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# **KIRKPATRICK ELEMENTARY SCHOOL**

## **STUDENT & FAMILY HANDBOOK ADDENDUM**

**2021-2022**

## Staff Contact Information

| First Name | Last Name  | Position  | Room Assignment  | Cell         |
|------------|------------|---|------------------|--------------|
| Tiffany    | Potter     | Principal   | Principal Office | 615-979-0389 |
| Sydney     | McGhee     | Director of Operations                            | LT               | 615-708-3559 |
| Katie      | Elam       | Assistant Principal, Student Culture              | LT/110           | 931-581-0381 |
| Steve      | Frederick  | Assistant Principal, 3rd and 4th grade            | LT               | 415-519-9775 |
| Courtney   | Walsh      | Assistant Principal, KG, 1st and 2nd grade        | LT               | 251-752-1735 |
| Julie      | Farris     | Dean of Student Support Services                  | LT/201           | 513-364-0080 |
| Dionne     | Dixon      | Operations Coordinator                            | Main Office      | 615-541-5241 |
| Madison    | Davis      | Office Manager                                    | Main Office      | 901-267-2487 |
| KaSteasha  | Cosby      | Office Assistant                                  | Main Office      | 615-869-8135 |
| Jasmine    | Fluellen   | School Counselor                                  | 200              | 267-441-5256 |
| Omar       | Crawford   | Behavior Support Specialist                       | 110              | 615-394-5490 |
| Elizabeth  | Mack       | Interventionist                                   | 102              | 706-318-6637 |
| Amanda     | Porth      | Interventionist                                   | 210              | 630-981-1980 |
| Brittany   | Sanders    | Kindergarten Teacher, Grade Level Chair           | 111              | 901-830-6290 |
| Selena     | Ortiz      | Kindergarten Teacher                              | 112              | 210-317-5554 |
| Ke'Andria  | Williams   | Kindergarten Teacher                              | 113              | 314-238-6751 |
| Monique    | Tucker     | Kindergarten Associate Teacher                    | 112              | 901-825-6976 |
| De'Andre   | Jones      | Kindergarten Associate Teacher                    | 113              | 615-762-4132 |
| Hanna      | Grad       | Kindergarten Special Education Teacher            | 111              | 201-362-8653 |
| Gracie     | Gamble     | First Grade Teacher                               | 103              | 615-887-6321 |
| Katie      | Rippberger | First Grade Special Ed Teacher, Grade Level Chair | 104              | 913-579-1445 |

|           |                |  |                |              |
|-----------|----------------|--|----------------|--------------|
| Angelica  | Williams       | First Grade Teacher  | 105            | 901-438-0121 |
| Andrea    | Bond           | First Grade Teacher  | 104            | 615-796-6663 |
| Jasmine   | Goldsberry     | First Grade Associate Teacher  | 103            | 615-720-5542 |
| Denisha   | Barnes         | First Grade Associate Teacher  | 105            | 615-708-1099 |
| Trish     | Pleaver        | Second Grade Teacher, Grade Level Chair  | 206            | 610-256-1146 |
| Jonathan  | Robinson       | Second Grade Teacher   | 203            | 302-377-3820 |
| Shreya    | Karak          | Second Grade Teacher   | 205            | 860-817-2011 |
| Jordan    | Farmer         | Second Grade Special Education Teacher   | 203            | 317-730-6575 |
| Alphonzo  | Bradford       | Third Grade Teacher - ELA, Grade Level Chair                                   | 212            | 615-507-8375 |
| Karen     | Amos           | Third Grade Teacher - Homeroom, Third & Fourth Grade Teacher - Science         | 214            | 479-220-3031 |
| Tierra    | Davis          | Third Grade Teacher - Math   | 211            | 615-997-0678 |
| Stephanie | Rondo (Hobson) | Third Grade Special Education Teacher  | 217            | 585-503-5926 |
| Larson    | Kent           | Fourth Grade Teacher - Math  | 216            | 513-808-1796 |
| Courtney  | Lockett        | Fourth Grade Teacher - Homeroom, Third & Fourth Grade Teacher - Social Studies | 213            | 901-438-0893 |
| Trevia    | McPherson      | Fourth Grade Teacher - ELA   | 215            | 615-926-2616 |
| Leah      | Krafft         | Fourth Grade Special Education Teacher   | 217            | 512-781-4284 |
| Karl      | Hampton        | PE Teacher   | Gym/Gym Closet | 210-852-6976 |
| Joseph    | Jenkins        | Mindfulness Teacher  | 207            | 615-495-5658 |
| Leon      | Baker          | Music Teacher  | 107            | 336-493-8124 |
| Jenene    | Phillips       | Student Support Specialist   | 204            | 615-964-0814 |
| Francine  | Zirker         | Student Support Specialist   | 106            | 615-593-7970 |
| TBD       |                | Support Teacher  | 217            |              |

