



**NASHVILLE COLLEGE PREP
ELEMENTARY SCHOOL**

**STUDENT & FAMILY
HANDBOOK**

2021-2022

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Staff Contact Information

LT= Lead Teacher

AT = Assistant Teacher

KNCPE Staff	Position	Grade	E-mail
Aqsa Gilani	First Grade AT	1st	<agilani@kippnashville.org>
Donna Jenkins	First Grade LT	1st	djenkins@kippnashville.org
Fantasha Buntyn	First Grade LT	1st	fbuntyn@kippnashville.org
Max Englehardt	First Grade LT	1st	menglehardt@kippnashville.org
Caitlin Flaherty	Second Grade LT	2nd	cflaherty@kippnashville.org
Davena Stewart	Second Grade LT	2nd	dstewart@kippnashville.org
Leslie Poe	Second Grade SPED	2nd	lpoe@kippnashville.org
Macy Owen	Second Grade LT	2nd	mowen@kippnashville.org
Courtney Fletcher	Third Grade LT Math	3rd	cfletcher@kippnashville.org
Lindsay Raham	Third Grade SPED	3rd	lraham@kippnashville.org
Mercedes Lawson	First Grade SPED	3rd	mlawson@kippnashville.org
Sierra Knuckles	Third Grade LT (Science/SS)	3rd	sknuckles@kippnashville.org
Gerilyn Lewis	3rd Grade ELA	3rd	glewis@kippnashville.org
Ambehr Morrow	Fourth Grade LT Science/SS	4th	amorrows@kippnashville.org
Dominique Heyward	Fourth Grade LT ELA	4th	dheyward@kippnashville.org
Kristin Amrine	4th Grade Math	4th	kamrine@kippnashville.org
DeAndre Watkins	Behavior Specialist	All Grades	dwatkins@kippnashville.org
Dominique Hayes	Related Arts: PE	All Grades	dhayes@kippnashville.org
Grace Rapp	Interventionist/ELL Support	All Grades	grapp@kippnashville.org
TBD	Related Arts: Music	All Grades	
Grant Peavler	Related Arts:Computers	All Grades	jpeavler@kippnashville.org
Kristin Woods	Support Teacher	All Grades	kwoods@kippnashville.org

N. Tidwell	Support Teacher	All Grades	ntidwell@kippnashville.org
TBD	Counselor	All Grades	ydickerson@kippnashville.org
Sara Moore	Instructional Coach	ILT	smoore@kippnashville.org
Thurmantha Davis	Interventionist	ILT	tdavis@kippnashville.org
Chante Lemon	Kinder LT	Kinder	clemon@kippnashville.org
Kayla Mizelle	2nd SPED	Kinder	kmizelle@kippnashville.org
TBD	Kinder AT	Kinder	lsmith@kippnashville.org
Marquita Dodson	Kinder AT	Kinder	dodson@kippnashville.org
Moises Tablang	Kinder LT	Kinder	mtablang@kippnashville.org
Taylor Kunce	Kinder LT	Kinder	tkunce@kippnashville.org
Matthew Castle	SPED (Kinder)	Kinder	mcastle@kippnashville.org
Amelia Payne	Assistant Principal K-11	Leadership	apayne@kippnashville.org
Rachel Sherbakoff	Assistant Principal 2-4	Leadership	rsherbakoff@kippnashville.org
Ashley Frasier	Principal	Leadership	afrasier@kippnashville.org
Meco Isadore	Dean of Students	Leadership	misadore@kippnashville.org
Meghan Edwards-Bowyer	DS3	Leadership	medwards-bowyer@kippnashville.org
Stacey Neal	Director of Operations	Leadership	sneal@kippnashville.org
TBD	School Counselor	Leadership	
Briana McCullough	Office Manager	Operations	bmccullough@kippnashville.org
Ronald Sickles	Operations Coordinator	Operations	rsickles@kippnashville.org
Latisha Davis	2nd Grade Paraeducator	Support Teacher	ldavis@kippnashville.org
Khylie Arnold	4th Grade Paraeducator	Support Teacher	karnold@kippnashville.org

Welcome

Dear Parents and Guardians,

Welcome to KIPP Nashville College Prep Elementary School! I am the principal of KNCPE and am excited to continue my commitment to ensuring our students are prepared academically to make the journey to and through college as a part of the KIPP Nashville family. The faculty and staff join me in anticipation to begin what promises to be one of our most unique years ever as we navigate maintaining a safe and healthy school environment in the midst of the unknown nature of a global pandemic. Despite this reality we are excited to work daily to provide academic experiences for our students that are rigorous, relevant, and help build relationships while making real-world connections.

