



NASHVILLE COLLEGE PREP

**STUDENT & FAMILY
HANDBOOK ADDENDUM
2021-2022**

Welcome

Dear Students and Parents,

Welcome to KIPP Nashville College Prep! We are excited that you have chosen to join us as we work every day to ensure all of our students are preparing for choice-filled, fulfilling lives.

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

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

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

Best,

Kerianne Ryan
Principal

KNCP Staff Contact Information

KNCP Staff Contact List 21-22			
Staff Member Name (First)	Staff Member Name (Last)	Role	Student/Family Facing Number
Nicole	Allen	Operations Coordinator	615-559-0403
Lizzie	Amato	Director of Operations	615-200-0041
Latoya	Avent	5th/6th Social Studies	615-971-4614
Andrea	Baker	Paraprofessional	662-392-1130
Sharron	Barnard	Learning Specialist	404-529-5425
Kelli	Barnes	Assistant Principal of Student Support Services	585-738-9866
Chelsey	Bessette	Support Teacher	413-206-6398
Ben	Boldt	6th Composition/Grade Level Chair	334-663-5094
Madeleine	Braksick	5th/6th Learning Specialist	412-600-1966
Marvelous	Brown	5th/6th Music	901-235-5652
Rachel	Bush	7th/8th Social Studies	615-933-8867
Ikesha	Cain	Learning Specialist	615-829-6708
Anabel	Danon	5th Reading	305-781-5747
Janeisha	Davis	8th Composition	615-707-1826
Jasmine	DeJean	CIS Site Coordinator	615-739-3699
Ashley	Edmonds	Humanities Assistant Principal	205-983-2012
Jasmine	Flott	5/6th Science and 6th Grade Level Chair	(251) 225-4682
Bryan	Gaskins	5th-8th, Reading Interventionist/ELL support	615-626-3127
Kylan	Holt	7th/8th Science	615-238-7853
Jamila	Huguley	5th Composition	615-669-0155
Sarah	Inman	Support Teacher	615-306-2600
RayShondria	King	6th Math	865-226-9393
Kristen	Kolb	DOO in Residence	615-398-0885
Orna	Madigan	Learning Specialist	973-255-9120
Terry	Marcum	Paraprofessional	859-200-0916
Brooke	McBeath	Blueprint Math Fellow	864-923-6104
Brandon	McGill	7th Composition	615-715-8980
Kayla	Miller	Principal in Residence	615-509-0457

Kaella	Mitchell	8th Math/Grade Level Chair	901-428-0008
Matt	Mock	5th Math/Grade Level Chair	615-598-1074
Ricky	Reynolds	7th Reading/Grade Level Chair	615-669-8703
Milagro	Rodríguez	Paraprofessional	615-877-1528
Kerianne	Ryan	Principal	615-775-1137
Sonia	Santiago	Paraprofessional	407-683-2331
Jennifer	Sika	6th Reading	615-933-6641
Brianna	Simmons	Office Manager	615-986-1465
Lucinda	Smith	Behavioral Interventionist	615-579-7058
Marlisa	Smith	School Counselor	615-636-4731
Annabel	Stebbins	Learning Specialist	203-898-5961
Carmen	Stephens	7th Math	615-378-8030
Tiffany	Thomas	8th Reading	615-784-9563
Kathy	Thompson	7th and 8th Physical Education	901-591-5285
Tasia	Winston	Dean of Students	615-393-4253

Our School Identity

Core Values

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



**COMMUNITY
CENTERED**



**RESULTS
DRIVEN**



**CHAMPION
SPIRIT**



**SERVANT
LEADERSHIP**

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

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

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

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

School Symbols



School Colors: Our school colors are burnt orange and navy blue.

School Mascot: Our school mascot is the tiger.

School Logo: The image in the KIPP Nashville College Prep logo was selected intentionally. The three people represent the students, families, and the KNCP staff, with the larger person in the front being the student. This student stands out front as a representation of leadership and that student learning to lead.