# Welcome

## Hello KIPP Kirkpatrick Students and Families!

Welcome to the 2021-2022 school year! We are about to embark on an educational journey with you and your student. We are rolling into year 7 of KIPP Kirkpatrick Elementary School (KIRKPATRICK)!

For the past 3 weeks staff has participated in Professional Development where they sharpened their educational tools and prepared for a school year that is unprecedented. Teachers have had time to practice lessons and received feedback to ensure your children receive the very best of everyone in our building.

This year we will be all about getting better and growing as a school community/partnership in our work! Staff has come together to dive deep in this year's priorities and vision around relationships, high expectations, high rigor, and collaboration with our school team, as well as our larger KIPP Nashville family. Our original commitment to positively impact ALL students that enter our doors has repeatedly taken place year after year. We are a school that was founded on LOVE, academics, and character building; our foundation remains true. Today, 7 years later, we continue and are fully committed to seeing that commitment through with all of you.

At KIPP Kirkpatrick, we will continue to love your children while pushing them to be their best academically and socially. We will continue to meet them where they are and encourage them to own their learning. We want to foster in them our core values: bravery, curiosity, integrity, joy, love, patience, and persistence. We will also assist in the journey of our KIPPsters becoming our future world leaders.

I cannot tell you how excited we are about this year. I, along with everyone in this building, am committed to each one of your children. I can commit to you that the KIPP Kirkpatrick staff will be intellectually prepared, will always maintain professionalism, and will be held accountable. I will run a school where everyone that enters our doors will be held to a high standard. All of these skills and standards combined equates to EXCELLENCE, and that is exactly what our KIPPsters deserve. We are what EXCELLENCE is!

Sincerely,

*Tiffany Potter*

Principal

## Our Core Values



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

**Bravery** | doing something even though we may feel worried or scared about how it will go, taking a risk

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

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

**Patience** | accepting that we are on a journey and giving ourselves and others grace to be imperfect along the way

**Persistence** | trying my best and not giving up, even when something is challenging

**Integrity** | doing the right thing, even when no one is watching

## School Overview

KIPP Kirkpatrick, or Kirk, is a free, open-enrollment public charter school educating students in the heart of East Nashville. We serve approximately 400 students in grades K-4. The following section will provide an overview of Kirkpatrick's daily and yearly structures and systems

## School Contact Information

**Address:** 1000 Sevier Street  
Nashville, TN 37206

**Main Office Number:** 615-989-9963

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

**Social Media:**

- **Facebook:** @kippkirkpatrickelementaryschool
- **Instagram:** @kipp\_kirkpatrick

## School Beliefs

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

## School Operations

### School Schedule

#### The Daily Schedule

- 7:45am- Doors open
- 3:30pm- Dismissal
- Lunch and recess times vary by grade level. Check in with your students' homeroom teacher for a detailed daily schedule.

## Parts of the Day

### Morning Arrival (7:30-8:00am)

Kirkpatrick opens its doors to students at 7:30am every morning. From 7:30am-8:00am, students are expected to enter the building in uniform, eat breakfast, and engage in homeroom activities.

### Lunch

Each grade level is assigned a 25 minute lunch daily. Teachers are responsible for taking their students to and from the cafeteria for lunch.

### Student Dismissal

Kirkpatrick dismisses for the day at 3:30pm. Families may opt into after school programs or clubs that take place after school hours. Signed permission is required in order for students to stay.

### After School: Students

Kirkpatrick offers numerous afterschool programs, clubs and sports. While staying after school, students must be with an adult at all times and are not permitted to roam the hallway without a pass. When a program, club or sport ends, the coach, or staff member should escort students to the exit and ensure they leave the building with a caregiver.