As your Principal, it is important to me that everyone who steps through our doors (in person and online) -teachers, students and parents-are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. Beyond the rigors of our academic program, it is our aim to instill within each student the essential principles of excellence, pride, and growth through being strong role models working within a dedicated learning environment. My door is always open and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

I look forward to working with you as a team to help each student at KNCPE meet their goals and have a successful school year!

Looking forward to connecting,

Ashley Frasier
Principal
afrasier@kippnashville.org
615-226-4484 ext. 6

School's Core Values

In addition to the KIPP Nashville values of GRIT, SHINE, TEAM, GROWTH & EXCELLENCE, KNCPE was founded on the core values of Agape, Identity, Belonging, Empower, and Pride.

- *Agape: I show respect and kindness to others*
- *Identity: I am unique: There is no one else like me!*
- *Belonging: I am a part of a team.*
- *Empower: If I work hard, I can reach my goals.*
- *Pride: I take pride in myself. I shine like the sun!*

KIPP Phrases

KIPP Credo

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

If there is a better way, we find it.

If a teammate needs help, we give.

If we need help, we ask

Work Hard. Be Nice.

This is the golden rule at KIPP. This phrase summarizes the mission of the school with academic growth and character development.

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.

Knowledge Is Power

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

"Snaps"

This action is used to affirm or encourage other students when sharing answers or ideas during class or full group time. Students should not snap excessively or cause disruption. It is more important to hear the speaker, not the snap.

Shout-Outs

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

Grade Level Team (GLT)

Teachers and students that make a particular grade level.

Grade Level Chair (GLC)

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

School Overview

School Colors: Orange and Blue

School Uniform Colors:

- Kindergarten = Red
- 1st Grade = Yellow
- 2nd Grade = Navy Blue
- 3rd Grade = Orange
- 4th Grade = Green

School Mascot: Cub



School Logo:



The crown represents royalty within each of our kings and queens. The heart and hands represent our care and love for all of our students.

School Contact Information

Address: 3410 Knight Drive, Nashville, TN 37207

Main Office Number: 615-226-4484 ext. 6

School Email: kncpe@kippnashville.org

Social Media:

- Facebook: KIPP Nashville College Prep ES
- Instagram: @KNCPE_Royalty

School Hours

KNCPE school hours Monday - Friday are:

Time	Task
7:35am – 8:00am	Arrival and breakfast
8:00am	School Begins
3:15-3:30pm	Dismissal

2021-2022 School Calendar & Important Dates

KIPP Nashville

East Nashville K-8 Schools

2021-22 Academic Calendar - last edited 3/8/21

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
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
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26	27	28	29	30		

October 2021						
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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
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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						
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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
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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
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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
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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
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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/KNCP-All families open house
August 2	KIRK/KNCP- New Student Orientation
August 9	KIRK/KNCP-Kindergarten First day of school-1:30 pm dismissal
August 10	All students-First day of school-1:30 pm dismissal
September 3	Staff PD
September 6	Labor Day-staff and students do not report
October 7	First quarter ends
October 8	Staff PD
October 11-15	Fall Break-staff and students do not report
October 18	Second quarter begins
October 26-29	Report cards issued

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

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.

At Kipp Nashville College Prep Elementary School we welcome parents to visit their student's classroom. To do so, you must sign in at the front office and receive a Visitor's Badge. You will also receive a Parent Observation form to complete. We like to receive feedback from our parents or guardians. during their time of visiting the classroom. Once the visit is over you will return to the front office to sign out and turn in the form.

