of the DHA.
- The DHA may order removal of the expulsion, may suspend the student for a specified period of time, or may uphold the expulsion.
- During its deliberations, the DHA may consult the Principal who recommended expulsion solely for discussing appropriate sanctions that are less severe than expulsion, provided, however, that:

- the student's representative may be present while the DHA is consulting lesser sanctions with the Principal, and;
- in no event will the Principal during these discussions provide new evidence for expulsion that was not presented at the expulsion hearing.

The DHA's decision will be issued in writing to the student within three (3) business days of the hearing. The written decision will be translated into the student's and/or parent's/guardian's primary language if necessary for their understanding.

In addition to the above stated policies, any breaches of federal, state, or local laws may be handled in cooperation with the local police department.

## **Zero Tolerance**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

### **Weapons and Dangerous Instruments**

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings. Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

### **Firearms**

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year.

### **Explosives**

In accordance with state law, any student who possesses any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, fireworks altered to constitute an explosive, mines and similar devices, shall be expelled for a period of not less than one (1) calendar year.

### **Drugs**

In accordance with state law, any student who unlawfully possesses, uses or distributes drugs on school grounds, including any controlled substance, controlled substance analog or legend drug (prescription drug) shall be expelled for a period of not less than one (1) calendar year. Prohibited drugs include, but are not limited to, ketamine, bath salts and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug for money or other benefit.

Although possession of drugs is a zero tolerance offense, first time offenders are eligible for a modification of expulsion as they can enter the MNPS First Time Drug Offenders Program. A student who is found to have intent to distribute any drug with or without monetary exchange is not eligible for the First Time Drug Offenders Program. A referral to the school social worker will be made for any student participating in this program.

## **Aggravated Assault**

In accordance with state law, any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, Principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year.

## **Electronic Threats**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled, but it is not required that the expulsion last the entire year.

## **Notification**

When it is determined that a student has violated this policy, the Principal of the school shall notify the student's parent/guardian and the criminal justice or juvenile delinquency system as required by law.

## **Modifications**

The KIPP Nashville Executive Director shall have the ability to modify zero-tolerance disciplinary actions on a case-by-case basis in accordance with state law and district policy.

## **Drug Testing**

The possession and/or use of illegal drugs, and the misuse of prescription drugs is prohibited. The distribution, abuse, or misuse of over the counter medications or other chemicals or substances is likewise prohibited. Students will be notified in writing at the beginning of each school year or at the time of enrollment that they may be subject to testing for drugs and alcohol during the school year. A parent/guardian of a student shall be notified before any drug test is administered to a student. KIPP Nashville will pay costs of any testing required pursuant to this policy.

### **Reasonable Suspicion Drug Testing**

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. A KIPP Nashville policy on alcohol and drug use has been violated;
2. A search of lockers has produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers has produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using and/or under the influence of drugs and/or alcohol on school property.

Prior to performing a drug test on a student based on reasonable suspicion, the following conditions must be met:

1. A particular student has violated school policy;
2. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;

3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
5. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be designated by the Principal.

Upon receiving reasonable information, the Principal or designee shall take the following steps:

1. Call the student into the Principal's office or another private place;
2. Summon an appropriate qualified witness;
3. Discuss with the student the basis for the determination that a test is necessary;
4. Inform the student of the procedures which shall be followed in administering the test;
5. Notify the parent/guardian of the student of the impending test; and
6. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority.

#### **Random Drug Testing of Students Participating in Extracurricular Activities**

Students involved in any voluntary extracurricular activities may be subject to random drug tests.

Parents/Guardians and students will be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation.

Extracurricular activity is defined as voluntary participation in activities not falling within the scope of regular curriculum and carrying no academic credit. This includes participating in athletic programs, cheerleading, band, clubs, student leadership positions, etc.

Prior to performing a random drug test on a student participating in extracurricular activities, the following conditions must be met:

1. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;
2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
3. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be designated by the Principal.

No student who tests positive under a random drug testing program shall be suspended or expelled from school solely as the result of the positive test. The Principal shall develop procedures establishing a random process for the selection of students to be tested.

## Drug Testing Process

The appropriately qualified and trained witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide maximum privacy to the tested student.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the Principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The Principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by KIPP Nashville. Specimens shall be retained for ten (10) days.

Upon receiving a written, certified copy of the analysis from the laboratory, the Principal shall do one of the following:

1. If the results of the analysis are negative, they shall be reported as negative and all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed and expunged.
2. If the results of the analysis are positive, the student and parent/guardian shall be given the written notice of the result. All records of the test, request for a test or indication a student has been tested shall be confidential student records in accordance with state law.

KIPP Nashville will provide students testing positive an assessment to determine the severity of the student's alcohol and drug problem and a recommendation for referral to intervention or treatment resources as appropriate.

## Reporting of Crimes, Interrogations, and Searches

### Reporting of Crimes

**School Officials' Duty to Report Drug or Weapon Offenses.** It is the duty of a Principal who has reasonable suspicion to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of a drug offense or unlawful carrying or possession of a weapon, upon the school grounds or within any school building or structure under the Principal's supervision, to report the reasonable suspicion to the appropriate law enforcement officer.

"Reasonable suspicion" is defined as circumstances based on statements or facts that would lead a person of ordinary care and prudence to believe and consciously entertain an honest and strong suspicion that a person or persons have done a specific act.

School personnel have the duty to report any reasonable suspicion that a student is committing or has committed any violation of a drug offense or unlawful carrying or possession of a weapon to the Principal, or, if the Principal is not available, to the Principal's designee. If neither the Principal nor the designee is available, school personnel may report violations of a drug offense or unlawful carrying or possession of a weapon committed on school property to the appropriate authorities.

**School Officials' Duty to Report Other Student Offenses.** A teacher observing or otherwise having knowledge of an assault, battery, or vandalism endangering life, health, or safety committed by a student on school property

shall report such action immediately to the Principal. A Principal having direct knowledge of an assault, battery, or vandalism endangering life, health, or safety committed by a student on school property or receiving a report of such action shall report the action immediately to the municipal or metropolitan police department or sheriff's department having jurisdiction. Any fight not involving the use of a weapon, or any fight not resulting in serious personal injury to the parties involved, shall be reported only to the Principal. Authorized charter schools shall also report violent and disruptive incidents to the district through the student information system.

## Interrogations

**Police-Initiated Interrogations.** If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the Principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The Principal has discretion in deciding whether to allow the interrogation on school property, unless immediate police access to the student is required by law, court order, warrant, or an exigent circumstance justifying dispensation with the requirement to obtain a warrant. The Principal shall make reasonable effort to notify the parent/guardian of the interrogation unless circumstances require otherwise.

**Interrogations by Police (At Administrator's Request).** If the Principal has requested assistance from law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The Principal shall make reasonable effort to notify the parent/guardian of the student. However, the interrogation may proceed without attendance of the parent/guardian, and the Principal or designee shall be present during the interrogation.