KIPP & KNCP Phrases

KIPP Credo

- If there is a problem, we look for a solution.
- If there is a better way, we find it.
- If a teammate needs help, we give.
- If we need help, we ask.

Team and Family

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

Climbing the Mountain To and Through College

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.

Be the Constant, Not the Variable

The phrase is used to say that we are consistent. We follow through. We can be counted on and depended on to do the work every day in service of our team and our kids.

We are Leaders

This is the golden phrase at KIPP Nashville College Prep! We work every day to become leaders for ourselves, our school, and our community.

Knowledge Is Power

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

Assign Yourself

This is a phrase used with students to indicate that they should choose something valuable to do after finishing an activity. Often, this is reading a book or starting a homework assignment early.

Commitment to Excellence

At KIPP Nashville College Prep, 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 must be followed in order to put the KIPPsters on the path to and through college, career and beyond. 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.

Shine

This action is used to affirm or encourage other students when sharing answers or ideas during class or full group time. Students hold out their arms and wiggle their fingers in the direction of a student who is sharing. This is also used for celebration.

Shout-Outs

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

Grade Level Chair (GLC)

Teacher leader of 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 Support Team (SST)

The School Support Team is the regional team that works to support all of our KIPP Nashville schools.

School Overview

School Contact Information

Address: 3410 Knight Drive
Nashville, TN 37207

Main Office Number: 615-986-1465

School Email: kncp@kippnashville.org

Social Media:

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

School Hours

Students report at 7:30 am, and are considered tardy if they arrive after 7:55 am. Students dismiss at 3:30 daily.

Academic Calendar

The KNCP school year is divided into four academic quarters. The start and end dates for each quarter are listed below.

Quarter	Start Date	End Date
Quarter 1	Tuesday, August 10, 2021	Thursday, October 8, 2021
Quarter 2	Monday, October 18, 2021	Thursday, December 16, 2021
Quarter 3	Wednesday, January 5, 2022	Thursday, March 10, 2022
Quarter 4	Monday, March 21, 2022	Thursday, May 26, 2022

2021-2022 School Calendar & Important Dates

The chart below details important calendar dates for the 2021 - 2022 school year.

Date	Details
August 3 - 5, 2021	5th Grade Student Orientation, 7:55 - 12:00
August 10, 2021	First Day of School for all students
August 10 - 13, 2021	1:30 dismissal
September 6, 2021	Labor Day holiday - staff and students do not report
October 8, 2021	Staff Professional Development Day - students do not report
October 29, 2021	Parent Conference Day - students do not report
November 24 - 26, 2021	Thanksgiving Holiday - staff and students do not report
December 17, 2021	Staff Professional Development Day - students do not report
December 20, 2021 - January 3, 2022	Winter Holidays - staff and students do not report
January 4, 2022	Staff Professional Development Day - students do not report
January 17, 2022	Dr. Martin Luther King, Jr. Holiday - staff and students do not report
February 18, 2022	Parent Conference Day - students do not report
March 11, 2022	Staff Professional Development Day - students do not report
March 14 - 18, 2022	Spring Break - staff and students do not report
April 15, 2022	Spring Holiday - staff and students do not report

School Schedule

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

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

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

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

Homeroom is a major opportunity to start the day strong and set culture. Students must enter the homeroom in uniform. Each homeroom is assigned one staff member who ensures that attendance is taken, announcements are shared, and students are set-up for a good day.

Core Academic Classes

Each student has four 70 minute core academic classes each day. These classes include Reading, Composition, Math, and Science or Social Studies. Science and Social Studies rotate days. Students have time for independent reading within their Composition class each day.

Intervention

Each student participates in 30 minutes of intervention each day for both math and reading. During this time, students receive support targeted at meeting their academic needs.

Electives

Each student has a 30 minute elective class each day. This class is general music in grades 5 and 6, and physical education in grades 7 and 8.

Lunch & Recess

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

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

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

School Operations

Visitor Information & Procedures

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

Upon entering a building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our

knowledge, in accordance with state law. A visitor’s badge will be provided and must be worn at all times while in the building. A visitor’s badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. When a visitor leaves the building, h/she must return to the office to sign out.

