

21-22



ANTIOCH COLLEGE PREP

**STUDENT & FAMILY
HANDBOOK
2021-2022**

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Staff Contact Information

Name	Position	Contact Information
Adow, Hani	7th Grade EL Interventionist	(931) 805-9511 hadow@kippnashville.org
Bolden, Joshua	Support Teacher	(615) 510-7110 jbolden@kippnashville.org
Bowyer, John	5th Grade EL Interventionist	(615) 601-2905 jbowyer@kippnashville.org
Bridges, Katie	Assistant Principal - Student Support Services	(615) 669-5612 kbridges@kippnashville.org
Carr, Denon	Assistant Principal - Humanities	(615) 200-0777 dcarr@kippnashville.org
Coplin, Shay	5th Grade Science Grade Level Chair	(903) 634-7429 scoplin@kippnashville.org
Farley, Noelle	5th Grade Special Education	(615) 592-0648 nfarley@kippnashville.org
Florence, Chelsea	Paraprofessional	(931) 805-1929 cflorence@kippnashville.org
Hullaby, Alexis	7th Grade ELA	(615) 682-2032 ahullaby@kippnashville.org
Irwin, Lizzy	6th Grade EL Interventionist	(931) 996-2816 eirwin@kippnashville.org
Kinnard, Alliyah	6th Grade Math	(719) 838-3924 akinnard@kippnashville.org
Lawrence, Kasie	6th Grade Science Grade Level Chair	(615) 307-6565 klawrence@kippnashville.org
Laymon, Taylor	7th Grade Special Education	(615) 802-0677 tlaymon@kippnashville.org
Miller Olszewski, Nikki	Principal	(629) 214-9399 nolszewski@kippnashville.org
Mitchell, Paige	7th Grade Physical Education	(xxx) xxx-xxxx pmitchell@kippnashville.org

Nentwick, Jackie	6th Grade ELA	(615) 669-5719 jnentwick@kippnashville.org
Perry, Jeremy	Director of Operations-in-Residence	(615) 547-3845 jperry@kippnashville.org
Posch, Robert	7th Grade History	(615) 475-8120 rposch@kippnashville.org
Pryor, Chris	Interventionist	(931) 712-9432 cpryor@kippnashville.org
Pryor, Patricia	Dean of Culture	(615) 274-8947 ppryor@kippnashville.org
Pullen, Sarah	Counselor	(615) 266-6416 spullen@kippnashville.org
Rankin, Isiah	5th and 6th Grade Music	(615) 863-1362 irankin@kippnashville.org
Redmond, Antonio	5th Grade Math	(757) 932-7308 aredmond@kippnashville.org
Riggle, Ben	6th Grade ELA	(901) 609-4265 briggle@kippnashville.org
Rivera, Daniel	6th Grade History	(615) 601-1856 drivera@kippnashville.org
Rivera, Tova	5th Grade ELA	(515) 497-0269 trivera@kippnashville.org
Roman, Sebastian	Director of Operations	(629) 214-9409 sroman@kippnashville.org
Scales, Nikkira	7th Grade Science	(615) 900-4484 nscales@kippnashville.org
Schicker, Sarah-Anne	5th Grade ELA	(615) 442-6258 sschicker@kippnashville.org
Seasoltz, Erika	7th Grade Math Grade Level Chair	(814) 934-7633 eseasoltz@kippnashville.org
Smith, Tasha	5th Grade History	(410) 259-7646 tsmith@kippnashville.org
Thabet, Moreen	Office Manager	(615) 669-5292 mthabet@kippnashville.org

Toedt, Stephanie	6th Grade Special Education	(615) 697-3854 stoedt@kippnashville.org
Waynick, Kelsey	Assistant Principal - STEM	(615) 247-4119 kwaynick@kippnashville.org
Winters, Jesscia	7th Grade ELA	(731) 215-0199 jwinters@kippnashville.org

Welcome

Dear KIPPsters and Parents,

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

KIPPsters – 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 and have the choice-filled life that you deserve. The road will be challenging, but you are choosing to join a school where you will be supported along the way.

Parents – This handbook outlines the policies and procedures specific to KIPP Antioch 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 Antioch College Prep and beyond.

I am honored to partner with you as we embark on this exciting and important journey to preparedness for the future.

My best,

Nikki Miller Olszewski
Principal

Our History & Beliefs

KIPP Antioch College Prep Core Values

KIPP Antioch College Prep is built around four core values: Excellence, Courage, Team, and Growth. At KIPP Antioch College Prep, our values guide our actions and decisions by grounding us in a common set of beliefs and principles:

 <p>EXCELLENCE</p>	 <p>COURAGE</p>	 <p>GROWTH</p>	 <p>TEAM</p>
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EXCELLENCE: We believe in high expectations and hold ourselves accountable to being our best selves.