**Interrogations by School Personnel.** Students may be questioned by teachers or administrators about any matter pertaining to the operation of the school or school district and/or the enforcement of its rules, policies, and procedures.

## Searches

**Search of Lockers, Vehicles, and Other Property.** When individual circumstances in a school dictate, a Principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers, or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the Principal's presence or in the presence of other members of the Principal's staff. In particular, the locations listed above are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property that is not properly in the possession of the student or visitor.

**Search of Persons.** A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if such action is reasonable to the Principal. Every effort will be made for the search to be conducted in private and in the presence of two (2) adult witnesses. In situations where there is an immediate threat to the safety and welfare of students and staff, and in the school official's judgment the immediate control of the student and item(s) that are subject of the search is necessary, a search may be conducted in a non-private setting and without an adult witness, provided all of the requirements of reasonableness above are met.

All of the following standards of reasonableness shall be met:

1. A particular student has violated school policy;
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia, drug, or stolen item;

3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and,
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

**Use of Metal Detectors.** To facilitate a search that is found to be necessary, metal detectors and other devices designed to indicate the presence of dangerous weapons, drug paraphernalia, or drugs may be used in searches, including hand-held models that are passed over or around a student's or visitor's body, and students, visitors, containers, and packages may be required to pass through a stationary detector.

**Use of Animals.** To facilitate a search that is found to be necessary, dogs or other animals trained to detect drugs or dangerous weapons by odor or otherwise may be used in conducting searches, but the animals shall be used only to pinpoint areas needed to be searched and shall not be used to search the persons of students or visitors.

**Disposal of Contraband.** Any dangerous weapon or drug located by the Principal or other staff member in the course of a search shall be turned over to the appropriate law enforcement officer for proper disposal.

### **Safe Harbor Provision**

A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds (such as a pocket knife) and is not a firearm. This safe harbor provision does not apply if a search is in progress at the school.

If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to any disciplinary action under these rules. The Principal or designee will make arrangements to return the object to the student's parent/guardian, when applicable.

If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g., tobacco, alcohol) on school property, or a school bus, or at a school bus stop, the student may approach a school official and report the discovery. A student will not automatically be in violation of school codes by solely making such a report.

School officials will use discretion in determining whether the circumstances surrounding the report warrant further investigation of the reporting student.

## **Bullying, Cyber-Bullying, Discrimination, Harassment, and Hazing Policy & Investigation Procedures**

KIPP Nashville is committed to providing all students a safe and supportive learning environment. In order to maintain a safe and supportive school environment, acts of bullying, cyber-bullying, discrimination, harassment (including sexual harassment), hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy addresses KIPP Nashville employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any

official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is applicable if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

It is the Principal's responsibility to ensure that all staff and students are educated and trained on the policy, reporting procedures, and bullying and harassment prevention. Information about disciplinary consequences will be published annually in the Staff Handbook and Student & Family Handbook.

### Definitions

**"Bullying/Intimidation/Harassment"** is an intentional act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students;
4. Creating a hostile educational environment, or;
5. Creating unwelcome conduct based on a protected class (race, nationality, ethnicity, gender/sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

**"Cyber-bullying"** is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, computers, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

**"Hazing"** means any intentional or reckless act on or off school property, by (1) student acting alone or with others, that is directed against any other student(s) that endangers that mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her own mental or physical health or safety. Coaches and other school employees shall not encourage, permit, condone, or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. KIPP Nashville will distribute its hazing policy at the beginning of each school year. During the first month of each new school year, time will be set aside to specifically discuss the hazing policy and its ramifications as a criminal offense and the penalties that may be imposed by the school and/or State Board.

### Complaints and Investigations

Any individual who witnesses or has knowledge of behaviors that may constitute a violation of this policy should report such information promptly to the Principal or designee (e.g., Dean of Students). Students or staff may report however necessary, including verbally, in writing, or anonymously. KIPP Nashville requires any KIPP employee who witnesses or has knowledge of behavior that may constitute bullying, cyber-bullying, discrimination, intimidation, harassment, and/or hazing to report such information immediately to the Principal or designee, but not later than 24 hours after witnessing or learning about the incident.

Once a complaint has been reported to the Principal, the Principal or designee will begin an investigation within 24 hours. The investigation may include talking with other students and staff members, requesting written reports or artifacts regarding the alleged incident(s), reviewing school cameras, etc. Once a conclusion has been

made, the Principal or designee will determine the necessary next steps, including, but not limited to, contacting all parties involved to report final findings, notifying parents/guardians, issuing appropriate consequences, notifying authorities, etc. Disciplinary action is dependent upon each individual complaint and subsequent findings from the investigation, but may include demerits, loss of privileges, in-school or after-school detention, in-school or out-of-school suspension, or expulsion. Both victims of and perpetrators of bullying may also be referred for counseling services.

Any investigation involving conduct reported as child abuse or child sexual abuse or another criminal matter shall not commence until authorization to proceed with the investigation has been received from the Department of Children's Services or local law enforcement.

### **Response and Prevention**

KIPP Nashville staff will take all complaints, reported incidences, and observed infractions of this policy seriously. When a staff member observes acts of bullying, cyber-bullying, discrimination, intimidation, harassment, and/or hazing he or she should intervene immediately, issuing a demerit for gross disrespect and following the school site's procedure for removing a student from the classroom/reporting to ISC. Once in ISC, the Dean of Students will follow through with the investigation and appropriate consequences and notification of the incident. If a staff member does not witness the act, but receives a complaint from a student, he or she should follow the complaint procedure outlined previously.

Each school will develop its own prevention plan, led by the Principal and Dean of Students, but also involving other relevant individuals (e.g., counselors, Grade Level Leaders, teachers, parents/guardians, students, etc.). Each plan must include staff training of the policy during summer professional development, student training of the policy during orientation or beginning of the year, and notification of staff, students, and families. In addition, prevention efforts include ongoing discussions and lessons in homeroom/advisory, the merit/demerit system, student advising, and school culture efforts led by the Dean of Students.

### **Reports**

When a complaint is filed alleging a violation of state or the school's policy where there is physical harm or the threat of physical harm to a student or student's property, the Principal or designee of each school will report the findings and any disciplinary actions taken to the Executive Director of KIPP Nashville or designee. By July 1 of each year, the Executive Director or designee will prepare a report of all the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be submitted to the Department of Education by August 1.

### **Retaliation and False Accusations**

The administration of the KIPP Nashville Schools prohibits reprisal or retaliation against any person who witnesses and/or reports a violation of this policy. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designees after considering the nature, severity, and circumstance of the act, in accordance with case law and board policies and procedures.

Intentionally making false reports about bullying, discrimination, harassment, hazing, cyber-bullying or other similar behavior to school officials shall be prohibited conduct. Any act of retaliation or reprisal or intentional false report against any person who reports a violation of this policy will not be tolerated. Any student or adult who engages in the act of retaliation or reprisal or who intentionally makes a false report against another shall

be subjected to consequence and appropriate remedial action. In cases where any state or federal criminal law has allegedly been violated, the local law enforcement agency shall be notified.