### Clubs

Students may sign up to join clubs with parent permission. Schedules and guidelines are created by the owning staff member. We currently offer the following clubs and sports at KIPP Kirkpatrick:

- Cheerleading
- Step Team
- Basketball
- Soccer
- Drama
- Art

### Before/After School Programs

Before and after school programs are offered to families that need extended care. Please reach out to the main office for further details. Our current after school partners are:

- JC Movement
- PNA
- Martha O'Bryan Center
- Kirkpatrick Center

### Arrival Procedures

Arrival is between 7:30am-8:00am. It is very important that all students arrive on time and ready to learn. Parents are expected to bring their student to school if they are walkers or car riders. Parents must take their students to the bus stop as well.

## Dismissal Procedures

Dismissal begins at 3:30pm. All students should be picked up by 3:45pm daily. Parents (or designated adults) are required to pick up a student. Students may not walk alone or leave campus alone for any reason.

## Visitor 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.

## Uniform Policy and Expectations

Our dress code requires that all KIPPsters wear uniforms – no exceptions. Uniforms help maintain a school culture of unity and academic excellence. We require KIPPsters to wear uniforms to eliminate the inevitable distractions and status distinctions caused by clothing to ensure that our KIPPsters are focused on learning. All KIPPsters must adhere to the dress code guidelines just as members of a sports team are required to wear a uniform to show their strength in unity, so too are KIPPsters of the KIPP Kirkpatrick School team. When you look at a group of students in the KIPP Kirkpatrick uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the KIPP Kirkpatrick uniform; they are agreeing to live up to the school's high expectations. Uniforms look professional. Students look neat when they arrive at school with shirts tucked into their khaki pants. The students come mentally prepared for school and “dressed for work.”

- **Mon-Thurs Uniform basic guidelines:** khaki pants, belt, blue KIPP polo, navy or gray KIPP sweatshirt, closed toed shoes
- **Fri Uniform basic guidelines:** khaki pants, any KIPP or college shirt, any kipp sweatshirt, close toed shoes
- *\*Note: if uniform guidelines change for specific days throughout the year, we will communicate directly to families in advance*

Families can purchase uniform items on the JBDesigns website (Link:

<https://shop2.jbdesigns.com/collections/kippkirk> ).

**All students (K-4) are required to have an extra uniform, underwear and shoes in their backpack daily in the event that an accident takes place.**

## Student Personal Belongings

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

## Bathroom & Hall Passes

The hand signal for a student who needs to use the bathroom will be to raise his or her hand in an "R" in American Sign Language. Students can go to the bathroom at the teacher's discretion when necessary throughout the day.

We ask parents to notify the school if their child has unique needs regarding use of the restroom so that we can plan ahead for any medical needs. A doctor's note is required so that we can follow medical guidance.

## Important Dates and Calendar

### KIPP Nashville East Nashville K-8 Schools

2021-22 Academic Calendar - last edited 6/9/21

| 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       | KAN/KNCP-New Student Orientation                             |
| July 29-30       | KIRK/KNCE-All families open house                            |
| August 2         | KIRK-New Student Orientation                                 |
| August 4         | KNCE-New Student Orientation                                 |
| August 9         | KIRK/KNCE-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 5       | KIRK/KNCE regional content PD-1:30 pm dismissal                      |
| 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 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                      |
| April 29         | KIRK/KNCE regional content PD-1:30 pm dismissal                      |
| May 26           | Last day of school-1:30 pm dismissal; Fourth quarter ends            |

## Student Supplies

All students are required to purchase the following for the 21-22 school year.

- #2 Pencils (48 total)
- Ticonderoga Pencils (KG Only- 2 Packs of 12)
- Composition Notebooks (4)
- Crayons (24 count)
- Erasers (4)
- Pencil Sharpener (1 personal sharpener)
- Highlighters (4)
- Clorox Wipes (2)
- Kleenex (2)
- Band-aids (1 box of 100)
- Hand sanitizer (2 bottles)
- Gallon Ziplock Bags (1 pack of 12)
- Dry Erase Markers (4 pack)
- Glue Sticks (4 pack)
- Markers (1 pack of 12)
- Pencil Pouch (1)

## Academic Program

### Academic Communication

Teachers are responsible for sending home a red homework folder with each student daily. A red folder will be sent home daily. Homework pages (3<sup>rd</sup> and 4<sup>th</sup> grades) or homework packets (kindergarten to 2<sup>nd</sup> grade) as well as communication logs (Kinder - 2nd Grade) or Daily Agendas (3rd-4th Grade) will be

sent home daily in the red folder. Teachers will also send home graded assignments and other school related communication in the red folder throughout the week.

### Homework Policy

KIPP Kirkpatrick knows working on academics at home is important. Completing assigned homework and reading with your student each night will ensure your KIPPster retains the skills taught in class.