COURAGE: We name our fears, take risks, and ask for help in order to overcome our challenges.

GROWTH: We get better every day by remaining optimistic, working hard, and focusing on our goals.

TEAM: We support and challenge each other to grow and achieve.

KIPP Identity and Phrases

School Colors	School Mascot	School Logo
<p>Blue Yellow</p>		

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.

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: 3661 Murfreesboro Pike
Antioch, TN 37013

Main Office Number: 615-226-4484 ext. 8

School Email: kacpmsEnroll@kippnashville.org

Social Media: [Facebook: Facebook.com/KIPPAntiochCollegePrepMiddle](https://www.facebook.com/KIPPAntiochCollegePrepMiddle)

School Hours

Summer Orientation Hours:

Time	Task
7:45-8:00 a.m.	Arrival and Breakfast
8:05 a.m.	Orientation Begins
11:45 a.m.-12:00 p.m.	Dismissal

First Week of School Hours:

Time	Task
7:45-8:00 a.m.	Arrival and Breakfast
8:00 a.m.	School Begins
1:30-1:45 p.m.	Dismissal

Regular School Hours:

Time	Task
7:45-8:00 a.m.	Arrival and Breakfast
8:00 a.m.	School Begins
3:30-3:45 p.m.	Dismissal

2021-22 School Calendar & Important Dates

2021-22 Academic Calendar - Post-COVID 19/21

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 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

August 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				

September 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		

October 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						

November 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				

December 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	

January 2022						
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 2022						
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 2022						
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 2022						
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 2022						
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 2022						
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		

July 6-8	Leadership Institute
July 9; 13-14	New to Leadership PD
July 12-13	New to KIPP School based PD
July 14-16	RELAY PD (full days)
July 19-August 6	School based PD
July 26-29	ES/MS regional content PD
July 30	KIPP Nashville All Hands
August 3-5	KACP-New Student Orientation
July 29	KACPE-1st-3rd grade open house
July 30	KACPE-Kindergarten open house
August 9	KACPE-Kindergarten First Day of School-1:30 pm dismissal
August 10	All students-First day of school-1:30 pm dismissal
September 3	Staff PD
September 6	Labor Day-staff and students do not report
October 7	First quarter ends
October 8	Staff PD
October 11-15	Fall Break-staff and students do not report
October 18	Second quarter begins
October 26-29	Report cards issued

October 29	Parent/teacher conference day
November 11	KIPP Nashville All Hands/Regional Staff PD
November 24-26	Thanksgiving holiday-staff and students do not report
December 16	Second quarter ends
December 17	Staff PD
Dec 20-Jan 3	Winter Holiday-staff and students do not report
January 4	Staff PD
January 5	Third quarter begins
January 7	Staff PD
January 11-14	Report cards issued
January 17	Dr. Martin Luther King, Jr. Holiday-staff and students do not report
February 18	Parent/teacher conference day
March 10	Third quarter ends
March 11	Staff PD
March 14-18	Spring Break-staff and students do not report
March 21	Fourth quarter begins
March 29-April 1	Report cards issued
April 15	Spring Holiday-staff and students do not report
May 26	Last day of school-1:30 pm dismissal; Fourth quarter ends