### **Sexual Harassment as Sexual Abuse**

Under certain circumstances, sexual harassment of a student may constitute sexual abuse as defined under state law. In such situations, KIPP Nashville will comply with state laws as well as district and school policies regarding the reporting of suspected abuse to appropriate authorities.

### **Community Resources**

- **Department of Children’s Services**  
289 Plus Park Blvd, Nashville, TN 37215  
(615) 360-4200
- **Tennessee Child Abuse Hotline**  
(877) 237-0004
- **Middle Tennessee Mental Health Cooperative**  
Mobile Crisis Unit  
275 Cumberland Bend, Suite 237, Nashville, TN 37228  
(615) 726-0125
- **Sexual Assault Center**  
101 French Landing Drive, Nashville, TN 37228  
(615) 259-9055

# Student Support Services

## Special Education Program

All KIPPsters with disabilities are provided services and programs as prescribed by their Individualized Education Plans (IEPs). All services and placement decisions are made by the IEP team based on the individual needs of the KIPPster. If you have a question regarding your KIPPster's eligibility, please contact the Dean of Student Support.

### Child Find

Under the Individuals with Disabilities Education Act (IDEA), Child Find requires all school districts to identify, locate, and evaluate all children with disabilities from birth through age twenty-one (21), regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child. The IDEA requires all states to develop and implement a practical method of determining which children with disabilities are receiving special education and related services and which children are not.

### Points of Contact

Parent/Guardians are encouraged to speak with any KIPP staff if they have concerns about their child. Parents/Guardians and other relevant stakeholders with questions or concerns about a child's educational needs should contact one of the following KIPP staff to discuss Child Find, the referral process, and the availability of special education programming at KIPP:

- Principal, Kerianne Ryan, [kryan@kippnashville.org](mailto:kryan@kippnashville.org)
- Dean of Student Support, Kelli Barnes, [kbarnes@kippnashville.org](mailto:kbarnes@kippnashville.org)
- Regional Director of Student Support, Traci Williams, [twilliams@kippnashville.org](mailto:twilliams@kippnashville.org)

### Referral Process

A referral for initial evaluation should state why it is thought that the child may have a disability. KIPP is required to make reasonable efforts to obtain parent/guardian consent for the initial evaluation within 30 calendar days of receipt of a referral and must complete an initial evaluation and eligibility determination within 60 calendar days of obtaining parent/guardian consent.

The initial evaluation timeline does not apply if:

- The parent/guardian fails or refuses to respond to a request for consent for the evaluation after reasonable efforts;
- The parent/guardian of the child repeatedly fails or refuses to produce the child for the evaluation; or
- The child enrolls in another District prior to the determination of eligibility.

If a parent/guardian or other person would like to make a referral for an initial evaluation to determine if a child is in need of special education and related services, please contact the Dean of Student Support, Kelli Barnes, [kbarnes@kippnashville.org](mailto:kbarnes@kippnashville.org). All KIPP staff must accept an oral or written referral for initial evaluation. Upon receiving an oral referral, KIPP staff must document an oral referral in writing within (3) business days of receipt. KIPP provides a referral form to assist parents/guardians and other parties in documenting a referral, but the form does not need to be completed by the person making the referral for KIPP to act on the referral.

KIPP accepts referrals for an initial evaluation from the following persons:

- A student's parent/guardian;
- The student, provided that educational rights have transferred to the student; and
- An employee of KIPP Nashville who has knowledge of the student.

For children under the age of 6, KIPP also accepts referrals from:

- Pediatricians or other medical professionals, including physicians, hospitals, and other health providers;
- Child development facilities, including day care centers, childcare centers, and early childhood programs;
- District agencies and programs, including IDEA Part C programs;
- Community and civic organizations; and
- Advocacy organizations.

KIPP maintains regular contact with community-based referral sources and works to collaborate with community-based service providers to provide information on the availability of special education and related services and the means through which parents/guardians or organizations may submit a referral.

Within 30 calendar days of receipt of a referral, KIPP must make reasonable efforts to obtain parent/guardian consent for an initial evaluation. Reasonable efforts include attempting to contact the parent/guardian at least three (3) times on three (3) different dates using at least two (2) modalities. KIPP must begin reasonable efforts within 10 business days of receipt of the referral. KIPP must conduct an analysis of existing data on the student to determine if additional assessments are necessary. Existing data that may be considered may include but is not limited to teacher observations, classroom assessments, schoolwide screenings and assessments, state assessments, student grades and records, parent/guardian reports, health records, or data from other interventions. KIPP will provide the parent/guardian of a child suspected of having a disability with information about the nature of any additionally required assessment. For children under the age of 6, upon obtaining parent/guardian consent for disclosure of referral information, KIPP will provide feedback to the person making the referral regarding the outcome of the referral in a timely manner.

### **Screenings**

KIPP implements a comprehensive screening process to determine if a child should be referred for an evaluation, the result of which is provided to the child's parent/guardian. Screenings utilize assessments and tools that are generally applied across the entire student population. Parent/Guardian consent is not required for KIPP to conduct a uniform, schoolwide screening. A screening conducted by a KIPP teacher or specialist to determine appropriate instructional strategies for curriculum implementation does not constitute an evaluation for eligibility for special education and related services and does not require parent/guardian consent.

KIPP does not use screenings to delay the initial evaluation of a student who may be a child with a disability in need of special education and related services.

### **Response to Intervention (RTI)**

KIPP Response to Intervention (RTI) efforts will not be used to delay the initial evaluation of a student who may be a child with a disability in need of special education and related services.

### **Provided Services**

KIPP provides all instructional support, related services, and accommodations as required in each child's Individualized Education Plan (IEP). KIPP uses a full inclusion model where students spend most of their day in a least restrictive environment learning alongside their same-aged, same-grade peers. Students' IEP goals are met through intervention specialists and related service providers pushing into classrooms, pulling students out for

one-on-one services, and in small group instruction. KIPP has a counselor/social worker and intervention specialist on staff to provide instructional and behavioral services, and contracts with outside service providers as needed for speech and hearing services and physical and occupational therapy.

### **Parent/Guardian Procedural Safeguards and Rights**

Parents'/Guardians' legal rights during the Child Find process are defined by IDEA and Tennessee law. In the event of a disagreement, parents/guardians may pursue dispute resolution and due process rights, including mediation, due process complaints, or state complaints. Parents/guardians can learn more about their rights under IDEA by either:

- referring to the Part B Procedural Safeguards located at [https://www.tn.gov/content/dam/tn/education/reports/331816\\_notice\\_proc\\_safeguards.pdf](https://www.tn.gov/content/dam/tn/education/reports/331816_notice_proc_safeguards.pdf); or
- by contacting the Dean of Student Support to obtain a copy of their procedural safeguards.

### **IDEA Grievances**

Parents/guardians or students who wish to express a complaint or grievance regarding their child's special education program or services should follow the same procedures outlined in the section titled "General Grievances and Complaints Procedure". Such complaints may include, but are not limited to, the formation or implementation of a child's Individualized Education Plan, provided services, progress towards goals, use of appropriate accommodations and interventions in the general education setting, etc.