#### **Kindergarten to 2<sup>nd</sup> Grade**

In Kindergarten, 1<sup>st</sup> grade and 2<sup>nd</sup> grade, homework is assigned on a weekly basis. A weekly homework packet will be sent home on Monday. The completed packet is due the following Monday. Additional homework assignments will be sent home during long breaks. For example, students will receive homework packets to complete over Fall Break, Thanksgiving Break, Winter Break and Spring Break.

#### **3<sup>rd</sup> and 4<sup>th</sup> Grade**

In 3<sup>rd</sup> and 4<sup>th</sup> grades, homework will be sent home daily. Completed homework pages are due the following morning. Friday night homework is due on Monday morning. Students will receive ELA and math homework every night, as well as either science or social studies homework following the science/social studies class students had in their schedule that school day.

### Communication Logs

All KIPPster parents are required to check homework and folders nightly. Students in Kinder - 2nd grade will receive a communication log daily that includes details about student behavior and academic assignments. Communication Logs should be signed each night by a parent. By providing a signature, a parent or guardian communicates to the homeroom teacher that the information from the previous day has been reviewed. Each grade level communication log includes different information based on what information has been prioritized in each grade level. Homeroom teachers will share examples of grade-level communication logs during Open House.

### Student Agenda Expectations

Students in 3<sup>rd</sup> and 4<sup>th</sup> grades receive a student agenda (sometimes also called a planner) at the beginning of the year. The purpose of the Daily Agenda is for students to record their homework assignments each night, as well as any notes about upcoming assessments or documents that need to be brought home to families. 3<sup>rd</sup> and 4<sup>th</sup> grade content teachers will ensure that students have the correct homework recorded each night. Homeroom teachers will ensure that students record any additional necessary notes.

### Honor Roll/Dean's List

Students in 3<sup>rd</sup> and 4<sup>th</sup> grade who achieve grades of all A's and B's for a quarter in each of their content classes (Math, ELA, Science and Social Studies) will be recognized as earning a spot on the KIPP Kirkpatrick Honor Roll. This recognition will be celebrated at the end of each quarter at a Whole School Celebration.

Students in 3<sup>rd</sup> and 4<sup>th</sup> grade who achieve grades of all A's for a quarter in each of their content classes (Math, ELA, Science and Social Studies) will be recognized as earning a spot on the KIPP

Kirkpatrick Dean's List. This recognition will be celebrated at the end of each quarter at a Whole School Celebration.

### Make-Up Work Policy

In general, classwork and homework assignments missed by students while they are absent are not required to be made-up. Classwork and homework assignments are closely linked to lessons taught that day. If the missed classwork or homework assignment was supposed to be graded, teachers should grade a different and comparable classwork or homework assignment as a substitute for the missed assignment. There may be times when a classwork assignment does not have an easily comparable piece of work to grade (ex. presentation, investigation, etc). In this situation, a student who was absent should be allowed the opportunity to make up the assignment within seven days of the absence. When this is not possible (ex. an investigation with complex materials), the student should receive an "excused" in the gradebook.

If a student is absent the day an assessment is administered, teachers must administer the missed assessment within seven school days of the student's absence. In accordance with the regular grading policies, the made up assessment should be graded and the assessment score entered into grade level trackers within three days of the completion of the assessment. In general, assessment retakes are not provided for students for the purpose of students attempting to improve their grade. The assessment is meant to capture the level of student mastery on the day it was given. In rare situations, teachers and managers may determine that a retake is necessary given a student's circumstances in order to get a more accurate score.

### Cheating and Plagiarism

Students are expected to create their own work and use their own brain to show what they know. Any instance of cheating, plagiarism or representing someone else's work as their own will be handled as a level 3 behavior as outlined in our Culture Plan. Students will also be expected to re-do the assignment to demonstrate that it is solely their work.

### Clubs & After School Programing

#### Clubs

Students may sign up to join clubs with parent permission. Schedules and guidelines are created by the owning staff member. We currently offer the following clubs and sports at KIPP Kirkpatrick:

- Cheerleading
- Step Team
- Basketball
- Soccer
- Drama
- Art

#### Before/After School Programs

Before and after school programs are offered to families that need extended care. Our current after school partners are below. Contact the main office to

- JC Movement
- PNA

- Martha O'Bryan Center
- Kirkpatrick Center

## Student Culture & Conduct

We believe in developing the whole child—your KIPPster will grow academically, socially, and emotionally at KIPP. In order to foster this growth, it is vital that we ensure a consistently calm, safe, and positive classroom environment.