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

Arrival Procedures

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

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

Dismissal Procedures

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

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

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

Uniform Policy and Expectations

Buying Uniforms

Students can purchase uniform items online by accessing the link below – <https://shop2.ibdesigns.com/collections/kippncp>

Uniform Policy

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

The KNCP student uniform consists of:

Uniform Item	Details
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<p>KNCP orange polo shirt</p>	<ul style="list-style-type: none"> ● KNCP polo shirts are available in both short sleeve and long sleeve options. ● KNCP shirts must remain unaltered. Shirts with drawings or markings must be replaced. ● The first KNCP polo shirt for new students is free at the beginning of the school year.
<p>Tan or Navy khaki-style bottoms</p>	<ul style="list-style-type: none"> ● Bottom may be khaki-style bottoms in either tan or navy blue. ● 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. Joggers are 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, or navy blue.
<p>Solid white, black, or navy blue undershirt</p>	<ul style="list-style-type: none"> ● Undershirts may be short or long-sleeved. ● Undershirts may not have hoods.
<p>Flat, Closed-toe, Closed-heel Shoes</p>	<ul style="list-style-type: none"> ● Shoes must be flat and include a closed-toe and closed-heel. ● Shoes may be tennis shoes, flats, flat boots below the knee, or dress shoes. ● Shoes may not be sandals, heels, or wedges (even on free dress days). ● Shoes may not be Uggs/Sherpa style boots. ● Please note that 7th and 8th grade students have Physical Education class daily and should bring tennis shoes to wear for class if they choose to wear other shoes to school.
<p>Solid black or brown belt</p>	<ul style="list-style-type: none"> ● Belts must be worn if pants, shorts, skirts etc. have belt loops. ● Belts may not have color designs.
<p>KNCP Pullover Sweatshirt (optional)</p>	<ul style="list-style-type: none"> ● They are available in crewneck and half-zip options. ● If a student chooses not to purchase a sweatshirt, he or she may wear a long-sleeve white, black, or navy blue shirt under the polo. ● Personal sweaters or jackets over the KIPP shirt are not allowed to be worn during the school day. They can be worn to school but then must be stored in the bins with personal belongings during class.
<p>Accessories</p>	<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 post earrings no larger than a dime. ● Students are allowed to wear a watch. It may not be a smart watch that transmits text messages. ● Students may not wear hats or caps in the building. ● Students may carry a purse or a fanny pack no larger than 6 inches x 12 inches. Purses must have a shoulder strap and must be able to fit in their desk. Large handle bags and miniature backpacks are not allowed.

Uniform Check

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

Uniform Infractions

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

Infraction	Solution
Non-Uniform undershirt, leggings or accessories	The student will be asked to remove the non-uniform item.
Non-uniform shirt	The student will not earn their uniform dollar for the day. We will issue a school shirt for the day. If the student borrows a school shirt, s/he will be issued a deduction to be removed when the shirt is returned.
Non-uniform pants	The student will not earn their uniform dollar for the day. We will call home to discuss the issue and find a solution.
No belt	The student will not earn their uniform dollar for the day.
Non-uniform shoes	The student will not earn their uniform dollar for the day. We will call home for replacement shoes. If they cannot be provided, the student may have limited activities at school for the day for safety.
Untucked Shirts	The student will be issued a \$1 deduction and asked to tuck his/her shirt in.

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

Student Cell Phones

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

Cell Phone Confiscation Procedure

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

Please note that this policy also applies to other electronic devices, including but not limited to Smart Watches, gaming consoles, etc.

Bathroom & Hall Passes

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

Bathroom

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

Hall Passes

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

Student Supplies

Student Supplies

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

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

The following items are supplied by KIPP Nashville College Prep for every student. It is required that they use these items. They will be handed out the first day of school in August, and expectations will be shared with students. Supplies will be checked throughout the year and students receive paycheck dollars associated with supplies.

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

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

AR Books and School-Owned Materials

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

Personal Belongings

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

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

The school reserves the right to add to this list.