Complaints may be submitted to the State Board via the State Board's general complaints process outlined. IDEA legal or other administrative actions may be filed without filing a complaint or grievance with the State Board or school. Complaints may be directed to the following:

#### **IDEA Administrative and/or Due Process Complaints:**

Tennessee Department of Education

Office of General Counsel

9th Floor, Andrew Johnson Tower

710 James Robertson Parkway

Nashville, TN 37243

Telephone: (615) 741-2921

Website: <https://www.tn.gov/education/legal-services/special-education-legal-services.html>

### **S-Team (Student Support Team) Process**

There are times when students exhibit repeated patterns of behaviors that interfere with the learning for themselves or other students. If a parent/guardian or other person would like to make a referral for an S-Team (Student Support Team) meeting to discuss their concerns, please contact the Dean of Student Support, Kelli Barnes, [kbarnes@kippnashville.org](mailto:kbarnes@kippnashville.org). All KIPP staff must accept an oral or written referral for an S-Team Meeting. Upon receiving an oral referral, KIPP staff must document an oral referral in writing within (3) business days of receipt.

The S-Team consists of the S-Team Coordinator, Principal or designee, teachers, social workers/counselors, and parents/guardians and may also include nurses, mental health clinicians, psychologists and external agency representatives who help develop prevention and intervention techniques and alternative strategies that ultimately lead to student success. When student behavior requires intervention, the student support team develops and documents a plan to address the behavior.

If the interventions are successful, the S-Team will document and may continue to monitor as needed.

If the behaviors continue after interventions and a disability is suspected, the appropriate assessment specialist is invited to a meeting by the S-Team. If a disability is suspected at any point in this process, the school and parent/guardian should convene a meeting within 10 days to obtain written parent/guardian consent to an evaluation for special education services or a 504.

## English Language Learners

KIPPsters who are classified as ELL based on their submitted home language during enrollment will be administered a criterion referenced English Language Proficiency test designed to measure English learners' social and academic proficiency in English. This test, known as the W-APT (WIDA ACCESS Placement Test) for kindergarten students and the WIDA Screener for 1st–12th students, assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains: reading, writing, listening, and speaking. These KIPPsters must be screened within 30-days of enrollment.

Based on a KIPPster's score on the ACCESS evaluation, he or she may be identified as ELL and are eligible for additional learning supports. They will be entered into the English to Speakers of Other Languages (ESOL) program, a standards-based curriculum emphasizing academic and social development in the English language. ESOL coursework is based on English Language Development (ELD) standards. Classroom teachers integrate these standards with the Tennessee Performance standards to enable ELL KIPPsters to demonstrate their academic, social, and cultural proficiency.

ELL students will be assessed annually in February–April on their English Language Proficiency. They will be administered a criterion referenced English Language Proficiency test designed to measure English learners' social and academic proficiency in English. This test, known as the Accessing Comprehension and Communication in English State to State for English Language Learners (ACCESS for ELLs), assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains: reading, writing, listening, and speaking. If there are any clarifying questions or concerns around EL services, please contact the Dean of Student Support, Kelli Barnes, [kbarnes@kippnashville.org](mailto:kbarnes@kippnashville.org).

## 504 Plans

The Dean of Student Support and School Counselor/Social Worker will oversee the implementation of all 504 plans. General education teachers will be primarily responsible for executing all modifications and accommodations included in KIPPster's 504 plan. These plans follow state regulations for requests, evaluations, and implementation. If there are any clarifying questions or concerns, please contact the Dean of Student Support, Kelli Barnes, [kbarnes@kippnashville.org](mailto:kbarnes@kippnashville.org), or School Counselor, Marlisa Smith, [marlisasmith@kippnashville.org](mailto:marlisasmith@kippnashville.org).

## Homebound Services

There may be cases when a KIPPster requires hospital or homebound (HHB) services as designated by an Educational Service Plan (ESP). This plan may include accommodations and modifications from a Section 504 plan, or Individualized Education Program (IEP), as applicable. During the time a KIPPster needs HHB services, academic instruction and other services will be provided to KIPPsters in an alternate location when their specific

need would prevent normal school attendance, as identified by a licensed physician or psychiatrist who is treating the KIPPster.

## **Counseling**

### **Individual Counseling**

Individual counseling is where a student meets one-on-one with the KIPP counselor/social worker or counseling intern for counseling on specific or more general issues that are impeding their learning. Students in individual counseling are pulled out on a weekly or bi-weekly basis as needed. Professional school counselors can see all students without parent/guardian consent, though parents/guardians do have the option to opt out of services. Social Workers and Licensed Professional Counselors must have consent for students identified as needing counseling services.

### **Group Counseling**

Students who may need extra support, but do not necessarily need the level of individual counseling can become involved in group counseling. Group counseling usually involves between three and seven students who are all struggling with similar issues (examples include anger management, grief, test preparation, resiliency, etc). Students meet with the counselor/social worker in a group setting in regular intervals. Counselors/social workers can see all students in groups without parent/guardian consent, though parents/guardians do have the option to opt out of services.

# Health, Wellness, and Safety

## Physical Examinations and Immunizations

Prior to each student entering a public school for the first time AND prior to participating as a member of any school sponsored athletic team, students must provide proof of a complete physical examination.

Students are not permitted to enroll or attend school without proof of up to date immunizations. Students may be granted an exemption from immunization requirements if a qualified physician certifies that administration of immunizations would be in any manner harmful to the child. Students may also be granted an exemption from immunization requirements if a parent/guardian files with proper authorities a signed, written statement affirmed under penalties of perjury that such immunization and preventive measures conflict with the religious tenets and practices of the parent/guardian. No student determined to be homeless shall be denied admission to school if the student has not yet been immunized or is unable to produce immunization records due to being homeless. Students that show up for school without up to date immunization records must be sent home immediately until updated immunization records are shared with the school.

## Student Medications

Medications held at the school should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance in school. Medications given once a day should be administered at home. All prescription medications given at school must be prescribed by a licensed prescriber and requires a doctor's signature on the consent form. Over-the-counter medications are medications that do not require a prescription, and also require signed consent from a parent. All medications are held in the main office. A student must meet the following conditions to self-administer medication at school with assistance:

- Student must be competent to self-administer non-prescription or prescription medication
- Student's condition, for which the medication is authorized and prescribed, must be stable
- The self-administration of medication must be properly documented

Prior to the administration of *any* medication, the school must receive a completed and signed copy of the "Request for Assisted Self-Administration of Medication" as well as the medication in its original container with the student's name, name of medication, dosage, time and route of administration. All unused medication must be collected at the end of the school year, or it will be destroyed. Staff are unable to administer any medications, including over the counter medications like Tylenol, without this form completed and on file.

Designated staff members will complete an annual training on medication administration prior to the school year and their administration of any medication.