To establish and maintain a school culture that promotes learning and respect for self and others, we have created a behavior communication system that all members of our community uphold, both inside and outside of school. This system holds KIPPsters accountable for following teacher directions, actively listening during instruction, and showing respect to both adults and other KIPPsters. We start the year by explaining to KIPPsters not only what our behavior expectations are, but also why it is important to our school community, since we want KIPPsters to develop ownership over their conduct.

## Student Behavior System

The KIPP Kirkpatrick behavior system is designed to focus students on our mission by ensuring that class and school environments are safe and orderly. Below is a description of the school behavior system that is in place:

- 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.

Safe, calm classrooms and student discipline are fundamental to learning at KIPP Kirkpatrick. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a secure environment in which to learn. Our policy is that a safe environment conducive to learning shall be maintained at school in order to provide an equal and appropriate educational opportunity for all students.

Classroom behavior that interferes with learning and is counter to creating a positive community will be addressed to ensure students are learning positive behavior that will set them up to be successful in school for the long term. All disruptive and off task behavior will be addressed proactively and reactively using the following best practices:

- Setting clear expectations
- Co-creating rules with students
- Reinforcing, reminding, and redirecting language from teachers
- Support to calm down when student is emotionally dysregulated
- Logical consequences for actions including break it-fix it, mess it-clean it, and strategies to repair harm caused to relationships
- Time-out in a Quiet Space to regain self-control
- Collaborative problem solving conversations
- Loss of incentives (recess, field trips, etc...)

- Time with our behavioral specialists
- Calling parents/guardians to discuss successes and challenges

Cougar points, 2<sup>nd</sup>- 4<sup>th</sup> grade

Cougar points are an investment system used for students to make connection between their positive choices and the positive effects of those choices. Students will earn points for a wide range of positive things and will lose points for choices that are counterproductive to a safe, trusting, learning-focused school culture.

Students will be able to earn points each day for a variety of behaviors and habits. Generally, points fall into one of three categories: preparedness, essential 8, school wide procedures, school values, and jobs.

|                                  | <b>Behavior</b>          | <b>Value</b> | <b>What it looks like</b>   | <b>When to reinforce</b>                       |
|----------------------------------|--------------------------|--------------|---|--|
| <b>Preparedness</b>              | Folder                   | + 1          | Brought to school   | Arrival-noted on clipboard and entered on prep |
|                                  | Communication log/Agenda | + 1          | Signed  |  |
|                                  | Homework                 | + 1          | All completed and turned in   |  |
|                                  | On time                  | + 1          | In classroom before 7:50 am   |  |
|                                  | Uniform                  | + 1          | Khaki bottoms, uniform shirt, closed toed shoes   |  |
| <b>Essential 8 school habits</b> | Ready position           | +1           | Criss cross, bottoms flat, hands in lap   | Daily, ongoing-entered in real time            |
|                                  | HALLS                    | + 1          | Facing forward, walking with arms still in a straight line  |  |
|                                  | Tracking the speaker     | + 1          | Looking at the person talking   |  |
|                                  | Strong, silent hand      | + 1          | Raising hand  |  |
|                                  | In-Class transitions     | +1           | Walking   |  |
|                                  | Complete sentences       | + 1          | Talking in complete sentences   |  |
|                                  | Loud and proud           | + 1          | Using a voice the class can hear  |  |
| <b>Values</b>                    | Hard work                | +1           | Sustained focus to task   | Daily, ongoing-entered in real time            |
|                                  | Love                     | + 2          | Helping others, kindness, sharing   |  |
|                                  | Joy                      | + 2          | Laughter, smiles, positivity  |  |
|                                  | Curiosity                | + 2          | Learning about new things   |  |
|                                  | Bravery                  | + 2          | Doing something hard  |  |
|                                  | Patience                 | + 2          | Waiting, staying calm with self   |  |
| <b>Paycheck/progress report</b>  | Integrity                | + 2          | Doing the right thing when no one is watching; tough choices                                      | Monday/first day of the week                   |
|                                  | Persistence              | + 2          | Not giving up   |  |
| <b>Jobs (Q3/Q4)</b>              | Signed weekly paycheck   | + 5          | Signed and turned in on Monday morning (or first day of the week)                                 | Thursday by 3:40pm                             |
|                                  | Work Paycheck            | + 5          | Payment for completion of responsibilities (and meeting all associated expectations) for the week |  |