School Schedule

CLASS of 2029 (M-Th)				CLASS of 2029 (F)			
OLD DOMINION (Redmond)	ARIZONA STATE (Schicker)	GREENVILLE - 5 (Rivera)	JACKSONVILLE ST. (Smith)	OLD DOMINION (Redmond)	ARIZONA STATE (Schicker)	GREENVILLE - 5 (Rivera)	JACKSONVILLE ST. (Smith)
Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am
Math 8:10-9:20 am	ELA 8:10-9:55 am	ELA 8:10-9:55 am	History 8:10-9:00 am	Math 8:10-9:20 am	ELA - 1 8:10-9:20 am	ELA - 1 8:10-9:20 am	Science 8:10-9:00 am
Music 9:25-9:55 am			Science 9:05-9:55 am	Music 9:25-9:55 am	Math 9:25-10:35 am	Science 9:25-10:15 am	Intervention 9:05-9:55 am
History 10:00-10:50 am	Intervention 10:00-10:50 am	Intervention 10:00-10:50 am	Music 10:00-10:30 am	ELA 10:00-11:45 pm	Music 10:40-11:10 am	ELA: 10:20-10:50 Int. 10:50-11:10	Music 10:00-10:30 am
Intervention 10:55-11:45 am	History 10:55-11:45 am	Science 10:55-11:45 am	Math 10:35-11:45 am		Intervention - 1 11:15-11:45 am	Music 11:15-11:45 am	Math 10:35-11:45 am
Lunch 11:50 am-12:15 pm				Lunch 11:50 am-12:15 pm			
Recess 12:15-12:30 pm				Recess 12:15-12:30 pm			
ELA 12:35-2:20 pm	Music 12:35-1:05 pm	Math 12:35-1:50 pm	ELA 12:35-2:20 pm	Science 12:35-1:25 pm	ELA: 12:35-1:05 Int. 1:05-1:25	Intervention 12:35-1:05 pm	ELA 12:35-2:20 pm
	Science 1:10-2:00 pm	Music 1:55-2:25 pm		Intervention 1:30-2:20 pm	Science 1:30-2:20 pm	Math 1:10-2:20 pm	
Science 2:25-3:15 pm	Math 2:05-3:15 pm	History 2:28-3:18 pm	Intervention 2:25-3:15 pm	Homeroom 2:25-2:35 pm	Homeroom 2:25-2:35 pm	Homeroom 2:25-2:35 pm	Homeroom 2:25-2:35 pm
Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Team Time 2:40-3:25 pm			
Dismissal 3:30-3:45 pm				Dismissal 3:30-3:45 pm			

CLASS of 2028 (M-Th)				CLASS of 2028 (F)			
MTSU - 6 (Kinnard)	WEST VIRGINIA (Nentwick)	TENNESSEE (Riggle)	GREENVILLE - 6 (Rivera)	MTSU - 6 (Kinnard)	WEST VIRGINIA (Nentwick)	TENNESSEE (Riggle)	GREENVILLE - 6 (Rivera)
Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am
Music 8:10-8:40 am	Intervention 8:10-9:00 am	Intervention 8:10-9:00 am	History 8:10-9:00 am	Music 8:10-8:40 am	ELA - 1 8:10-9:00 am	ELA 8:10-9:55 am	Science 8:10-9:00 am
Math 8:45-9:55 am	ELA 9:05-10:50 am	ELA 9:05-10:50 am	Science 9:05-9:55 am	Math 8:45-9:55 am	Science 9:05-9:55 am		Intervention 10:00-10:50 am
Science 10:00-10:50 am			Math 10:00-11:10 am	Math 10:00-11:10 am	ELA 10:00-11:45 pm	Math 10:00-11:10 am	Intervention 10:00-10:50 am
Intervention 10:55-11:45 am	Science 10:55-11:45 am	History 10:55-11:45 am	Music 11:15-11:45 am	Intervention - 1 11:15-11:45 am		Science 10:55-11:45 am	Math - 1 11:15-11:45 pm
Recess 11:50 am-12:05 pm				Recess 11:50 am-12:05 pm			
Lunch 12:05-12:30 pm				Lunch 12:05-12:30 pm			
ELA 12:35-2:20 pm	History 12:33-1:23 pm	Math 12:35-1:45 pm	Intervention 12:35-1:25 pm	Science 12:35-1:25 pm	Int: 12:35-12:55 ELA: 12:55-1:45	Music 12:35-1:05 pm	Math - 2 12:32-1:07 pm
	Music 1:25-1:55 pm	Science 1:50-2:40 pm	ELA 1:30-3:15 pm	Intervention 1:30-2:20 pm	Music 1:50-2:20 pm	Math 1:10-2:20 pm	Music: 1:10-1:40 ELA: 1:45-2:20
History 2:25-3:15 pm	Math 2:00-3:15 pm	Music 2:45-3:15 pm		Homeroom 2:25-2:35 pm	Homeroom 2:25-2:35 pm	Homeroom 2:25-2:35 pm	Homeroom 2:25-2:35 pm
Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Team Time 2:40-3:25 pm			
Dismissal 3:30-3:45 pm				Dismissal 3:30-3:45 pm			