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

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

Academic Program

Overview

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

Instructional Program

Literacy

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

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

Math

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

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

Science

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

History

The social studies curriculum at KNCP uses the newly revised Tennessee state standards with a focus on literacy. Fifth grade social studies explores the history of America from 1850 to present day, and students read a variety of primary and secondary sources to comprehend. Sixth grade social studies class focuses on world history and geography from the early civilizations through the decline of the Roman Empire. This course also uses the same literacy approach as a means to get students to comprehend. Seventh grade social studies class explores world history and geography from the Middle Ages to the exploration of America. Eight grade social studies dives deeper into US history.

Response to Intervention

KNCP uses the Response to Intervention program to ensure students who need additional academic and/or behavioral supports are supported appropriately. The RTI² interventions at KNCP take place during the specified reading and math intervention block. Students are grouped based on their instructional reading and math levels, and the focus of each group differs according to the needs of the students.

Enrichment Classes

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

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

Field Lessons

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

Every year 8th grade students also participate in an end-of-year field lesson in which students who've earned the trip spend time overnight learning at a university and in another community a bit further away. The goal of these field lessons is to increase our students' awareness of other cities, colleges, and sites that impact what they've learned that year.

Field lessons will be limited during the 2021 - 2022 school year due to Covid-19.

Student Homework

Overview

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

Grade Level	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5	Reading, Writing & Music	Reading, Math & SS	Reading, Writing & Science	Reading & Math	Reading
6	Reading, Writing & SS	Reading, Math & Music	Reading & Writing	Reading, Math & Science	Reading
7	Reading & Writing	Reading, Math & SS	Reading, Writing & Science	Reading & Math	Reading
8	Reading, Writing & SS	Reading & Math	Reading & Writing	Reading, Math & Science	Reading

Homework is aligned to either new standards or standards that are being spiraled in for review. Homework is checked for completion and accuracy each time it is turned in, and is graded for accuracy. This system builds habits for students to learn independent work skills to prepare for high school, college, and beyond.

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

Student Agendas

All students receive a KNCP agenda at the start of each year. The goal of agendas is to teach students a system that can be applied/used later – this includes daily use, and long term planning (writing in assessments or project due dates, etc.) Agendas must be signed every night and checked every morning in homeroom – deductions are given if they are not filled out fully and/or signed.

Student Make-Up Work Policy

Make-Up Work Policy

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

Students have the number of days that they were absent to complete make-up work missed during an absence. Make-up work is stored in uniform bins in classrooms for one week. It is the student's responsibility to get their work from the bin and complete their work. It is possible that a student is not able to complete all work missed during an absence because s/he was not present in class. In these cases, the teacher should provide clear expectations as to what work should be completed and submitted. When the teacher enters the grades in the gradebook, missing work should be entered as a “mi” which will count as a 50%. It will remain a missing assignment in the gradebook unless the student turns in their work within the week. Work that is entered in the gradebook but was not required from a certain student due to an absence should be marked as “excused”.

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

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

Student Late Work Policy

If a student is present at school for instruction, s/he is required to turn in the work that day. When the teacher enters the grades in the gradebook, missing work should be entered as a zero. If a grade is entered as “mi”, it will count as 50%. The following exceptions are permissible:

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

If a parent or student wishes to request a missing assignment for completion, this assignment must be turned in no later than the Tuesday after the assignment first appeared on a leader's progress report in order to receive credit. Student grades are updated to reflect the previous week each by end of day Wednesday, and students and caregivers are

encouraged to sign in to Illuminate to check progress each Thursday or Friday in order to communicate with teachers and meet this Tuesday deadline.

Student Cheating and Plagiarism

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

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

Honor Roll

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

Athletics & After School Programming

KNCP offers athletics and after school programming. Participation is voluntary. Students are required to meet the same expectations required during the school day. If students do not meet expectations repeatedly during after school programming, they may be removed from the activity. For the 2021- 2022 school year, these activities include: Boys & Girls Soccer, Boys & Girls Track, Boys & Girls Basketball, Cheer, Setep, Leaders' Council, Yearbook, Homework Club and after school tutoring. More information will be sent home about these activities via the school newsletter throughout the year. Please note that all middle school sports are for students in grades 6 - 8.