Students can also lose points for choices that are counterproductive to a safe, trusting, learning focused school culture. The behaviors are broken up by levels: Level 1, 2, 3, and 4.

| <b>Level</b> | <b>Behaviors</b>  | <b>Consequence</b>  | <b>Parent Communication</b>  |
|--------------|---|---|--|
| 1            | <ul style="list-style-type: none"> <li>● Distracting environment</li> <li>● Incomplete work</li> <li>● Not following directions</li> <li>● Chewing gum</li> <li>● Purse/ fanny pack</li> <li>● Jewelry distraction</li> <li>● Soda</li> <li>● Cell phone</li> </ul>   | <p>Handled in classroom</p> <p>Reteach, when applicable</p>   | <p>If 5+ in one day = parent call d of school day to communicate challenge and on next steps</p> |
| 2            | <ul style="list-style-type: none"> <li>● Cursing</li> <li>● Electronic infraction</li> <li>● Mild property destruction</li> <li>● Playing in the restroom/hall</li> <li>● Unkind words/actions</li> <li>● Verbal argument</li> <li>● Stealing food</li> <li>● Middle finger</li> <li>● Disrespect to the teacher</li> </ul>                       | <p>Handled in classroom</p> <p>Natural consequences aligned to behavior</p> <p>Lose ½ of recess</p>   | <p>Teacher calls parent at end of school day</p>   |
| 3            | <ul style="list-style-type: none"> <li>● Intense property destruction</li> <li>● Tantrum</li> <li>● Walking out of classroom</li> <li>● Physical intimidation</li> <li>● Stealing property</li> <li>● Intense verbal threat</li> <li>● Cheating</li> <li>● Knocking over chairs/furniture</li> <li>● Extreme disrespect to the teacher</li> </ul> | <p>Lose all of recess</p> <p>Loss of access to classroom upon second Level 3 of the day.</p> <p>Progressive consequences, when applicable.</p> <p>*2nd/3rd/4th graders automatically lose access to Fun Friday for the week</p> | <p>Family communication in the moment</p> <p>Level 3 parent letter sent home</p>                 |

|   |   |  |  |
|---|---|--|--|
| 4 | <ul style="list-style-type: none"> <li>● Physical aggression</li> <li>● Throwing chairs/furniture</li> <li>● Fighting</li> <li>● Inappropriate touch</li> <li>● Toy weapon</li> <li>● Elopement from the building</li> <li>● Hit teacher</li> </ul> | <p>Student is sent home/<br/>suspended</p> <p>Progressive<br/>consequences, when<br/>applicable</p> <p>*2nd/3rd/4th graders<br/>automatically lose access<br/>to Fun Friday for the week</p> | <p>Immediate family<br/>communication</p> <p>Level 4 parent letter<br/>sent home</p> |
|---|---|--|--|

Additionally, the following policies exist to ensure students are focused on their learning while at school:

|                               | <b>Expectations</b>   | <b>Teacher Actions</b>   |
|-------------------------------|---|--|
| Uniform                       | <ul style="list-style-type: none"> <li>- Khaki pants, shorts, skirt or romper</li> <li>- Tights under skirt/romper/shorts, if needed (any print)</li> <li>- KIPP uniform shirt or solid blue polo</li> <li>- Long sleeve underneath KIPP shirt, if needed (any print)</li> <li>- Only KIPP sweatshirts or long sleeves</li> <li>- Shirts tucked in</li> <li>- Shoe laces tied</li> <li>- Closed toed shoes</li> </ul> | <ul style="list-style-type: none"> <li>- Dean's List documentation (2<sup>nd</sup> – 4<sup>th</sup>) of Preparedness Point each day during arrival routine</li> <li>- Conversations with students to reinforce expectations</li> <li>- Communication with family to discuss infractions daily</li> <li>- Works with family to find solutions for consistent</li> <li>- Maintain HALLS expectations throughout the day</li> </ul> |
| Jewelry                       | <ul style="list-style-type: none"> <li>- Minimal jewelry allowed</li> <li>- Small earrings, watches</li> <li>- Necklaces must be tucked into shirt</li> </ul>   | <ul style="list-style-type: none"> <li>- If jewelry becomes a distraction, goes in backpack the first time</li> <li>- If it is distracting a second time, student loses privilege of wearing jewelry</li> <li>- Teacher communicates loss of privilege with family</li> </ul>  |
| Purses                        | <ul style="list-style-type: none"> <li>- Purses should be kept in backpack to limit distractions and prevent challenges.</li> </ul>   | <ul style="list-style-type: none"> <li>- If purse comes out of backpack, teacher holds until end of day</li> <li>- If purse comes out a second time, teacher holds purse until conversation is had with family</li> <li>- Teacher communicates loss of privilege with family and finds solution for purse problem</li> </ul>   |
| Sodas/<br>vending<br>machines | <ul style="list-style-type: none"> <li>- Students should <b>never</b> purchase items from the vending machines</li> <li>- Students should <b>never</b> have soda at school</li> </ul>   | <ul style="list-style-type: none"> <li>- Teachers purchase their own sodas/snacks from vending machines-</li> <li>- If a student brings an open soda to school, he/she throws it away</li> <li>- If soda brought for lunch, it is kept in backpack and taken home. Parent follow up.</li> </ul>  |
| Cell phones                   | <ul style="list-style-type: none"> <li>- If a student brings a phone to school, it should <b>never</b> leave the backpack.</li> </ul>   | <ul style="list-style-type: none"> <li>- Take phone for remainder of day + parent call</li> </ul>  |
| Gum                           | <ul style="list-style-type: none"> <li>- Students should <b>never</b> chew gum at school</li> </ul>   | <ul style="list-style-type: none"> <li>- If a student is chewing gum, teacher asks him/her to spit it out.</li> <li>- Deduction for non-negotiable is entered into Dean's List.</li> <li>- If continued pattern, teacher follows up with parent to problem solve.</li> </ul>   |

### *Social Skills*

At KIPP Kirkpatrick we know that students need to build the skills and habits that will set them up for a life of choices, these include social skills and coping skills. KIPP Kirkpatrick staff are aligned on instructional strategies to use for teaching social skills when opportunities arise throughout students' days. Teachers also include specific social skills instruction into their Morning Meeting, breakfast, recess, lunch and Closing Circle activities each school day. In addition, our school counselor teaches

social skills to groups of students throughout the year. Our approach is meant to ensure that all students get the opportunity to build positive social skills.

### *Behavior support interventions*

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

- Visual Supports – schedules, communication cards or other visual aid that increase classroom success through structure and routine or support learning new social-emotional skills.
- Behavior Plan – a plan where a student has a daily behavior chart targeting specific behaviors that each teacher fills out and the parents sign each night.
- Segmented Behavior Chart- a plan where students earn privileges and consequences on shorter intervals so they have more chances for success during a day.
- Homeroom Switch – a temporary or permanent move to alter group or individual dynamics.
- Use of de-escalation space- for a student who is emotionally dysregulated we will follow our de-escalation protocol to give the student personal space to be able to return to regulation.

Students are held to our behavior expectations at all times of the day related to school:

- During school hours
- During a school-sponsored event
- Outside of the school building before the morning bell rings and after the afternoon bell rings
- On the way to or on the way home from school
- Any continuation of an incident that began at school

### *De-escalation Protocol*

Sometimes students need a safe, private space to calm down. We have spaces to support students when they need to get control of their bodies and emotions. De-escalation spaces are not a consequence or a punishment.

*When do we use the de-escalation space?*

- calming down in another space would threaten the safety of self or others
- other options for calming down have been unsuccessful
- child requests it
- adult notices that the child needs to exert energy in a controlled environment for a short period of time to be able to begin working toward solution

If a child is escalated for an extended period of time, the school will follow these steps

- 15 minutes: family will be called to actively support in de-escalation
- 30 minutes: family will need to come to the school
- 45 minutes: crisis action planning

# Parent/Guardian Involvement

At KIPP Kirkpatrick, we welcome families, not only as visitors but also as partners. Our classroom visits, family volunteer program, Family Leadership Committee, and other family clubs are key opportunities for involvement and connection.

## Special Family Events

We are planning many fun family events throughout the school year. All families are invited and encouraged to attend! Pay attention to your child's folder and emails/texts from school for more details as these events get closer.

|   |           |
|---|-----------|
| Back to School Bash w/ CHARM Foundation | 7/31/2021 |
| Open House                              | TBD       |
| Family Game Night                       | 9/9/21    |
| Grandparent's Day                       | 9/13/21   |
| Character Parade                        | 10/28/21  |
| Trunk or Treat                          | 10/28/21  |
| Thanksgiving Meal                       | 11/23/21  |
| Father Daughter Dance                   | 2/10/22   |
| Muffins with Moms                       | 5/6/22    |
| Kinder & 4th Graduations                | 5/25/22   |
| Education Celebration                   | 5/26/22   |

## Monthly Family Meetings

We are planning monthly family meetings to give parents opportunities to connect with one another, fellowship and learn new information/skills while their students are in class. These meetings will take place on the last Friday of each month so that parents can also attend School Celebration! Topics will vary throughout the year. If you have an idea or suggestion, please reach out to Ms. Katie at 931-581-0381!