CLASS of 2027 (M-Th)				CLASS of 2027 (F)			
MTSU - 7 (Scales)	DARTMOUTH (Winters)	KANSAS STATE (Hullaby)	ST. JOSEPH (Posch)	MTSU - 7 (Scales)	DARTMOUTH (Winters)	KANSAS STATE (Hullaby)	ST. JOSEPH (Posch)
Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am
Math 8:10-9:20 am	ELA 8:10-9:55 am	ELA 8:10-9:55 am	History 8:10-9:00 am	Math 8:10-9:20 am	ELA 8:10-9:55 am	Intervention 8:10-9:00 am	Science 8:10-9:00 am
PE 9:25-9:55 am			Science 9:05-9:55 am	Science 9:25-10:15 am		PE 10:20-10:50 am	Intervention 10:00-10:50 am
History 10:00-10:50 am	Intervention 10:00-10:50 am	Intervention 10:00-10:50 am	PE 10:00-10:30 am	PE 10:20-10:50 am	Intervention 10:00-10:50 am	ELA 9:05-10:50 am	Math 9:40-10:50 am
Lunch 10:55-11:25 am				Lunch 10:55-11:25 am			
Intervention 11:30-12:20 pm	History 11:30-12:20 pm	Science 11:30-12:20 pm	Math (55) 11:30-12:25 pm	Intervention 11:30-12:20 pm	Science 11:30-12:20 pm	Math 11:30-12:40 pm	ELA 11:30-1:15 pm
ELA 12:25-2:10 pm	PE 12:25-12:55 pm	Math 12:25-1:35 pm	ELA 12:30-2:10 pm	ELA 12:25-2:10 pm	PE 12:25-12:55 pm	Science 12:45-1:35 pm	Intervention 1:20-2:10 pm
Science 2:15-3:05 pm	Math 1:00-1:50 pm	PE 1:40-2:10 pm	Intervention 2:15-3:05 pm	Math 1:00-2:10 pm	PE 1:40-2:10 pm	PE 1:40-2:10 pm	Homeroom 2:15-2:35 pm
Homeroom 3:10-3:30 pm	Homeroom 3:10-3:30 pm	Homeroom 3:10-3:30 pm	Homeroom 3:10-3:30 pm	Homeroom 2:15-2:35 pm	Homeroom 2:15-2:35 pm	Homeroom 2:15-2:35 pm	Homeroom 2:15-2:35 pm
Dismissal 3:30-3:45 pm				Team Time 2:40-3:25 pm			
Dismissal 3:30-3:45 pm				Dismissal 3:30-3:45 pm			

School Operations

Classroom Visitor Procedures

At KIPP Antioch College Prep, we encourage caregivers to visit for lunch or to observe classes. We ask parents to call or email the teacher in advance of the visit to ensure the school is prepared. Please follow the visitor procedures as outlined in the KIPP Nashville Handbook when arriving at school.

Arrival Procedures

School is open for students at 7:45 a.m. There is no staff supervision before that time, and KIPPsters must remain in their cars until staff open the doors. Upon arrival, students must go directly to their homeroom. Breakfast is served in homerooms and will be eaten in the classroom. Students must arrive by 8:00 a.m. or they are marked tardy. The car rider doors will close at 8:00 a.m. and past that time students will need to check in through the main office.

Dismissal Procedures

Students are dismissed at 3:30 p.m. Students who ride the bus dismiss through the back doors, and students who are picked up by car are dismissed by the car rider line. Staff monitor student dismissal and pick-up until 3:45 p.m. Following that time, any remaining student is considered a late pick-up and will transition to the main office to wait. When a parent arrives, he/she must come into the office and sign out the student. We encourage parents to arrange pick-up of their children prior to dropping them off in the morning. If transportation changes, parents must call the office by 2:30 p.m. to inform the school of the change. We will then notify the student.

Uniform Policy and Expectations

Buying Uniforms

Students can purchase uniform items online by accessing the link below or searching for **KIPP Antioch College Prep Middle School** on French Toast's website

(<https://www.frenchtoastsschoolbox.com/schools/kipp-antioch-college-prep-middle-school-QS5ECGJ>).

If a student expresses that they cannot afford a uniform item, share this information with Sebastian Roman, our Director of Operations.

Uniform Policy

Students wear a uniform as a part of our team and to practice professionalism. Students are expected to be in uniform at all times.

The student uniform at KIPP Antioch College Prep consists of:

Uniform Item	Details
KACP uniform shirt <ul style="list-style-type: none">● Polo (long or short sleeve)● Oxford (long or short sleeve)	<ul style="list-style-type: none">● The shirt is always tucked in.● The shirt is always unaltered (i.e. the logo is not colored in with marker).● The first KACP polo shirt for new students is free at the beginning of the school year. Extra shirts can be purchased from our online vendor, French Toast.
Tan or navy blue khaki bottoms	<ul style="list-style-type: none">● Bottoms may be pants, capri pants, shorts, skorts, jumpers, or skirts.● Bottoms must be loose fitting and comfortable; however, they may not be sagging.● Designs on pants and cargo pants are not allowed.● Skirts and shorts must not be shorter than 1 inch above the knee when standing.● Leggings worn under skirts must be solid white, black, gray, or navy blue.
Solid white, black, gray, or navy blue undershirt	<ul style="list-style-type: none">● Undershirts may be short or long-sleeved.
Closed-toed shoes	<ul style="list-style-type: none">● Shoes may be tennis shoes, flats, flat boots below the knee, or dress shoes.● Shoes may be any color.● Shoes may not be sandals, heels, or wedges.
Solid black or brown belt	<ul style="list-style-type: none">● Belt may not have color designs on it.