Athletic Eligibility

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

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

Student Culture & Conduct

Please see an overview of the student behavior system in the KIPP Nashville student and family handbook. The information below is specific to KIPP Nashville College Prep.

Student Habits

The following core habits are taught and expected from all leaders at KIPP Nashville College Prep.

On Task Behavior

- On task is defined as a student consistently working on the work assigned for the given time.
- On-task behavior creates a culture where the expectation is hard work and effort. It matters that our Leaders are on task because this is how they build the habits it takes to reach high achievement levels.

Ready Posture

- Ready posture is defined as feet on the floor, knees under the desk, backs relatively upright (i.e. no slouching) and head up.
- The most engaged students naturally sit up and not slouch when they interact with the lesson. We want to instill this habit with our Leaders as a tool to help support engagement. It is also deemed as professional, as we are trying to get them prepared for the world.

Tracking

- Tracking is defined as positioning one's body to see the teacher, board, or speaker.
- Tracking should always be present in discussion, and the teacher should define moments when tracking isn't necessary (i.e. quick math verbal answers)
- Tracking is a sign of respect and a sign that our Leaders are listening. The most engaged students are constantly tracking to ensure they do not miss any content.

Results Driven Hands

- A results driven hand is a straight hand next to the head, and the hand is still.
- Leaders raise their hands all the time to speak, unless prompted by the teacher (avoid call-outs unless it is a directive) or during a class discussion where different norms have been set and practiced.
- Raising their hand tall allows the teacher to control who answers in class. It allows all Leaders the fair opportunity to be called on and heard. The hand is also straight and still because this is not distracting to other Leaders.

Loud and Proud Voice

- A loud and proud voice is a level 2 or 3 (depending) voice volume so that the entire class can hear.
- Teachers and leaders can prompt a leader to adjust volume with the "thumb up" sign.
- It's important that our Leaders develop their voices so they are heard. Their words are important, and we want them to speak up so all can hear. with the "thumb up" sign

Silent Signals

- This is defined as use of the agree, disagree, or add on signals in discussion. Students show the signal silently.
- The teacher will either motion to speak or if it's an open discussion, and students will jump in and not over.
- It's important that our Leaders develop the skills that allow them to carry on discussion in a meaningful way without needing to be prompted by the teacher. This is a habit that will carry on into high school and college. The beginning

of Habits of Discussion is using these symbols. Later in the year, Leaders will be taught specific prompts they can use to add on in discussion.

Appropriate Reactions

- When given feedback, Leaders respond in a respectful manner.
- When another leader makes a poor choice or a mistake, Leaders respond without laughing and acknowledging the behavior.
- Our Leaders are respectful young people, and we must reinforce this by holding them accountable to respectful responses even when they are frustrated. Additionally, we want all leaders to feel respected by everyone in the school community.

Following Directions

- Leaders are expected to follow all directions the first time they are given.
- All directions serve a purpose. It’s important Leaders follow the directions to maximize learning time and maintain a calm, positive environment.

The Paycheck System

The paycheck system is designed to provide feedback to students and families around school-wide expectations. Using the paycheck, we are able to consistently hold students accountable to school expectations, and positively recognize them for good choices. It is also a behavior communication tool that gives the students, their parents, and staff an indication of a student’s behavior during the school day.

Students begin every Friday with \$0 on their paycheck. Throughout the week, they earn daily dollars by meeting expectations, participating in class and completing classwork, completing homework and returning their signed paycheck. They are able to earn up to \$100 for the week. In shorter weeks of school, the total will be less than \$100 and this will be reflected in the notes on the paycheck. Students can earn paycheck deductions for not meeting expectations at school. Every deduction takes away the appropriate amount of money from the total earned. Students can also earn bonus dollars for acting in ways aligned to our school values or demonstrating key academic habits. Paychecks for the week are cut off at the end of the day Thursday. On Fridays, the total amount remaining after all deductions and bonuses are calculated is printed on the student’s paycheck and is taken home to be signed by a parent.