Dismissal Procedures

Students are dismissed at 3:30 p.m. on Monday through Friday. Please make reliable transportation arrangements as the school cannot provide supervision for your child beyond these times. After School programming options are available.

Attendance

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

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

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

Excused & Unexcused Absences

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

- Note from medical professional or parent/guardian specifying the excused sick days

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

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

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

Truancy & Chronic Absenteeism

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

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

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

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

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

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

Tardies and Early Dismissals

School hours are **7:35 a.m. to 3:15 p.m.** Students who miss more than 50% of the school day are considered absent. Tardies and early dismissals mean missed class time which therefore has a negative impact on student achievement and disrupts the learning environment. Students should not arrive late or leave early unless it is for an excused reason mentioned above.

School doors open for students at **7:35 a.m.** There is no staff supervision before that time. Students must arrive by **8:00 a.m.** or they are considered and marked tardy. The doors will close at **8:00 a.m.** and past that time students will need to check in through the main office.

Students are dismissed from 3:15- 3:30 p.m. please do not take your child out of school earlier than the dismissal time.

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

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

Early pick-up is not allowed after **2:55 p.m.**

Classroom Visitor Procedure

KNCPE has an open door policy for visitors. However, due to COVID-19 our policies have changed. Currently, we do not allow visitors into classrooms at this time. We will keep families informed if/when policies change.

Student Privacy

Student Records

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

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

Directory Information

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

Confidential Records

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

Access to Student Records

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

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

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

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

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

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

Uniform Policy and Expectations

We require parents to make sure their kings and queens wear the appropriate uniform pieces when they attend school every day. Please refer to earlier portions of the handbook for the uniform policy.

Having Kings and Queens (KQs) wear a uniform increases their understanding of the importance of team and the power their team brings to their success in climbing the mountain to college. It is very important for our kings and queens to look neat and presentable. Kings and queens are expected to be in proper uniform at all times. The Dean of Students will conduct a uniform check daily. If your KQ is not in uniform they will receive a uniform violation form in their folders, a text home to parents, and a deduction in Live school for not being in uniform. We will also ask parents to bring students a change of clothing.

The student uniform at KIPP Nashville College Prep Elementary consists of:

KNCPPE red polo (Kindergarten); yellow polo (1st grade); blue polo (2nd grade); orange polo (3rd grade); green polo (4th grade)

The shirt is always tucked in and unaltered (i.e. the logo is not colored in with marker). The only exception is that it may be untucked during physical education class. After class it must be tucked back in. Uniform shirts can be purchased any time at <https://shop.jbdesigns.com/collections/KippNCPE> .

Required Bottoms:

- Tan khaki bottoms only
- Bottoms may be pants, capri pants, shorts, skorts, jumpers, or skirts.
- Bottoms must be loose fitting and comfortable; however, they may not be sagging.
- Skirts and shorts must not be shorter than 1 inch above the knee when standing.

Required Shoes:

- Shoes: maybe tennis shoes only, no shoes with the heel exposed.
- Shoes may not be sandals, heels, wedges, or boots.

We request that ALL Kindergarten, First Grade students and older students with a record of bathroom accidents, have a change of clothing (bottoms, underwear, socks,) in their backpack labeled in a bag at all times.

Student Pop-Out Pass/Free dress

Students must receive a pop out/free dress pass from their teacher or school administration only. Any student out of dress code without permission will be asked to change their attire/or and receive a deduction in Live School for being out of uniform.

KNCPPE Optional Pieces

If a student chooses not to purchase a KIPP sweater, he or she may wear a long-sleeve black or white shirt only under the polo.

Personal sweaters or jackets over the KIPP shirt are not allowed to be worn during the school day. Students will receive a uniform violation if they fail to remove the non KIPP clothing.

Accessories

- Kings and queens are allowed to wear one necklace that does not go lower than the top button on the polo shirt.
- Kings and queens are allowed to wear post earrings no bigger than a dime. They may not dangle.
- Kings and queens may not wear hats, caps, or hoodies in the building.