KACP Pullover Sweatshirt or Sweater (optional)	<ul style="list-style-type: none"> ● KACP navy blue pullovers, crewnecks, sweaters, and zip-ups are available for purchase from our online vendor, French Toast. ● If a student chooses not to purchase a sweatshirt or sweater, he or she may wear a long-sleeve white, black, gray, or navy blue shirt under the polo. ● 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 stored during class.
Accessories	<ul style="list-style-type: none"> ● Students are allowed to wear one necklace that does not go lower than the top button on the polo shirt. ● Students are allowed to wear a watch and earrings. ● Nail polish is allowed as long as it is professional and not chipped. ● Students may not wear novelty hats, caps, or bandanas in the building. ● No Smartwatches.

Jeans Day

Throughout the year students have the opportunity to earn jeans day. In the event that jeans day is earned, students must follow the entire dress code above and can substitute jeans for the khaki pants. Please ensure jeans are not torn or have any holes.

Uniform Check

KACP staff hold consistent uniform expectations from the beginning to the end of each school day. Though we have systems in place to help our students be in uniform at all times, it requires every staff member to look out for and enforce uniform expectations.

Student uniforms are checked by the door greeters in the morning and by the Office Manager when students come in late.

What Staff Will Look For During the Day

Staff members will specifically look out for the following:

- Sweatshirts around waists
- Untucked shirts
- Sweaters and sweatshirts that do not meet uniform expectations

If a student can fix the uniform issue in the moment (e.g., an untucked shirt) they will be issued a deduction and will be asked to fix it.

Student Cell Phones

KACP is a “No Phone Zone.” Students are required to leave cell phones in their backpacks or secure them in the cell phone bin in the morning. They 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 be issued a deduction and asked for the phone. Once a staff member has the cell phone, the following steps will be followed:

- Cell phone is taken to the Main Office.
- Staff signs the phone into the binder.
- The Office Manager locks the phone in a secure drawer.
- Staff call home to the parent and let him/her know the phone was confiscated. Parents can pick up the phone from the office during school hours.

KACP is not responsible for any lost or stolen electronic devices.

Bathroom & Hall Passes

Students have four restroom breaks per day: during AM homeroom, once during the morning classes, once during lunch, and once during the afternoon classes. If a KIPPster needs to use the restroom during class, they request to use the bathroom with the hand signal, and once the teacher says the KIPPster may go, the student signs out at the door, takes the hall pass, and goes to the restroom. If a student has an emergency in class, the teacher will give the student permission to go, and then the student will sign out and carry a pass to the restroom.

Student Supplies

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

Quantity	Item
1	Pencil pouch
10	Sharpened #2 wooden pencils or mechanical pencils
2	Big pink erasers
1	Highlighter
1	Pair of headphones (small earbuds preferred)
1	Black 1-inch binder
1	Blue 1-inch binder
1	Mask

The following are supplies that parents are encouraged to donate! Students may bring them to school in August.

Item
Tissue
Hand sanitizer
Paper towel
Lysol/Clorox wipes

Pencils
Expo Markers

The following items are supplied by KIPP. They will be handed out the first day of school in August.

Item
KACP agenda book
Homework folder
2 additional binders

Textbooks and School-Owned Materials

Teachers at KIPP Antioch 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 parent are responsible for payment to replace the book. Parents need to cover costs of any damage beyond regular wear and tear, or loss of library books.

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 in classrooms:

- 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 keep all backpacks and coats on their hooks at all times. Students visit their hooks before school and after school 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. 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.

Academic Program

Homework Policy

There will be homework every night, including all weekends and breaks. The purpose of homework is to reinforce the skills taught in class and to review them over time. Homework also helps establish healthy study and organization habits. Students can expect to have an average of 45-60 minutes of homework each night. The specific assignments are recorded in the agenda book daily.

Homework is checked every day, and KIPPsters can earn \$ on their paycheck every day for having completed homework.

If a student needs help on homework, h/she can call a teacher up until 7 p.m. on any given weekday. Students are encouraged to do this in order to be proactive and get help when they need it. The weekly homework is posted every Monday morning on Facebook and in a Dean's List announcement.

