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**NASHVILLE COLLEGE PREP  
ELEMENTARY SCHOOL**

**STUDENT & FAMILY  
HANDBOOK**

**2022-2023**

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# Welcome

Dear Parents and Guardians,

*Welcome to Kipp Nashville College Prep Elementary School!* We are excited and honored to have you as part of our team and family. At KNCPE, we believe that all students from all backgrounds deserve high-quality instruction in a safe and orderly environment every day.

Our goal is to firmly establish a solid, safe, and respectful culture with students and families to ensure learning takes place in every classroom. Our number one goal is to increase student achievement and become the top performing elementary school in north Nashville. By sweating the details and maintaining high expectations for all, we will create a school culture conducive to learning.

This year you will hear me tell our KIPPsters and staff to “Keep Growing.” This phrase is not just as a fun mantra, but something we will all hold in the front of our minds each day as we all tackle new challenges and strive toward academic excellence. My door will always be open to you this year, and I look forward to your support and feedback.

Best,

Ms. Ashley M. Frasier

Principal

[afrasier@kippnashville.org](mailto:afrasier@kippnashville.org)

# Staff Contact Information

LT= Lead Teacher

AT = Associate Teacher

Principal Ashley Frasier	afrasier@kippnashville.org
Assistant Principal Rachel Sherbakoff	rsherbakoff@kippnashville.org
Assistant Principal Sara Moore	smoore@kippnashville.org
Assistant Principal of Student Support Services	medwards-bowyer@kippnashville.org
Director of Operations Stacey Neal	sneal@kippnashville.org
Dean of Students Meco Isadore	misdaore@k@kippnashville.org
Operations Coordinator	TBD
Counselor	dbaker@kippnashville.org
Office Manager	TBD
Instructional Coach Jonathon Pulliam	jpulliam@kippnashville.org
Interventionist Macy Owen	mowen@kippnashville.org
Behavior Specialist DeAndre Watkins	dwatkins@kippnashville.org
Kinder Math LT Chante Lemon	clemon@kippnashville.org
Kinder Science/SS LT Alexandria Hawkins	ahawkins@kippnashville.org
Kinder ELA LT Moisis Tablang	mtablang@kippnashville.org
K-1 SPED Matthew Castle	mcastle@kippnashville.org
Kinder Math AT Ryan Castenada	rcastenada@kippnashville.org
Kinder Science/SS AT Lezlie Knight	lknight@kippnashville.org
Kinder ELA AT Kierra Williams (Sain)	ksain@kippnashville.org
First Grade Math LT Toni Appleton	tappleton@kippnashville.org
First Grade Science/SS LT Fan Ntasha Nelson	fnelson@kippnashville.org
First Grade ELA LT Nikeeta Tidwell	ntidwell@kippnashvill.org

First Grade Math AT Kalondria Harper	kharper@kippnashville.org
First Grade Science/SS AT Alexis Mullins	amullins@kippnashville.org
First Grade ELA AT Devon Guinn	dguinn@kippnashville.org
Second Grade Math LT Lachelle Gavin	lgavin@kippnashville.org
Second Grade ELA LT Caitlin Flaherty	cflaherty@kippnashville.org
Second Grade Science/SS LT Hijab Mehrani	hmehrani@kippnashville.org
Second Grade SPED Lauren-Michael Sellers	lsellers@kippnashville.org
Third Grade Math LT	TBD
Third Grade ELA LT	TBD
Third Grade Science/SS LT	TBD
Third Grade SPED Khylie Wallace	kwallace@kippnashville.org
Fourth Grade Math LT	kamrine@kippnashville.org
Fourth Grade ELA LT Dominique Heyward	dheyward@kippnashville.org
Fourth Grade Science/SS LT	TBD
Fourth Grade SPED	TBD
Related Arts: Computers Grant Peavler	gpeavler@kippnashvill.org
Related Arts: Music Deosha Dowdy	ddowdy@kippnashville.org
Related Arts: PE Dominique Hayes	dhayes@kippnashville.org
Support Teacher Destinee Taylor	dtaylor@kippnashville.org