The weekly paycheck structure is below:

Structure of the Paycheck		
<p>Daily Dollars: Students are able to earn \$18 each day of the week Monday - Thursday, and \$16 on Fridays. They earn \$12 over the course of the week for completing homework and having their paycheck signed. This represents \$100 that students can earn for the week. The chart below details how students earn their daily dollars each day, and who is responsible for entering them into DeansList.</p>		
MONDAY - THURSDAY DAILY DOLLARS		
Class	Dollar Category	Owner

Homeroom (\$4)	<ul style="list-style-type: none"> ● On Time Attendance (+1) ● Agenda (+1) ● Materials (+1) ● Uniform (+1) 	Homeroom Teacher
Values Driven Participation (\$2 per class, \$14 total)	<ul style="list-style-type: none"> ● Results Driven Participation-evident through academic participation ● Community Centered Participation-evident through character displayed ● Given in Reading, Composition, Math, Science/SS, Reading Intervention, Math Intervention and Electives. 	Teachers of all classes

FRIDAY DAILY DOLLARS

Class	Dollar Category	Owner
Homeroom (\$4)	<ul style="list-style-type: none"> ● On Time Attendance (+1) ● Agenda (+1) ● Materials (+1) ● Uniform (+1) 	Homeroom Teacher
Values Driven Participation (\$2 per class, \$8 total)	<ul style="list-style-type: none"> ● Results Driven Participation-evident through academic participation ● Community Centered Participation-evident through character displayed ● Given in Reading, Composition, Math, and Science/SS. ● We do not have interventions or electives on Fridays. 	Teachers of all classes
Friday Celebration Participation (\$4)	<ul style="list-style-type: none"> ● On Fridays, we have a longer afternoon homeroom and a Friday celebration. Students can earn up to \$4 for their positive participation in team activities on Fridays. 	Homeroom Teacher or Appropriate Celebration leader

WEEKLY DAILY DOLLARS

Class	Dollar Category	Owner
Homework (\$1 per assignment, \$11 total)	<ul style="list-style-type: none"> ● Students receive Reading homework each night (\$5 over the course of the week) ● Students receive Math and Composition homework two nights per week (\$4 over the course of the week) ● Students receive Science and Social Studies homework one time each (\$2 over the course of the week). 	Designated Teacher for the Day
Weekly Paycheck Signed (+\$1)	<ul style="list-style-type: none"> ● Leaders earn for getting their weekly paycheck signed by their caregiver and returned by Tuesday of the following week. Leaders who return their paycheck will be eligible to purchase items in the school store. 	Homeroom Teacher

Paycheck infractions include the following:

Deductions	
Students can earn deductions on their paycheck when they make repeated poor choices during a class period. The deductions that can be issued are below.	
Category	Habits/Method to Earn
Level 1 Deductions (-1)	
Untucked Shirt (-\$1)	Leader intentionally has the shirt untucked after being asked to correct it.
Gum/Food/Drink (-\$1)	Having gum, candy, food or drink when unauthorized to do so.
Level 2 Deductions (-5)	
Tardy (-\$5)	During free transitions for Upper School leaders. They are expected to be in class by the start of class. Due to Covid-19 protocols, free transitions may be delayed this school year.
Disruptive Behavior (-\$5)	This deduction is earned for behavior intentionally intended to get the class off track/disrupt others and led to the loss of instructional time.
Off Task/Disengaged (-\$5)	This deduction is earned for behavior that is showing a lack of participation but not necessarily intended to distract others.
Poor Peer Interaction (-\$5)	This deduction is earned for engaging poorly with peers in a way that is not overtly disrespectful.
Sleeping (-\$5)	Leader is sleeping or attempting to sleep throughout instructional time.
Out of Area (-\$5)	Student is in a location where s/he is not supposed to be, for example: <ul style="list-style-type: none"> ● Student goes to the main office to request to use the phone when given permission to go to the restroom. ● Student stops by another classroom to ask about homework en route to the restroom (without permission).
Level 3 Deductions (-\$10)	
Caregivers should be notified by the teacher for any level 3 deductions given. Safety is a priority. Students who receive three Level 3 deductions in a week will be suspended from school for a day.	
Significant Breach of Culture	A leader intentionally exhibits egregious disrespect toward peers or teachers causing a disruption that resulted in the loss of learning time.
Leaving w/o Permission	Leaving class or designated area (line, cafeteria, gym, etc.) without permission