Agenda Policy

Each student receives a KIPP Antioch College Prep agenda book, and students are given time at the end of every class to record their assignment in the agenda. Parents of 5th and 6th grade students are required to sign the agenda every night verifying that the student has completed his/her homework. This support is removed in 7th grade as students become more independent. Agenda signatures are checked as a part of the homework check during homeroom, and agenda \$ is earned on the paycheck. The agenda is also a place for parents to communicate with teachers. Parents can write a note in the agenda, and the teachers will check the book every day during homeroom. Staff will respond to any notes within 24 hours.

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 into the homework bin. Students who return from an absence and do not submit the assignments due the day they were absent will not earn the homework money on the paycheck. They also risk earning a 50 in the gradebook.

When students are absent from school, they have up to a week to turn in all work. Students can pick up the missed work in their mailbox the day they return. Parents are also welcome to stop up to the office to pick up work. 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 the teachers to help students develop a plan to check on missed assignments and submit missed work. When students return, the work is placed in the homeroom work bin.

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, it is a \$3 deduction and detention, and a grade of zero will be given 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.

Honor Roll/Dean’s List

An important part of our mission at KIPP Antioch College Prep is to prepare our students for college, and in order to do that, it is important to celebrate academic achievement and growth. Each quarter, KIPPsters will be awarded Honor Roll status at the following distinction levels:

- GPA 3.0 to 3.59 = Honor Roll
- GPA 3.6 to 3.99 = Dean’s List
- GPA 4.0 = Dean’s List with Distinction

KIPPsters who earn honor roll status are celebrated at Community Meeting. Their families are invited, and they receive a certificate and an honor roll T-shirt (first quarter on honor roll).

Athletics & After School Programming

Non-athletic after school programs are available for students in 5-7 grades. 6-7 grade students are able to participate in athletics provided they meet all eligibility requirements. There is a \$20 activity fee associated with athletics & afterschool programming that helps cover travel, uniform, and misc expenses for the program. Here is a list of the after school offerings during the 2021-22 school year.

After School Programs	Athletics
Performance Choir Debate Team Yearbook Student Government Association Homework Club	Basketball - boys Basketball - girls Track - boys and girls Soccer - boys Soccer - girls Cheer - boys and girls

Athletic Eligibility

A student in grades 6-7 is able to participate in athletics provided he/she meets all eligibility requirements. The eligibility requirements include:

- Students must be passing all classes with a 70% or higher.
- Students must be in grades 6-8 to participate in athletics.
- Students remain eligible, become eligible, or become ineligible on the first day of each new quarter.

Before and After School Care

KIPP Antioch College Prep partners with YMCA Fun Company for before and after school care. Families can register directly on the YMCA website: <https://ymcafunco.org/schools/kipp-antioch>

Student Culture & Conduct

Student Culture Systems

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

Homeroom/College

All students are assigned to a homeroom, which we call their college. Students start each morning in their homeroom/college class from 7:45-8:00 a.m. School starts at 8:00 a.m. and students must be in their homeroom on time. During homeroom, teachers take attendance, check for homework, and ensure students have what they need for the day. Students then travel with the students in their homeroom to all core classes throughout the day.

Students travel back to homeroom at the end of the day. During this time they ensure all assignments are recorded in the agenda book, and they pack up for the day.

Team Time: Clubs and Community Meeting

Every Friday, the school day ends with Team Time. Twice a month KIPPsters attend their club, and twice a month KIPPsters attend Community Meeting, either with their grade or the whole school. Every semester, KIPPsters select which club they want to join, and they stay with this group until the next semester. KIPPsters must earn the opportunity to attend Clubs or Community Meeting with paycheck dollars.

KACP Culture in Action

Assign Yourself

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

100%

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

College Posture

Students are expected to sit in engaged posture during class. This means that feet are on the floor, knees are under the desk, and heads are up. Posture supports engagement and learning.

Tracking

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

Shoutouts

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

shoutouts. For example: *I give a shoutout to Bob for team because he helped me on my math homework during lunch.*

Getting Student Attention

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

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

Hand Signals

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

- **Straight, tall college hand** – Student raises hand to participate.
- **Sign language “R”** – Student requests a pass to the restroom.
- **Hand over nose while raising a college hand** – Student needs a tissue.
- **Fist in air** - This is used to get silence.
- **Shaking fingers toward a teammate** - Shine. This is used to encourage a teammate when they are in thought and about to give an answer. It’s used for encouragement.
- **Thumb up** – Students needs to speak with more voice.
- **Holding pointer finger in the air** – Student needs a pencil.
- **Holding pencil in the air** – Student needs a sharpened pencil.
- **Sign language Y** – Student agrees.
- **Fanning hand above the shoulder** – Student disagrees.
- **Crossing fingers above head** – Student has something to add on in the conversation.