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

**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:** 629-208-0207

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

**Social Media:**

- Facebook: KIPP Nashville College Prep ES
- Instagram: @KNCPE\_Royalty

## School Hours

KNCPE hours Monday - Friday are:

Time	Task
7:30am – 7:50am	Arrival and breakfast
7:50am	School Begins
3:10pm	School Ends

# 2022-2023 School Calendar & Important Dates

## KIPP Nashville

### K-8 Schools

### 2022-23 Academic Calendar

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 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						

August 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			

September 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	

October 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					

November 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			

December 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

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
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 2023						
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 11-13	Leadership Institute
July 14-15	New to Leadership PD
July 18-22	New to KIPP School based PD
July 25-August 5	School based PD
July 26-29	ES/MS regional content PD
July 29	KIPP Nashville All Hands
Aug 1-5	Elementary schools-All families open house
August 8	All students-First day of school; Kinder-11 am dismissal
August 9	Kinder-11 am dismissal
September 2	Staff PD
September 5	Labor Day-staff and students do not report
October 6	First quarter ends
October 7	Staff PD
October 10-14	Fall Break-staff and students do not report
October 17	Second quarter begins
October 25-28	Report cards issued
October 28	Parent/teacher conference day
November 8	Staff PD

November 11	Veterans Day-staff and students do not report
November 23-25	Thanksgiving holiday-staff and students do not report
December 16	Early dismissal-11 am; Second quarter ends
Dec 19-Jan 2	Winter Holiday-staff and students do not report
January 3-6	Staff PD
January 9	Third quarter begins
January 10-13	Report cards issued
January 16	Dr. Martin Luther King, Jr. Holiday-staff and students do not report
February 20	Parent/teacher conference day/Staff PD
March 10	Early dismissal-11 am; Third quarter ends
March 13-17	Spring Break-staff and students do not report
March 20	Fourth quarter begins
March 28-31	Report cards issued
April 6	Staff PD
April 7	Spring Holiday-staff and students do not report
May 25	Last day of school-11 am dismissal; Fourth quarter ends
May 25	Report cards issued

# School Operations

## Attendance

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

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

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

### *Excused & Unexcused Absences*

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

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

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

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

### *Truancy & Chronic Absenteeism*

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

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

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

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

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

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

### *Tardies and Early Dismissals*

School hours are **7:30 a.m. to 3:00 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 **7:30 a.m.** There is no staff supervision before that time. Students must arrive by **7:50 a.m.** or they are considered and marked tardy. The doors will close at **7:50 a.m.** and past that time students will need to check in through the main office.

Students are dismissed from **3:10- 3:30 p.m.** please do not take your child out of school earlier than the dismissal time. Please make arrangements to pick up your child by 3:30pm from the school or at their assigned bus stop time. Leaving students at school past 3:30pm could result in communication with law enforcement or child protective services.

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 **2:30 p.m.**

## School Closings

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

modified if closure days exceed stockpiled inclement weather and PD days. Any modifications to the calendar will be communicated to all staff, students, and families as soon as possible.

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

## Dismissal Procedures

Students are dismissed from 3:10 p.m- 3:35pm 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.

Students are dismissed to their default transportation assignment each day unless changes are made by 2:30pm. This ensures that every student reaches their intended dismissal destination each day. KNCPE uses Pikmykid to manage all dismissal methods. Please download the app or contact the front office to make changes or confirm the dismissal method.

## Student Transportation

Parents/Guardians have the option of driving their children to KIPP Nashville College Prep Elementary, signing them up to ride the KIPP Nashville bus or sending them on public transportation. KIPP Nashville offers limited bus transportation to students who live outside of a mile radius of campus and within the school's transportation zone. Families that live outside of the transportation zone must provide transportation for their student to the school or a KIPP Nashville College Prep Elementary bus stop. Parents/Guardians may sign up for bus transportation at an enrollment meeting and/or at any point during the school year. Route/stop information and bus expectations will be shared with parents/guardians as a part of the enrollment process. An adult must be present to pick up elementary aged students at the bus stop. Student safety is the sole priority of the transportation team. Bus expectations are to be upheld by every student rider at all times. If at any time a student fails to do so, they may receive a consequence, which may include loss of bus privileges.