	(elopement).
Repeatedly Not-Following Directions	<ul style="list-style-type: none"> ● Level 2 was previously issued for a disruptive or off-task behavior that is not ceasing. ● Student continues to receive level 2 deductions for isolated incidents and is not refocusing/resetting when given interventions.
Disrespect to Peer	Undermining the dignity or emotional safety of another student.
Disrespect to Adult	Undermining the dignity, authority, or emotional safety of an adult.
Integrity	Being untruthful; Claiming work that is not 100% one's own; Forgery
Prohibited Item	<p>This deduction is earned if a student has an electronic device and uses it during class.</p> <ul style="list-style-type: none"> ● Cell phone ● Item from Gaming System ● Tablet

Paycheck bonus opportunities include the following:

Bonus Opportunities	
Students can earn bonus dollars for going above and beyond each week, which may take their paycheck above \$100.	
Bonus Category	Habits/Method to Earn
Values Bonus Dollar (\$1)	Students can earn a values bonus dollar for displaying core Values such as Results Driven, Community Centered, Champion Spirit, Servant Leader . These are given to leaders by teachers when values-driven behavior is noticed; students should not ask for bonus dollars or complete tasks in action for bonus dollars.
KIPP Buck (+2)	At the start of each academic class period daily, teachers should share an academic habit that they are looking for throughout the class and display it on their board. Examples of this may include: Clear annotations in text, using evidence in explanations and class discussions, making work visible in math class, etc. At the end of class, teachers should recognize 3 leaders who exemplified the focus academic habit for the day and award "KIPP Bucks" to those students.
Leader of the Month (+10)	Each month, grade levels have an opportunity to recognize one leader who is doing an excellent job. Each month there will be a different criteria for selection, but it can focus on either performance or growth. This leader will earn a certificate and gift card.

The Reset

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

Detention

Students earn a detention for earning a Level 3 deduction.

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

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

Parent/Guardian Involvement

Communication Between Home & School

KNCP requires parents to be partners in the education of their children. The important task of preparing students for college calls for the school, the student, and the parents to all work together to ensure success. In order to be effective partners, we must communicate. There are several ways that we will communicate with you throughout the year. The following are the structures we have in place to facilitate communication between home and school:

Weekly Paychecks

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

Weekly Family Newsletters

Each Monday, we will send home a weekly newsletter by email with important school updates and information for the coming week. Please review this newsletter for important weekly updates.

Phone Calls

We will reach out periodically via phone to share updates, positive news and concerns. We ask that you return teacher phone calls in a timely manner so that we can work together to best support your child.

All KNCP teachers and staff provide parents and students with their personal phone numbers in order to provide additional support. These phone numbers can be found at the front of this handbook. You are also welcome to call any of our teachers to discuss any issues related to your student(s). If you or your child are trying to call a teacher, but they do not answer, please leave a message explaining the reason for the call. You or your student may choose to text after leaving a message, but do not place repeated phone calls if a teacher does not answer. If a teacher does not answer his/her cell phone, leave an appropriate voice message, including your name and phone number, and they will return your call within 24 business hours. You may also contact your child's Grade Level Chair or the Principal if you have an emergency.

Emails

You are welcome to email teachers at your convenience for any questions or concerns, and they will respond within 24 business hours. The email addresses of all staff members can be found at the front of this handbook. Additionally,

teachers will send reminders and updates via email periodically. This will include academic emails on Fridays if your child has a failing grade in any class.