Voice Volume

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

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

Student Behavior System

The Paycheck

The paycheck system is designed to incentivize KIPPsters who meet and exceed certain behaviors. It also gives consequences for expectations not met. The paycheck is the communication tool that gives KIPPsters, their parents, and the staff an indication of a student’s behavior during the school day.

Students have the opportunity to earn up to \$8 each day, for a total of \$40 each week in daily money. Students earn this money in the following ways:

- \$1 for arriving at school on time
- \$1 for complete and signed agenda
- \$2 for complete and signed reading log
- \$4 for complete homework

If a KIPPster is absent, he or she may earn \$6 by submitting a written excuse note within 24 hours of returning to school.

Additionally, students can earn \$2 bonus dollars for showing the current focus for the values behavior. This allows us to support positive habit building throughout the year. Please see the bonuses below:

 EXCELLENCE	 COURAGE	 GROWTH	 TEAM
Organization Participation Work Quality	Asked Questions Owned Mistake Took Risk	Bounced Back Met Goal Revisions	Celebrated Others Collaborated Kindness

Students can also lose money by making poor choices. Students can lose money for the following behaviors:

\$1 Deduction	\$2 Deduction	\$3 Deduction
Missing uniform item Missing pencil Missing class material	Gum/food/drink Horseplay Sleeping in class Class disruption – minor Hallway disruption Not completing classwork Off-task Calling out Disrespect – minor	Class disruption – major Disrespect – major Integrity Electronics violation Unassigned website Bullying

Student Response to a Deduction

It is extremely important that students choose the right time and place to ask a teacher about a deduction. If a student would like to discuss a deduction with a teacher, they may politely let the teacher know, and he/she will follow up at some point in the day that doesn't interrupt the lesson. A disrespectful student reaction in class, including:

- Saying: "But I didn't do anything ..."

- Raising voice at the teacher
- Pushing furniture out of the way

...is interpreted as improper response to feedback and results in a \$3 deduction. Students may be frustrated, but they should control their frustration as best as possible and be respectful to the teacher and/or teammates.

The Paycheck Process

Students can earn up to \$8 a day for meeting basic expectations, totaling \$40 a week. In addition, students can earn \$2 bonuses for the values-aligned behaviors. This money adds to the total throughout the week. Students can also lose \$1, \$2, or \$3 if they earn a deduction from the list above. This money is subtracted from the total for the week. Paychecks run on a Friday-Thursday cycle. They reset for the week at 4:00 p.m. Thursday. The GLC prints out the week's paychecks and sends them home with students every Friday. Parents can also view and sign the Paycheck electronically, as it will also come to their email.

Paycheck Incentives:

KIPPsters can use paycheck dollars for the following items:

- **Quarterly Field Lessons:** At the beginning of the year, the school will announce the total amount of money needed in the bank account to earn each quarter's trip. The earning starts over every quarter. If a student earns a suspension during that quarter, they are ineligible to attend the trip.
- **School Store:** Students can use their earned money to purchase items from the School Store. Store hours will be announced at the beginning of the school year.
- **Team Time:** Friday Team Time celebrations (Clubs and Community Meeting) must be earned based on that week's paychecks. A schedule of which Team Time events are earned will be released at the beginning of each quarter.

Behavior: Restore & Reflect

Students can earn Restore & Reflect for the following:

- Losing \$12 or more in deductions during a school day
- Earning a \$3 deduction

All R&R referrals are entered into the paycheck (Dean's List) by 4:00 p.m. the day they are earned. A one-call goes out at 4:30 p.m. to inform parents their student has R&R the next day during lunch.

We believe R&R is an important system because it allows students the chance to reflect on their behavior and make change for next time. Parents, teachers, and students are all partners in supporting the change. Therefore, teachers will call home after assigning a student to R&R. This communication is important to inform the parent of the behavior and find ways to support the student moving forward.

Removal from Class

There may be times when a student has disrupted class in a way that learning can no longer continue. If this occurs, the teacher will reach out to administration to have the student removed from class. The purpose of a removal is to allow a student the chance to get him/herself together, reflect on his/her actions, and refocus for class. The goal is to get students back into class successfully in as little time possible. If the behavior is egregious enough to warrant a suspension, the student will not return to class. If a student is ever removed from class, the

teacher will call home that same day to explain what happened. Any removal from class is at minimum a \$3 deduction.

Parent/Guardian Involvement

Communication Between Home & School

Parents are a critical part of our school. Our communication between home and school must be respectful, informative, and frequent in order to best support our KIPPsters. We always keep in mind that parents like to hear about the positive things their child is doing in class as well as times when the child needs extra support. There are a number of systems that we have in place for parent communication, and we will ensure we are consistent in the use of them so that parents feel supported and informed.