### Transportation Changes Procedure

We encourage parents/guardians to arrange pick-up of their children prior to dropping them off in the morning. If transportation plans change, parents/guardians must call the office by 2:30 p.m. to inform the school of the change. We will then update in our dismissal system, which is called Pikmykid. Parents can also make their own transportation changes in the Pikmykid app and confirm where their child was dismissed.

## 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 with a prescheduled appointment. 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 during their time of visiting the classroom. We like to receive feedback from our parents or guardians. Once the visit is over you will return to the front office to sign out and turn in the form.

## Food Services

### Students

Because of several United States Department of Agriculture (USDA) federal waivers that are in place for the 2022-2023 school year, all KIPP Nashville students are eligible to receive free breakfast and lunch daily. Students must arrive on time to receive their breakfast. Families may choose for their students to eat school breakfast and lunch or to send students with their own meals to eat during designated times. Students are not allowed to share food brought from home with other students due to potential allergies.

## 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 preparing them to pursue the paths they choose-college, career and beyond. 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 Dean's List 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:**

KNCPE green polo (Kindergarten); red polo (1st grade); yellow polo (2nd grade); blue polo (3rd grade); orange 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://shop2.ibdesigns.com/collections/KippNCPE>.

### **Required Bottoms:**

- Tan or navy blue bottoms only (No jeans or denim material allowed).
- 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, crocs or boots.

We request that ALL students 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 Deans List for being out of uniform.

### **KNCPE Optional Pieces**

Students are allowed to wear any color long sleeved shirts under their uniform shirt.

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 unless it's a special occasion.

\*KNCPE will not be responsible for personal items that are broken or stolen 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 will confiscate all electronics and cell phones that are visible (inside or out of pocket) throughout the day, and the student will receive a point deduction in Dean's 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 or stolen at school.

## Bathroom & Hall Passes

Students have assigned classroom bathroom breaks throughout the day. 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 requested to provide recommended supplies for the classroom as outlined on our website. The school will provide some items as well. All student supplies are communal property to be distributed as the teacher sees fit for classroom needs. Should you wish to have anything special for your student (such as a folder, pencil case, etc.) please keep these items at home.

### 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 or coat racks. 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: \$100 or the actual cost of the repair

- Third incident per year: loss of use and actual cost of the repair

# 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 technology, music, and physical education.

### General Grading and Gradebook Procedures

Overall grades are based on work products that address grade/course level content standards. For each grading period, grades shall be determined and recorded using multiple forms of assessments in relation to work products.

## Grading Policies

### Grades K-2

In KIPP Nashville schools, grades K-2 do not administer standard letter grades, but rather a quarterly report of student mastery of key concepts and skills.

The list below provides a snapshot of what is included on the K-2 report cards.

<b>Kinder Report Card Entry</b>	
Attendance	Infinite Campus
Social Skills Entry	Illuminate
Foundational Reading Skills	mClass
Writing Score Entry	Illuminate
Oral Counting/Number ID Entry	Illuminate
Fact Fluency Assessment	Illuminate
Quarterly Assessment Average (Math, Reading, Social Studies/Science)	Illuminate

<b>1<sup>st</sup> Report Card Entry</b>	
Attendance	Infinite Campus
Social Skills Entry	Illuminate
Foundational Reading Skills	mClass
Writing Score Entry	Illuminate
Fact Fluency Assessment	Illuminate
Quarterly Assessment Average (Math, Reading, Social Studies/Science)	Illuminate

<b>2<sup>nd</sup> Report Card Entry</b>	
Attendance	Infinite Campus
Social Skills Entry	Illuminate
Foundational Reading Skills	mClass
Writing Score Entry	Illuminate
Fact Fluency Assessment	Illuminate
Quarterly Assessment Average (Math, Reading, Social Studies/Science)	Illuminate