Parent-Teacher Conference Day

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

Parent Meetings

Parents are encouraged to schedule meetings on parent-teacher conference days. If a parent has additional concerns they want to discuss with members of the staff, that parent is encouraged to call or reach out to the specific teacher or administrator involved to schedule an appointment. If the school requests a meeting with you and your child, we need to discuss something important with you and it is important that you attend any requested meeting.

At Risk of Retention Letters

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

In addition to the communication structures detailed above, we ask for your partnership in the following ways:

Parent Signatures

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

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

Uniform

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

Parent Surveys

Throughout the year the school conducts parent surveys to determine parent needs, concerns, and assessment of the school. The results of these surveys are used to evaluate the progress of the school and to suggest programmatic changes. We appreciate your participation in these surveys as it helps us grow as a staff and school. These surveys include our weekly Possip survey, a Fall and Spring parent survey, an intent to return survey in the Spring, as well as additional surveys we may need to give to collect important information throughout the school-year.

Parent Concerns

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

Respectful Communication

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

Accessing School Systems

We provide ongoing access to student behavior and academic data for parents to access throughout the week, and not just on Fridays. Illuminate is our grading system, and allows you to see your child's grades in real time. DeansList is our culture system, and will allow you to see points earned and lost throughout the week in real time. Please see the information below for how to access these systems.

Illuminate

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

- **Step 1:** Verify that the information is correct for your student: School Name, Grade Level, Homeroom, Student First Name and Student Last Name
- **Step 2:** Go to: <https://kippnashville.illuminatehc.com/login>
- **Step 3:** Click "Create Account" (This button is colored green)
- **Step 4:** Complete the registration fields. Then click "Submit".

DeansList

We use DeansList as the tool to log student paycheck information, as well as to send communication to parents. You will receive information to set up an account to view student daily and weekly behavior through the DeansList platform.

Parent/Guardian Engagement Opportunities

Event Attendance

We have a number of events planned throughout the year that allow parents to engage with teachers, staff and the school. These events include but are not limited to Back to School Night, Grade Level family nights, student performances, athletic and extracurricular events, and community celebrations. Information about these events will be shared in our weekly family newsletter, and we encourage attendance!

Parent Involvement Committee (PIC)

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

Volunteering

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

School Compact

What is a School Compact?

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

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

Building Partnerships

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

Jointly Developed

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

Communication about Student Learning

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

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

District Goals: School Improvement Plan

Increased Academic Achievement & Growth – Literacy/Language Arts

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

Increased Academic Achievement & Growth – Mathematics

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

Increased Student Attendance

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

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

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

Commitment to Excellence

At KIPP Nashville, all students, parents, and staff sign a Commitment to Excellence form at the beginning of the school year. This commitment puts in writing the actions that are agreed upon in order to put the KIPPsters on the path to and through college, career and beyond. 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.

2021-22 Teacher/Staff Commitment

I commit to helping my students prepare to lead choice-filled, fulfilling lives while a staff member at KNCP in the following ways:

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

I understand that it is my duty to follow these commitments 100% of the time in order to keep the promises we make to KIPPsters and their families and ensure that we are preparing students with the skills and confidence to pursue the paths they choose—college, career, and beyond.

2021-22 Student Commitment

I commit to preparing to lead a choice-filled, fulfilling life while a student at KNCP in the following ways:

- I will arrive at school between 7:30-7:54 a.m. and remain at school until 3:30 p.m. every day.
- I will make sure I only miss school when it is unavoidable and complete all required make up work.
- I will wear the KNCP uniform to school every day.
- I will complete my homework every night and make sure I am prepared for school the next day.
- I will read, sign, and return my paycheck each week.

- I will follow all classroom rules and treat my teammates and teachers with respect at all times as we work to prepare for success in high school, college, and life beyond.
- I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.
- I am responsible for my own achievement. I know that I can succeed with hard work and perseverance.
- As a member of the KIPP team and family, I will work every day to follow the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

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

2021-22 Family Commitment

I commit to helping my child prepare for a choice-filled, fulfilling life in the following ways, while a student at KNCP:

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

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