*KNCPE will not be responsible for personal items that are broken at school.

Student Cell Phones

Kings and queens are discouraged from bringing cellphones to school. If kings and queens bring a phone to school, they must store them in their backpack, turned off during the school day. Teachers confiscate all electronics and cell phones that are visible (in or out of pocket) throughout the day, and the student receives a point deduction in Deans List. If a teacher or staff member has confiscated a student's cell phone, the student's parents/guardians are responsible for picking up the item from the office.

*KNCPE will not be responsible for personal items that are broken at school.

Bathroom & Hall Passes

We have two designated times during the day when we take students to the bathroom as a class, after breakfast and lunch. These times allow for students and teachers to make the most of their learning in class. In addition, students may request to use the bathroom during the independent practice portion of class. When they desire to go to the restroom, they must indicate it by making the hand signal for the bathroom, get a pass and sign the bathroom log. We ask parents to send a physician's note if a child has a unique medical need requiring special bathroom accommodations.

Student Supplies

Kings and Queens are required to provide their own school supply. Each student should have the designated items specified on the school supply list every day. The school will provide some items, but this is not to be confused with the items that students are responsible for. We will not have community supplies this year

Personal Belongings

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

- Gum
- Candy, chips, or any other junk food
- Sunflower seeds
- Weapons or any toy weapons
- Any illegal substance
- Stuffed animals or dolls
- MP3 Player or I-Pods
- Gameboys or any other electronic toys
- Permanent markers of any kind

*The school reserves the right to add to this list at any given time.

Kings and queens keep all backpacks, coats, and lunches in their cubbies, bins and coat racks always. Kings and queens visit their bins before school and after school only. All personal belongings must be kept in their cubbies

The teacher will confiscate the items temporarily and return the item at the end of the day or to a parent or guardian.

*KNCPE will not be responsible for personal items that are broken at school.

Computer & Internet Policy

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

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

Internet Safety Measures

KIPP Nashville is committed to ensuring internet safety for our students. Through widespread use of content filtering, we are controlling access by students to inappropriate content matter, the online spaces for direct communications (e.g., chat/email), and preventing unauthorized access including hacking from internal or external sources. We will monitor internet use vigilantly to ensure students do not access materials that may be harmful to them.

Chromebooks

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

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

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

Copyright Law

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

Downloading and Installing Software

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

Consequences

KIPP Nashville reserves the right to enforce appropriate consequences for the violation of any section of the responsible use policy. Such consequences could include the loss of the use of any school-owned for a specific amount of time determined by the administration and members of the technology department and may include possible disciplinary action and possible legal action. These consequences apply to all students using any electronic devices on the school's campus, whether these devices are personally owned or school-issued.

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

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

Damage or Lost Device

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

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

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

Academic Program

Overview

KNCPE wants all of its KIPPsters to leave elementary school and enter middle school on or above grade level in all core subjects and possess the character strengths it takes to be successful in college and in life. To achieve that goal, students will receive almost three hours of literacy instruction and 90 minutes of math instruction a day. Students will also receive instruction in STEM, art, and physical education.

Progress Reports

Progress Reports are distributed to kings and queens halfway through each quarter. It is recommended that parents use progress reports as an indicator of how their child is performing in class. Teachers should be prepared with work to address any concerns that are brought forth by parents and available to hold a meeting if requested by the parent. Teachers can also use this time to request a conference with a parent as well. Conferences can be held outside of the school-wide scheduled dates.

Homework

Homework Policy

Homework will be provided to each KIPPster weekly. There will be a weekly homework packet for each grade level. Homework will include:

- Review of previously mastered material
- Practice of recently learned concepts
- Sight practice opportunities
- Math fluency practice opportunities
- Tracking of Independent reading

Homework is checked daily for completion and feedback is provided directly on the packet via feedback code and/or comments. Teachers must problem solve with families of students that struggle with homework completion.