## Influenza & Meningococcal Disease & Vaccination

The school shall provide parents/guardians with information about influenza and meningococcal disease and the effectiveness of vaccination against influenza and meningococcal disease at the beginning of every school year.

## Emergency Preparedness

KIPP Nashville is committed to the safety of every staff member and student while on campus. All staff members play an integral part in the safety of every student and should consider it an aspect of their role at KIPP

Nashville. Regional and school based operations teams are responsible for the creation and implementation of safety plans.

### Safety Drills

Safety drills are an important aspect of KIPP Nashville College Prep emergency preparedness readiness. Safety drills allow staff and students to practice the appropriate response to any emergency and/or natural disaster. We will complete the following drills consistently throughout the year as prescribed by our authorizing district:

- **Tornado/Severe Weather:** When a severe weather event that can immediately impact the safety of all within the building, all persons will take cover within the building.
- **Lockout:** When there is a threat in the area that could affect the school, all persons within the building are required to remain indoors. No one is allowed to enter/re-enter the building during this time.
- **Lockdown:** When there is a threat within the building that can immediately impact the safety of all within the building, all doors (internal and external) will be locked and all persons within the building should hide from sight.
- **Shelter in Place:** When there is an unforeseen circumstance that impedes anyone from exiting the building and/or classroom, all persons within the building must remain within their current location. No one is allowed to enter/re-enter the building during this time.
- **Fire/Evacuation:** When a fire is present in the building, all persons within the building are required to evacuate.

### Non-Discrimination Statement

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

KIPP Nashville is not only obligated to uphold the law concerning equal opportunity in accordance with Title VI of the Civil Rights Act of 1964, but it regards the spirit of these laws to be the very core of its values. KIPP wishes to stress that it is the responsibility of every member of the KIPP community to observe and uphold the principles of equal opportunity as they affect staff, faculty, and students in all aspects of school life.

### Child Abuse and Neglect

#### Reporting

All personnel shall be alert for any evidence of child abuse and/or neglect which includes psychological harm, physical and sexual abuse. If personnel know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately. Reports shall be made to the judge having juvenile jurisdiction, to the county office of the Department of Children's Services (DCS), to the sheriff of the county where the child resides, or to the office of the chief law-enforcement official where the child resides. The report shall include, to the extent known by the reporter:

1. The name, address, telephone number, race, school, and age of the child;
2. The name, telephone number, and address of the parent/guardian or persons having custody of the child;

3. The nature and extent of the abuse or neglect and any statement from the child; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise. Notice that a report was filed, and any other information relevant to the wellbeing of the child, shall be verbally provided to the parent/guardian within twenty-four (24) hours of filing. This notice shall be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe that the parent/guardian may be the perpetrator or in any way responsible for abuse.

### **Investigations**

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations including permitting child abuse review teams to conduct interviews while the child is at school. The Principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The Principal is not in violation of any laws by failing to inform parents/guardians that the child is to be interviewed even if the suspected abuser is not a member of the child's household.

## **Bus Safety Complaints**

### **Complaint Process**

Each bus is equipped with a phone number posted on the rear bumper for reporting complaints.

In the event of a bus safety complaint, the following process is followed:

- (1) The complaint is submitted via phone call to the Transportation Manager at (615) 986-1467.
- (2) Within 24 hours, the Transportation Manager will begin an investigation of the complaint.
- (3) Within 48 hours of receiving the complaint, the Transportation Manager submits a preliminary report to the Chief Operating Officer, including:
  - (a) The time and date the complaint was received;
  - (b) The name of the bus driver;
  - (c) A summary of the complaint; and,
  - (d) Any prior complaints or disciplinary actions taken against the driver.
- (4) Within 10 days of receiving the initial complaint, the Transportation Manager submits a written report to the Chief Operating Officer that details the investigation's findings as well as the action taken in response to the complaint.

### **Use of Photographs and Video Footage**

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline. KIPP Nashville shall comply with all applicable state and federal laws related to photographs and video footage. Materials shall be maintained for three (3) business days. A parent/guardian may submit requests to view bus photographs or bus video footage triggered by a specific incident involving their child to the Chief Operating Officer, Principal, Director of Operations, or Transportation Manager, and, if the viewing can be done in compliance with applicable state and federal law, a time and location shall be arranged for viewing. The Chief Operating Officer, Principal, or Director of Operations shall be present when a parent/guardian is provided the opportunity to review photographs and video footage.

The parent/guardian may not record or otherwise copy the video footage or receive a copy of the footage without a valid court subpoena.

## **Video Review Procedures**

### ***A. Who May Request to Review Video***

- (1) A parent/guardian with authority to view the student's academic record may ask to review a portion of video taken from a camera on a school bus when the video depicts his/her child during a specific incident on the bus involving his/her child.
- (2) The requesting party may review video only of his/her own child and only of a specific incident involving his/her own child.
- (3) Appropriate KIPP Nashville personnel (in most instances the Principal) shall be present while the parent/guardian views the video.

### ***B. Process to Request and View Video***

- (1) Within three (3) business days of the specific incident, the parent/guardian shall request in writing to view the relevant portion of video. The request may be made to the Principal, Director of Operations, Transportation Manager, or the Chief Operating Officer.
- (2) If the request is made to the Principal, Director of Operations, or Transportation Manager, he/she shall forward the request to the Chief Operating Officer.
- (3) The Chief Operating Officer shall collect, gather, and review the video in question and determine if the video can be viewed in compliance with federal and state laws.
- (4) When appropriate, the Chief Operating Officer shall forward the video to the Principal who will schedule a time with the parent/guardian to view the video.
- (5) The Principal or other appropriate KIPP Nashville personnel shall be in control of the video and the viewing process at all times with the parent/guardian while the parent/guardian views the video.
- (6) The video shall remain in the custody of KIPP Nashville at all times. Copies will not be provided.
- (7) The video may not be duplicated by the parent/guardian or Principal in any way. Reproduction, duplication, transmission, audio or video recording, and photographs of the video are prohibited.

### ***C. Video Storage and Availability***

- (1) KIPP Nashville shall keep photographs and video footage archived for no less than three (3) business days after recording.

## **Asbestos Hazard Emergency Response Act**

In accordance with state law, KIPP Nashville maintains an asbestos management plan for any of the buildings in which we operate, owned or leased, that has any asbestos containing materials. This includes regular inspection and proactive communication with families and staff of any asbestos related activity taken within the school. In these rare circumstances, professional abatement occurs and the activity is planned during school breaks.

# Parent/Guardian Involvement

## Communication Between Home & School

### General Parent Involvement

#### Parent Meetings

Parents are encouraged to schedule meetings on parent-teacher conference days. If a parent has additional concerns they want to discuss with members of the staff, that parent is encouraged to call or reach out to the specific teacher involved.

#### Parent-Teacher Conference Day

Parent-Teacher Conference Days take place in November and February to invite parents into the school and provide time to be updated on their child's progress. Although these are scheduled conference days, a parent can reach out to the teachers at any point throughout the year to check in on progress.