## Family Leadership Committee

Each homeroom will have a representative on our Family Leadership Committee. The members of this committee will be involved in planning for special events like holidays, Black History Month and Teacher Appreciation Week. If you are interested in being on the FLC, please reach out to your child's homeroom teacher!

## Volunteer Opportunities

We know our parents and families are immensely talented in so many ways! We always welcome our parents and families as volunteers in our classrooms and school. If you're interested in volunteering, let Ms. Katie know!

## Communication Between Home & School

KIPP Kirkpatrick is committed to communicating with families through a range of formal and information channels.

In addition to our weekly communication folders, you may reach out directly to your KIPPster's homeroom teachers by phone, text or email between the hours of 3:30p-6:00p. You may also call the main office anytime between 7:30am-4:00pm.

## Birthdays

The staff of KIPP Kirkpatrick recognizes the importance of birthdays in a child's life and will do our best to make each students' birthday special. In that regard, the class will honor student birthdays during their morning meeting, with the exception being students who do not celebrate birthdays for cultural or religious reasons.

If a parent wishes to celebrate their child's birthday at school, these guidelines must be followed:

- Parent must give the teacher at least one week's notice.
  - Birthday items arriving without notice may be kept in the front office for the teacher to pick up when it will not distract from learning.
- Birthday treats will only be served when it is convenient for the class schedule that day. This will most often happen at lunch or during closing circle activities at the end of the day (3:15pm).

## Communication Between Home & School

We pride ourselves on remaining in frequent contact with our families and love to do so to ensure that they are well informed about their students' academic and behavioral progress. We too believe that in order for a student to be successful, it takes a village and true partnership. We expect families to respond to communication within 24 hours (unless urgent) and attend all meetings and events throughout the year. We keep our contact information updated on our school site as well as in the main office for family use. Families are encouraged to reach out to our teachers and staff as needed by phone or via email.

## 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.

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

I will be present.

- I will arrive at KIPP Kirkpatrick Elementary School every day by 7:25am, By 7:15 on Mondays and Fridays.
- I will remain at KIPP Kirkpatrick Elementary School until our last commitment of the day ends.
- I will participate in any weekend or evening programming for students and families (open house, back to school night, family conferences, celebrations, etc.) that is required.

I will be prepared.

- I will always teach in the best way we know how and we will do *whatever it takes* for our students to learn.
- I will keep families informed by providing frequent reports on their child's progress.
- I will follow the KIPP Kirkpatrick staff dress code and adhere to all staff expectations.

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

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

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

X \_\_\_\_\_

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

We will be present.

- We will make sure our child arrives at KIPP Kirkpatrick Elementary School every day before 8:00 a.m. (Mon. - Fri.).
- We will make arrangements so our child can remain at KIPP Kirkpatrick Elementary School until 3:30 p.m. (Mon.-Fri.).
- We will allow our child to go on KIPP Kirkpatrick Elementary School field trips.
- We will make arrangements to attend report card conferences and school wide special events and evening programming.

We will be prepared.

- We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework and sign the communication log (Kinder-2nd Grade) or Daily Agenda (3rd - 4th Grade) every night, call the teacher if there is a problem with the homework, read with him/her every night, and ensure he/she is well-rested each night. This means going to bed early and sleeping through the night.

- I will know my child's learning goals and monitor where they are on the path to achieving those goals through their weekly progress report.
- We will make sure our child follows the KIPP Kirkpatrick Elementary School dress code and student code of conduct.

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

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

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

X \_\_\_\_\_

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

I will be present.

- I will come to school every day on time.

I will be prepared.

- I will work hard so I can learn and I will never give up.
- I will know my learning goals and where I am on the path to achieving them.
- I will do my homework and read at least 20 minutes/night.
- I will wear the school uniform every day.

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

- I will be nice to my teammates and teachers and fix it if I make a mistake.
- I will follow my teachers' instructions and I will act with school values at all times.

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

X \_\_\_\_\_