Make-Up Work Policy

KIPPsters who are absent from school for either sickness or suspension have one day to complete all missed classwork, homework, or assessments per day of absence. Upon the KIPPster's return to school, it is his/her responsibility to collect the missing work from each content teacher during homeroom from the designated location in the classroom or to schedule the best time to make an assessment. The King/Queen's parents should call the teacher that afternoon and ensure that the work meets expectations for quality and completion before submitting. The work should then be submitted the following day (or number of days the students were absent) during homeroom in the same way that homework is collected.

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. Please call your teacher for help when in doubt. 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.

Promotion & Retention

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

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

- *Mastery of essential competencies.* Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level. KIPP Nashville considers for retention any student who is:
 - Any student two levels below goal on the STEP Assessment
 - Students not making typical growth on MAP and still in the bottom quartile of performance in either ELA or Math
 - 3rd and 4th grade students who have a year-end average of less than 70 in reading and math can be retained in the current grade
- *Attendance.* Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
- *Conduct.* Retention shall not be used as a disciplinary measure. A student's social emotional development, however, will be considered when making a retention decision.
- *Previous retention.* Students shall not be retained more than once in the same grade.
- *Special Education.* Students who have Individual Education Plans (IEPs) will be promoted to the next grade based on successful completion of the goals on the IEP.
- *English Language Learners.* Retention of English Learner (EL) students shall not be based solely on English language proficiency

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

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

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

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

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

Athletics & After School Programing

Athletic Eligibility

Any student permitted to attend a Metro School in grades K-4 is eligible to participate in athletics provided he/she meets all eligibility requirements, including academic Satisfactory or above (K-2) and "C" average or above (3rd-4th grade), behavioral (no more than 2 suspensions), attendance 95% of the school year, and teacher recommendation.

*School Leadership reserves the right to remove a student from any sport per their discretion

After School Activities

KQs who are desiring to join/become a member of these organizations must meet the requirements as indicated by the organization. Please speak with the advisors to obtain additional information

- Mu Phi Gamma
- Girl Scouts
- Cheerleading

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.

Culture Routines & Procedures

KIPP Nashville schools are unequivocally committed to providing a safe and orderly environment in which students can maximize their academic achievement. Students whose [1] behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen; therefore, we cannot overemphasize the importance of providing a firm and consistent discipline policy. Students and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our student code of conduct. **Only the staff that are CPI certified allowed to physically restrain a student.**

Student Athletics and After School Programs

All students will have the opportunity to participate/try out for school related sport athletics and after school programs (Mu Phi Gamma, Cheerleading, Girl Scouts, Parkwood Community Center, and Boys and Girls Club). Students may be denied participation based on behavior, attendance or poor academic performance

Bathroom Policy

We have two designated times during the day when we take students to the bathroom as a class, after breakfast and lunch. Kings and queens are allowed four times a day to go to the restroom individually: during breakfast, during morning break, during lunch, and during afternoon break. If a king or queen has an emergency in class, the teacher will give the student permission to go, and then the student will wear a pass to the restroom.

Hall Passes

In the event that a student needs to go to the office or another room for any reason outside of the regular bathroom break time, the teacher gives him a hall pass to wear. Only one student is allowed out of a homeroom at any given time unless the student needs a peer buddy.

School-Related Disciplinary Offenses

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

- Dean's List
- Suspensions
- Dismissal
- Expulsion

Suspension Meeting Expectations

Suspensions allow kings and queens an opportunity to reflect on their behavior and create a plan for how they will improve over the next few weeks and throughout the year. When a suspension is issued, the student cannot return to class, they must be picked immediately or they will remain in ISS and serve the suspension the next school day. A suspension meeting is required prior to their return to school. When a student is suspended the

meeting will be facilitated by the Dean of Students/ Behavior Specialist. Attendance is required by the student and parent.

If a suspension occurs during a holiday, unplanned or school planned day out, the suspension days do not count as days. Only the days that students are in school will count as a suspension day. The student cannot return to school until all of the days have been served.

Student Behavior System

The KIPP Nashville College Prep Elementary School 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.