#### Parent Signatures

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

Every weekend all parents/guardians are required to sign the student's paycheck document. Every other week parents/guardians are required to sign the progress report. This allows parents to stay updated on their child's academic and behavior progress at school. The paycheck and progress reports serve as a major means of communication between school and home, and parents are encouraged to call up to the school if they have questions or comments about the information on the reports.

#### Uniform

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

#### Parent Surveys

Throughout the year the school conducts parent surveys to determine parent needs, concerns, and assessment of the school. The results of these surveys are used to evaluate the progress of the school and to suggest programmatic changes. We appreciate your participation in these surveys as it helps us grow as a staff and school.

#### Parent-Teacher Communication

KNCP 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:

#### Phone Calls

All KNCP 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 until 7:00 p.m. 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. Students may choose to text after leaving a message, but 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 Principal if you have an emergency.

### **Phone Etiquette**

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

### **Calling Teachers**

The basic teacher contact policy is as follows:

Use the cell numbers for homework questions and emergencies, unless otherwise instructed by the staff member.

At times, a teacher may request to return your call at another time or from the school phone, or it may be necessary to leave a message; please be flexible. All teachers should return your calls within 24 business hours.

Teachers may be called from 7:30 a.m. until 6:00 p.m. from Monday through Friday.

Staff members are available during weekends and vacations at their own discretion.

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

Students are expected to leave a message if the teacher does not pick up.

*Hello [name of staff member] my name is [first and last name]. My phone number is [area code plus the number]. I have a question about [...my homework, the assignment in math, the field lesson, etc.]. My question is [...what is your question?]. Again, my name is [first and last name] and my phone number is [area code plus the number].*

The staff member returns the call as soon as possible.

### **Weekly Paycheck and Academic Standing Report (ASR)**

Every Friday, your child will bring home his/her weekly paycheck and progress report. This paycheck will include a detailed report of your child's attendance, homework, academic standing, and behavior. Parents must sign their child's paycheck and return it to school by Monday, or the following school day. If the paycheck is not returned by Tuesday, it will result in a deduction and lunch detention.

### **At Risk of Retention Letters**

If your child is failing any classes at the end of the 1st semester the school will schedule a meeting and send home a letter, along with the report card, informing you that retention in the current grade level is a possibility. Parents should make sure to review the letter and next steps with your child and contact the grade level teachers to discuss what can be done to support the KIPPster and increase academic performance.

## **Student Records**

At any time, parents of KNCP students may access their child's record by checking with the Principal, 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.

## **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, disciplinary decision, or anything else, please feel free to directly contact the teacher(s) or administration at any time. We welcome feedback and conversation. We promise to treat you and your concern with respect. KNCP is a quiet, professional environment that requires all issues be solved in the most respectful manner.

## **Parent-Teacher Communication Norms**

In the interest of maintaining a professional and collaborative environment while also balancing the number of demands on our staff and families, KNCP has several important communication norms that both teachers and families agree to adhere to the following:

### **Prompt Reply**

KNCP teachers and staff will return all calls within 24 hours after receiving initial contact through telephone voicemail. Similarly, we ask that all families respond to us within 24 hours. It is the family's responsibility to ensure that we have the most up-to-date phone numbers for communication as well as safety reasons.

### **Equal Time at School Events and During Conference Days**

The school hosts several events during the school year that allow families to meet and speak with teachers about the work that is being done at KNCP. However, it is important that both teachers and families be aware of when they are engaging in extended personal discussions that are at the detriment of other scholars and their families' time. For longer, more in-depth discussions about the KIPPster's performance or behavior, we encourage families to set up a meeting.

### **Respectful Communication**

KNCP teachers and staff should always be courteous and respectful toward parents. If there is ever an issue with this, parents are encouraged to reach out to the team leader for your student's grade level. Likewise, parents should be courteous and respectful toward staff. If there is a perceived lack of respect or courtesy within a phone call, parents and staff alike are encouraged to cut short the conversation and wait to continue it at another time. Repeated instances of disrespectful communication by either staff or parents will result in action on the part of the school.

## Accessing School Systems

### *Illuminate*

KNCP caregivers are able to register an account in the Illuminate Home Connection Portal. This will allow you to log in and view your student's up-to-date grades and assessment information. A letter will be provided with your student's personal information in order to register. Please follow the steps below to register your account:

**Step 1:** Verify that the information is correct for your student:

School Name Grade Level Homeroom Student First Student Last

**Step 2:** Go to: <https://kipnashville.illuminatehc.com/login>

**Step 3:** Click "Create Account" (This button is colored green)

**Step 4:** Complete the registration fields. Then click "Submit".

## Parent/Guardian Engagement Opportunities

### Parent Involvement Committee (PIC)

The Parent Involvement Committee (PIC) is a committee of KNCP parents, caregivers and families. PIC offers numerous opportunities for parents to stay involved by attending meetings, serving on the PIC board, and volunteering at KNCP and school-related events.

### Volunteering

We welcome parents who want to volunteer at the school! There are many ways to volunteer such as running copies, office work, supporting teachers, helping at school events such as basketball games, labeling books, etc. Parents/guardians should contact the main office if they would like to volunteer.

## Parent/Guardian Rights

### Family Education Rights and Privacy Act (FERPA)

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

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

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

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

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days after the day KIPP Nashville receives a request for access.

Parents/guardians or eligible students who wish to inspect their child's or their education records should submit to the Principal or designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardians or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians or eligible students who wish to ask the school to amend their child's or their education record should write the Principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by KIPP Nashville to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue SW  
Washington, DC 20202

### Definitions

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

### Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent/guardian;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  - Inspect, upon request and before administration or use:
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent/guardian to a student who is 18 years old or an emancipated minor under State law.

KIPP Nashville has developed policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. KIPP Nashville will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. KIPP Nashville will also directly notify parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. KIPP Nashville will make this notification to parents/guardians at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

### **Release of Student Info to Institutions of Higher Education and Military Recruiters**

Federal law requires KIPP Nashville to provide institutions of higher education and military recruiters, upon request, the names, addresses, and phone numbers of high school students, unless the parent/guardian of a student under 18 years of age (or the student once they have reached 18 years of age) opts out of the disclosure of this information. Parents/guardians may opt out of the disclosure of this information on the permission form at the end of this handbook.

### **Requesting Staff Qualifications**

Under federal law, parents/guardians have the right to request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and,
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents/guardians may request this information by submitting a written letter to the Principal or designee.

## **Complaint Policy & Procedures**

KIPP Nashville is committed to maintaining a strong partnership and ongoing dialogue between its teachers, staff, our KIPPsters 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. Please follow this procedure for all school related complaints, including, but not limited to, student conduct and school discipline, uniform issues, transportation, food services, school academic program, individual teacher or classroom concerns, special education program or services, athletics and clubs, etc.