Weekly Paycheck Report

Every Friday parents receive the weekly paycheck report that shows their student's behavior for the week. The paycheck includes a description of the bonuses and deductions the student earned. It also includes teacher comments and their bank account total. The dollars in this account can be applied to earning prizes and field lessons. Parents need to e-sign the paycheck by Monday in order for the money to count toward the account. Tuesday is the last day for the check to be deposited.

Weekly Progress Report and School Announcements

Every Friday parents receive a progress report that has the grades for all assignments in each class. Parents can call individual teachers if they have a comment or concern about the report. The progress report also includes any school announcements that parents should read.

Quarterly Report Cards

Report cards are distributed to students at the end of each quarter. KACP sends two copies home with the student. Parents are required to review report cards and sign/return one copy to acknowledge receipt. Based on student performance, parents and students may be required to attend a conference with teachers.

Positive Calls

All KIPPsters will receive positive calls home throughout the year. Each teacher will call home to each student at a minimum of one time a quarter, if not more.

Behavior Calls

Any time a teacher assigns a \$3 deduction to a KIPPster, he/she will call home to inform the parent of what happened. The purpose of this call is to also ensure the parent is working with the school to address the behavior and find a solution.

Low Performance Calls

Teachers will call home to any parent of a student who is failing a class at least two times throughout the quarter:

- After the first 4 weeks of the quarter
- Two weeks before quarter grades are due.

These calls are to notify the parent and come up with possible solutions.

Responding to Voicemail

We respond to voicemails from parents within 24 business hours (M-F).

Phone Etiquette

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

Home Visits

When students and their parents decide to attend KACP, our staff conduct home visits to review our school's expectations and have the student and family sign the Commitment to Excellence. This should be a positive and memorable event for every one of our KIPPsters. The 2021-22 home visits will be virtual.

Parent Meetings

Parents are encouraged to schedule meetings on the two 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 Days

Parent-Teacher Conference Days take place two times throughout the year as a way to invite parents into the school and provide time to be updated on their child's progress (see calendar for specific dates). Although this is a scheduled conference day, a parent is allowed to reach out to the teachers at any point throughout the year to check in on progress.

Accessing School Systems

Illuminate

KIPP Nashville uses Illuminate to maintain all student academic data, such as assessments and grades. Parents will receive log-in information at the beginning of the school year and can access the data at any time.

Dean's List

Every Friday students will receive a report to share with families to see how they're doing throughout the week. The report will include information about behavior, attendance, and your student's current grades. Teachers will use this system to input behavior information by 4:00 pm each day. Many school, grade, and individual incentives are tied to high behavior reports. Be sure to check your email every Friday to receive this report. Parents will receive log-in information at the beginning of the school year for the online portal.

Parent/Guardian Engagement Opportunities

Pastries and Pizza with the Principal

Once a quarter, the principal hosts a parent focus group, where she seeks parent feedback on upcoming topics. The quarterly meeting is run twice - once during the day and once after school - in order to accommodate multiple parent schedules. The feedback is incorporated into future planning for the school.

Parent Involvement Committee

KACP supports a Parent Involvement Committee, composed of parent-led positions and any caregivers who wish to attend. The PIC sponsors school-led events, such as the choir performances, and it also hosts community meetings and family engagement activities. At minimum, the PIC plans one event a quarter.

Volunteering

We welcome parents who want to volunteer at the school! There are many ways to volunteer such as office

work, supporting teachers, tutoring, helping at school events, etc. Parents/guardians should contact our Office Manager if they would like to volunteer.

Parent Surveys

Parent feedback is very important for our school to ensure we are meeting all students' needs. KACP sends parent surveys at a minimum once per quarter to solicit feedback. The surveys come via email and text message.

KIPP Antioch College Prep Library Book Usage Agreement

Dear Team and Family,

Your KIPPster has the privilege of checking out books from their classroom library. Along with this privilege, comes a responsibility. It is vital that your KIPPster keeps track of their library book and keeps it in good condition. In order to maintain our amazing classroom libraries, we must have a system to hold our KIPPsters to a high standard. Here is our system:

- Lost or severely damaged paperback books will cost \$7.
- Lost or severely damaged hardcover books will cost \$10.
- **IF YOUR CHILD FAILS TO RETURN THEIR BOOK OR PAY THE FINE, THEY WILL NOT RECEIVE HIS/HER REPORT CARD.**

If your KIPPster does lose or damage a book, you will receive a letter informing you of this. Thank you for helping to keep our libraries excellent!

Please sign and return this bottom portion.

I understand the library book policy and lost book fee.

Student's Name (First and Last): _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____