Behavior Point System

The behavior point system in the Dean List is used in order to help teachers enforce the school rules and expectations as consistently as possible. A color change in Dean's List also means a point deduction is issued when a student is not meeting expectations. Students who receive 10 or more deductions, an out of school suspension for that week, will not receive an invite to the Jubilee Celebration at the end of each week. Students will also earn quarterly PBIS celebration.

- No deductions- Sticker, Blue day
- 1-2 deductions- Green Day
- 3-4 deductions- Yellow Day
- 5-6 deduction- Red Day

Key Message:

One way we remind you of the mission of the school and help you achieve your goals is through the behavior point system. We give color changes to help you regain your focus on learning when you are distracted from it. When a student receives a color change, this does not mean that you are a bad person, we are reminding you that you are here to learn and that we take that very seriously.

Infractions include:

Level 1 Infractions -1	Level 2 Infractions -2	Level 3 Infractions -3
Poor response to feedback Off-Task Dishonest to a teacher or teammate Out of seat without permission Not completing classwork Uniform Non-Compliance (not following directions)	Gum/ food/ drink Lying to a teacher or teammate Accessing inappropriate websites Horseplay Teasing another student Vandalism (classroom) Cell Phone	Inappropriate Physical Contact (Fighting) Vandalism (building) Inappropriate Touching (sexual) Disrupting the school environment Inappropriate Language (assault/swearing) Academic Dishonesty Repeatedly Horseplay

Parent/Guardian Involvement

Communication Between Home & School

Phone Etiquette

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

Calling Teachers

The basic teacher contact policy is as follows:

- Use the cell numbers for homework questions and emergencies, unless otherwise instructed by the staff member.
- At times, a teacher may request to return your call at another time or from a landline or it may be to leave a message; please be flexible. All teachers will return your calls within 24 hours.
- Teachers may be called from 7:25 a.m. until 6:30p.m. from Monday through Friday but are unavailable during the school day.
- Staff members are not available during vacations and school holidays.
- Parents/ guardians are expected to leave a message if the teacher does not pick up.
- The staff member returns the call as soon as possible.

Students Calling Home During School Hours

Kings and queens are not allowed to use school phones throughout the day unless there is an emergency. If a student states that there is an emergency and he/she must speak to his/her parent/guardian, a teacher contacts the office manager, dean, assistant principal, principal, and they coordinate speaking with the parent.

Incentives

Kings and queens at KNCPE are taught character explicitly, they are held accountable for meeting high expectations, and they are also able to celebrate their accomplishments. These celebrations honor kings and queens and teams who are deserving of them, and they also keep kings and queens invested in the school and their progress to college.

Each grade level has the opportunity to establish incentives and earning opportunities for their kings and queens. Some of these incentives can be expected by kings and queens and some can be a surprise. Both are important to keep the culture positive.

General Parent Involvement

Parent Meetings

A parent meeting is mandatory when a student is at risk of retention every quarter and when a student is suspended from school. The student, parent(s), and teachers are expected to attend these meetings. Parent meetings can also be requested by a parent at any time for the entire grade team or an individual teacher.

The goal of the parent meeting is to explain the facts behind the academic and/or behavior performance, explain the impact it is having on being prepared for college, and to set a goal and action items around improving. All parent meetings are held through the lens of doing whatever it takes to put the student back on track for success. Parent meetings are scheduled after 4 p.m. on Mondays, Wednesday, Thursdays, and Fridays.

Parent-Teacher Conference Day and Report Card Nights

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

Parent Signatures

Each night, parents/guardians of kings and queens 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. Parents may also write notes to their child's homeroom teacher in the agenda, and the teacher will write back.

Everyday all parents/guardians are required to sign the student's behavior log document. This allows parents to stay updated on their child's and behavior progress at school.

Uniform

We ask parents to make sure their kings and queens wear the appropriate uniform pieces when they attend school every day. Please refer to earlier portions of the handbook for the uniform policy.

Parent Surveys

Every quarter the school conducts a parent survey 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 may also administer additional parent surveys throughout the year to gather feedback from parents. We appreciate your participation in these surveys as it helps us grow as a staff and school.