### **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 Principal to discuss the matter; the Principal 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, KIPP Nashville Operating Board, 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 KIPP Nashville Formal Complaint Process:

**Step 1 – Contact staff member involved.** If a parent/guardian 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/guardian should call the school's front desk to obtain phone and email contact information. The staff member and the parent/guardian 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 Principal.** If the issue is not resolved satisfactorily, the parent's/guardian's next step is to write a letter to the Principal. Note that even if the issue is a problem with the Principal directly, the parent/guardian should go through this step. It is important to have clear documentation of all steps. The parent/guardian may fax, email, mail, or hand-deliver (to the school's front desk) the letter. The parent/guardian should contact the school's front desk to obtain contact information for the Principal. The Principal will reply within three (3) business days, at least acknowledging the complaint has been received, and the Principal may take up to ten (10) business days to investigate and reach a decision. The Principal will send a written decision to the parent/guardian within ten (10) business days of the school receiving the complaint letter. The school will put a copy of the complaint form and the Principal'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 Chief of Schools.** If the parent/guardian is unsatisfied with the Principal's decision, the parent/guardian may write a letter to the KIPP Nashville Chief of Schools. The parent/guardian 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 Chief of Schools, the parent/guardian can contact the front desk of the school. The Chief of Schools will reply within three (3) business days and may take up to ten (10) business days to investigate and reach a decision. The Chief of Schools will send a written decision to the parent/guardian within ten (10) business days of receiving the letter or form. (Please note that the Chief of Schools 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 Chief of Schools'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.

**Step 4 – Written Complaint to the KIPP Nashville Board of Directors.** If the parent/guardian is unsatisfied with the Chief of Schools's decisions, the parent/guardian may write a letter to the school's Board of Directors. The parent/guardian can fax, email, mail, or hand-deliver (to the school's front desk) the letter. The Executive Director will reply within three (3) business days on behalf of the Board of Directors and may take up to ten (10) business days to investigate and reach a decision. The Board or its designee will send a written decision to the parent/guardian within ten (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/guardian is not satisfied with the Board’s decision, the parent/guardian may present their complaint to the authorizer (i.e., district), who will direct the parent/guardian to the appropriate representative in their charter school office. This person will investigate and respond. The parent/guardian can get contact information for the authorizer from the school’s front desk. (Please note that the school will ask the authorizer not to respond to complaints that have not gone through steps 1-4.) The school will put any information received from the authorizer 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.

Each authorized charter school shall adopt a policy and procedures for receiving and addressing complaints or grievances from employees, parents/guardians, or students. The governing board of each charter school shall be the first avenue for response in any complaints or grievances filed against the charter school, its employees, or its volunteers, and the policy and procedures shall be included in the student handbook and made available to students, parents/guardians, employees, and any other person who requests it.

If grievances persist following the actions of the governing board of the charter school, or if the complaints are with regard to alleged violations of law, the charter agreement, the improper discipline of a special education student (including violations of the Individuals with Disabilities Act (IDEA) or applicable state or federal law or regulation), or any other topic listed below, the authorizer may investigate.

#### ***Complaints and Grievances Handled by the School***

The following are examples of complaints or grievances that are at the discretion of the school and areas in which the district cannot mandate decisions:

1. Employment issues;
2. Transportation issues (except with regard to students experiencing homelessness, students with disabilities, or students in foster care)
3. Disagreement with a teacher or a student;
4. Bullying issues (excluding bullying that rises to the level of a civil rights issue under Title IX or VI, or bullying on the basis of a disability under the Americans with Disabilities Act (ADA)); and
5. Disagreement over a discipline decision (excluding the discipline of students with disabilities, including students with Individualized Education Programs (IEPs) or 504 Plans).

The school shall follow its adopted policies and procedures for handling complaints and grievances.

#### ***Complaints and Grievances Handled by the Authorizer***

In some instances, the authorizer may investigate complaints or grievances regarding an authorized school. A formal complaint or grievance to the authorizer may include, but is not limited to:

1. Alleged violations of the law;

2. Alleged violations of the charter agreement;
3. Special education violations, including discipline;
4. Child abuse;
5. Serious health, safety, and legal issues;
6. Suggesting a student transfer or enroll at a different school, and;
7. Title VI and Title IX (civil rights) claims and ADA/Section 504 claims.

A formal complaint to the authorizer must:

1. Identify the school(s) involved in the issue;
2. Clearly describe the grievance or complaint and provide any corresponding documentation supporting the issue;
3. Provide details of how the individual attempted to resolve the issue with the school or governing board, if applicable, and;
4. Be filed within 180 days of the alleged violation, unless the State Board determines that special circumstances exist to allow the filing of the complaint or grievance. Within seven (7) business days, the Director of Schools or designee will determine whether or not the grievance or complaint is properly before the State Board or if it needs to be resolved with the school, and the Director of Schools or designee will notify the complainant of this decision in writing. If it is determined that the complaint or grievance is properly before the State Board, the State Board will address the complaint or grievance within thirty (30) days, unless special circumstances exist. If special circumstances exist, all parties will be notified. If a school is found to have committed a violation, it may trigger interventions by the State Board in accordance with State Board Policy 6.700.1 Filing a complaint under this policy shall not serve as a prerequisite to any legal or other administrative action that the complainant may choose to pursue, including, but not limited to any complaint under Policy 1801: Special Education/Individuals with Disabilities Education Act (IDEA), Policy 1802: Americans with Disabilities Act (ADA) and Section 504, and Policy 6304: Bullying, Cyberbullying, Discrimination, Harassment, and Hazing.

## School Compact

### What is a School Compact?

A School Compact is an agreement that families, students, and teachers develop together. It explains how families and teachers will work together to make sure all students reach grade-level standards. Effective compacts:

- Link goals to the School Improvement Plan
- Focus on student learning skills
- Describe how teachers will help students develop skills using high-quality instruction
- Share strategies families can use at home
- Explain how teachers and families will communicate about student progress.

### Building Partnerships

Throughout the school year, KNCP will create community-based partnerships to help increase community support and engagement.

### Jointly Developed

The families, students, and staff of KNCP will jointly develop the School Compact. Meetings and events will be held each year to review the compact and make changes based on student and family needs.

### Communication about Student Learning

KNCP is committed to frequent two-way communication with families about students learning. Some of the ways parents will hear from us are:

- Daily agenda signature checks
- Weekly progress reports and paychecks
- Periodic calls from teachers and staff on student progress
- Updates on the school website and Facebook page
- Academic data parent conversations
- Parent meetings on understanding student progress
- Parent-teacher conferences in the fall and spring semesters.

### District Goals: School Improvement Plan

#### *Increased Academic Achievement & Growth – Literacy/Language Arts*

- Create an environment that promotes active student engagement and consistent improvement in academic achievement in Literacy/Language Arts among students from all backgrounds and programs.

#### *Increased Academic Achievement & Growth – Mathematics*

- Create an environment that promotes active student engagement and consistent improvement in academic achievement in Mathematics among students from all backgrounds and programs.

#### *Increased Student Attendance*

- Maximize partnerships with internal and external stakeholders (student, families, staff and the community) to implement a multi-tiered approach to reducing barriers to student attendance.

### ***Safe and Healthy Students: Diverse and supportive school culture and climate for improved behavior***

- Create strong partnerships with our students, family members, guardians and the community to establish a positive school culture and climate to respond to preK-12 students' physical, social and emotional needs.

### **Commitment to Excellence**

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

### ***2020-21 Teacher/Staff Commitment***

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

- 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 school, college, and life.
- I will communicate often regarding students' progress.
- I will return all parent phone calls within 24 business hours.
- I will protect the safety, rights, and interests of all students.
- I will help provide students with a high-quality curriculum and instruction in a supportive, effective environment.
- I will hold all students accountable to school-wide expectations and procedures.
- I will hold myself accountable for all students' learning. I will be prepared to teach well-planned and engaging lessons each day.
- I realize that I represent KIPP Nashville both on and off campus. I will speak positively of my students, parents, teammates, and organization.
- I will work to uphold the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

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

### ***2020-21 Student Commitment***

I commit to climbing the mountain to and through college in the following ways, while a student at KNCP:

- I will arrive at school between 7:30-7:54 a.m. and remain at school until 3:30 p.m. every day.
- I will make sure I only miss school when it is unavoidable and complete all required make up work.
- I will wear the KNCP uniform to school every day.
- I will complete my homework every night and make sure I am prepared for school the next day.
- I will read, sign, and return my paycheck each week.
- I will follow all classroom rules and treat my teammates and teachers with respect at all times as we work to prepare for success in high school, college, and life beyond.
- I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.
- I am responsible for my own achievement. I know that I can succeed with hard work and perseverance.

- As a member of the KIPP team and family, I will work every day to follow the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

I understand that I have a team of people, including my teachers and family, to support me. If these commitments are not met, it may affect my future success and I will receive consequences, including loss of KNCP privileges, disciplinary consequences, and/or dismissal from KIPP Nashville.

**2020-21 Family Commitment**

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

- I will arrive at school between 7:30-7:54 a.m. and remain at school until 3:30 p.m. every day.
- 
- 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 KNCP uniform to school every day.
- I will ensure my child completes his/her homework, sign his/her agenda each night, and make sure he/she is prepared for school the next day.
- I will take responsibility for my child’s actions. I will ensure that he/she serves all consequences, and I will provide transportation if necessary.
- I will support my child’s teachers and all KIPP Nashville staff, and communicate honestly and respectfully with them as we prepare my child for success in high school, college, and life beyond.
- I will attend all required parent meetings and conferences and return all calls from the school within 24 hours.
- I will read and sign all weekly communication from the school.
- I will make sure my contact information (address, phone number, and emergency contact) is accurate and update it whenever necessary.
- I will work to help my child follow the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

I understand that I have a team of people, including the KNCP staff, to support me. If these commitments are not met, my child could receive consequences, including loss of KNCP privileges, disciplinary consequences, and/or dismissal from KIPP Nashville.

# Occupational Survey

Your child may qualify to receive **free** educational services.  
Please answer the following questions to help us determine their eligibility.

- Has your family moved within the last 3 years to another city, county, or state, in order to work in the agricultural and fishing industries?  
 YES  NO
- Do you or someone in your immediate family currently work in any of the occupations listed below? If yes, circle all that apply.  
 YES  NO

**Meat and Food Processing/Packing**

*Fruit, vegetables, chicken, eggs, pork, beef, etc.*



**Agriculture/Field Work**

*Plant, pick and sort crops (tomatoes, tobacco, cotton, and strawberries), soil preparation, irrigation, fumigation, etc.*



**Dairy/Cattle Raising**

*Feeding, milking, rounding up, etc.*



**Nursery/Greenhouse**

*Planting, potting, pruning, watering, etc.*



**Forestry**

*Soil preparation, planting, growing, cutting trees, etc.*



**Fishing/Fish Processing**

*Catch, sort, pack, transport fish, etc.*



- If your current job is not in agriculture or fishing, did you or someone in your immediate family work in any of the occupations listed above in the last 3 years?  
 YES  NO

If yes, where? City \_\_\_\_\_ State \_\_\_\_\_

If you answered "YES" to any of the questions above, please answer the following questions.

Student's first name Student's last name

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How long have you been in Davidson County? \_\_\_\_\_ Weeks \_\_\_\_\_ Months \_\_\_\_\_ Years

**HOME ADDRESS:**

Street number Street name

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Apartment/unit number City State ZIP code

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Primary phone number Secondary phone number

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## Technology Agreement

The underlying premise of this policy is that all members of the KIPP Nashville community must uphold the values of honesty and integrity, while complying with the laws of the United States and the State of Tennessee.

While providing our students with access to extensive resources, we also have in place safeguards to protect students from pernicious or harmful materials on the internet. However, on a global network, it is impossible to filter all inappropriate materials. We expect our students to use good judgment and to utilize technology with integrity.

The signatures at the end of this document are binding and indicate that the parties who signed have read the terms and conditions carefully, agreed to them, and understand the significance of each.

**Parent/Guardian:** *I agree to require my child(ren) to abide by the responsible use policy as described within. I understand that there will be consequences for not adhering to these guidelines. These may include (but not be limited to) detention; suspensions; loss of electronic device privileges; dismissal; or referral to law enforcement.*

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student (grades 3-12):** *I agree to abide by the guidelines of the responsible use policy as described above. I understand that there will be consequences for not adhering to these guidelines. These may include (but not be limited to) detention; suspensions; loss of electronic device privileges; dismissal; or referral to law enforcement.*

Student's Name (First and Last): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_



## Handbook Acknowledgement

I understand the 2020-2021 KIPP Nashville College Prep Student & Family Handbook is available in the front office at any time, and I have also received my own copy today. The signature below acknowledges that I have read and understand the handbook and related policies. In addition, I confirm or deny my student's participation in the areas identified with a check mark below:

	Yes	No
<b>MEDIA</b>		
1. KIPP Nashville has permission to honor my student publicly, including submitting honors received to the media.		
2. KIPP Nashville has permission to interview, photograph or video record my student for use in print, on the internet, and in all other forms of media.		
3. KIPP Nashville has permission to allow news media and other non-KIPP media to interview, photograph, or video record my student.		
<i>*If KIPP Nashville does not receive this permission form with a preference marked, KIPP Nashville will assume permission is granted for options one and two above and that permission is not granted for the third, which is photography or digital recording by news or non-KIPP media.</i>		
<b>HIGHER EDUCATION INSTITUTIONS</b>		
KIPP Nashville has permission to share contact information about my student with institutions of higher education.		
<b>MILITARY RECRUITERS</b>		
KIPP Nashville has permission to share contact information about my student with a military recruiter.		
<b>HEALTH SCREENINGS</b>		
My student has permission to participate in the hearing, vision, height, weight, and blood pressure screenings.		

Student's Name (First and Last): \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Failure to sign and return this form to the school does not relieve the student from the responsibility of complying with the rules and policies referenced in the KIPP Nashville College Prep Student & Family Handbook.*