Behavior Calendar

Each student will have a behavior calendar that will show the student's behavior for the day on the back of their homework folder.

The behavior calendar will include the color your child has earned that day (green, yellow, red). Parents need to initial and return the behavior report daily.

Accessing School Systems

Illuminate

All parents will be provided with information to access your child's grades. You will receive step by step instructions on where to go and how to log in to the student portal as shown below.

- Step 1: Verify the following information is correct for your student"
 - o School Name
 - o Grade Level
 - o Homeroom
 - o Student First Name
 - o Student Last Name
- Step 2: Go to <https://kippnashville.illuminatehc.com/login>
- Step 3: Click "Create Account" (This button is green)
- Step 4: Complete the registration fields as shown below. Then click "Submit"
 - o Create Parent Account
 - § First Name
 - § Last Name
 - § Email
 - § Phone
 - o Access Code (provided by the school)
 - o Password (create case-sensitive password)
 - § Confirm password

Each student in KIPP Nashville schools will have their own account. Parents will need to register for each student. If they have any questions please contact Dia Liggons.

Dean's List

Dean's List the behavior tracking system used by our school to support the merit system. Teachers will use this system to input merits and demerits by 4:30 pm each day. Every Thursday students will receive a merit report to share with families to see how they're doing throughout the week. Many school, grade, and individual incentives are tied to high merit reports.

Parent/Guardian Engagement Opportunities

Volunteering

We welcome parents who want to volunteer at the school! There are many ways to volunteer such as filing, office work, supporting teachers, tutoring, helping at school events, monitoring parking lot traffic during drop off and pick up, etc. Parents/guardians should contact our Operations Coordinator if they would like to volunteer.

Parent Involvement Committee (PIC)

The Parent Involvement Committee (PIC) is another means of support for kings and queens to ensure they can meet the ambitious goals set at KIPP. The PIC meets formally once a quarter after school and addresses any business, updates parents on what is going on at the school, and provides parents with support and guidance on how to support their kings and queens' efforts at home.

The PIC also offers more informal opportunities for families of KIPP kings and queens to get together, creating a strong team of support for kings and queens outside of the school. College admission training, financial literacy, and health and wellness seminars are examples of possible offerings for families the PIC provides. Finally, the PIC acts as an advocacy group for the school in the community by spreading the word and encouraging new families to attend in the future.

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:

- 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
- Link goals to the School Improvement Plan

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

Jointly Developed

The families, students, and staff of KNCPPE 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

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

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

- Parent-teacher conferences in the fall and spring semesters.

District Goals: School Improvement Plan

Increased Academic Achievement & Growth – Literacy/Language Arts

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

Increased Academic Achievement & Growth – Mathematics

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

Increased Student Attendance

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

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

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

Commitment to Excellence

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

Parent/Guardian Commitment

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

- I will make sure my child arrives at school between 7:30-7:55 a.m. and is picked up by 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 KIPP Nashville College Prep Elementary School uniform to school every day.
- I will ensure my child completes his/her homework, signs his/her agenda each night, and makes 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 provides 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 Nashville College Prep Elementary School values: Agape, Identity, Belonging, Empowerment and Pride

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

Name: _____

Date: _____

Student Commitment

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

- I will arrive at school between 7:30-7:55 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 KIPP Nashville College Prep Elementary 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 live out the KIPP Nashville College Prep Elementary School values: Agape, Identity, Belonging, Empowerment and Pride

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 KIPP Nashville College Prep Elementary School privileges, disciplinary consequences, and/or dismissal from KIPP Nashville.

Name: _____ Date: _____

Technology Agreement

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

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

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

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

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

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

Student's Name (First and Last): _____

Student Signature: _____ Grade: _____

Handbook Acknowledgement

I understand the 2021-2022 KIPP Nashville College Prep Elementary School Student & Family Handbook is available in the front office at any time, and I have also received my own copy today. The signature below acknowledges that I have read and understood the handbook and related policies. In addition, I confirm or deny my student's participation in the areas identified with a check mark below:

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

Student's Name (First and Last): _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

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