### Grades 3-4

Beginning in grade 3, students receive quarterly report cards with letter grades according to percentage mastery of concepts measured. In 3rd and 4th grades, the gradebook follows three categories:

- 35% Major Summative Assessments
  - End of Unit/Module Assessments
  - Interim Assessments
  - Writing Rubric Scores
  
- 35% Minor Summative Assessments
  - Reading Checkpoints
  - Math Topic Assessments
  - Quizzes
  
- 30% Daily Assignments
  - Daily Assessments
  - Classwork
  - Homework

### *Grades 3-4 Grading Scale*

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

The grades on the final report card are adjusted to include the student’s score on TNReady assessments. To determine a student’s final grade, KIPP Nashville schools will apply a curve to a student’s TNReady score. The TNReady score will be calculated as a percentage by dividing the points earned by the total points possible. Then, the percentage will be curved, using guidance from either the TDOE or MNPS, to determine a student’s adjusted TNReady score. The KIPP Nashville Chief of Schools will approve the final TNReady scoring formula once guidance regarding the curve is received. A student’s adjusted TNReady score will account for the minimum percentage required by the district of the student’s final grade received in each tested course. For the 2022-2023 school year, the minimum required percentage is 15%.

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

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

## Grading

At KNCPE, we believe that grades are a vital indicator of student academic performance. For K-2nd grade, students are graded on daily exit tickets, % of mastery on assessments, and class participation. Teachers are required to submit grades into Illuminate on/before quarter deadlines. Report Cards are distributed once per quarter at the end of each 9-week period.

Standards Performance Bands		
Score	Band	Percentage
1	Below Expectations	0-49%
2	Nearing Expectations	50-69%
3	Meeting Expectations	70-89%
4	Above Expectations	90%+

## Academic Programing and Curriculum

### **KIPP Wheatley - Shared Reading (K-4)**

Every student will participate in a shared reading block daily. KNCPE uses KIPP Wheatley, which is a comprehensive literacy curriculum. It is designed to help students meet Common Core State Standards for reading, writing, and language. It provides opportunities for close reading, writing, and speaking based on high-quality, diverse, and texts that are culturally relevant to students within a comprehensive, college-ready curriculum.

### **KIPP Wheatley Writing (K-4)**

Each day students participate in rich writing instruction. KIPP Wheatley Writing provides students with a process-based, multi-genre, text-based writing curriculum aligned to the Common Core State Standards. Writing activities guide students towards deep content knowledge and support mastery of diverse writing formats and skills.

### **Foundation of Reading (K-2)**

The following components are included in the Foundations of Reading Block.

### **Reading Mastery - Foundational Literacy Skills**

KNCPE uses a foundational literacy program, Reading Mastery, which is designed to provide systematic reading instruction to students in grades K–6. Reading Mastery is a research based instructional program used for both stand alone instruction as well as reading intervention. During this instructional block, students are grouped with other students at a similar reading level, which allows for instruction to be targeted and differentiated based on student need.

### **High Frequency Words**

High frequency words are very important for children to master because they account for up to 75% of the words used in beginning children's printed material. During this daily block students systematically work their way through mastering sight words that are specific to their grade level and reading level.

### **Independent Reading**

The goal of independent reading is to allow students to create independent reading habits that foster the love of reading. Students will learn how to independently pick books that are a “good fit” for them. Good fit books are the right level and can be understood independently. Independent reading leads to an increased volume of reading, and research has found that the more one reads, the better one reads. The more one reads, the more knowledge of words and language one acquires. Throughout the year there will be opportunities for students to track the number of books they are reading and to work toward independent reading incentives.

### **Small Group Reading (K-4)**

All students in grades K-4 receive small group reading. Small group reading provides students an opportunity to practice reading skills and build fluency with new text. In K-2, small group reading occurs in the FOR block.

### **CGI (K-2)**

Cognitively Guided Instruction (CGI) is a daily math problem solving block. It is a student-centered approach to teaching math. Students are presented with a challenging word problem to explore. Teachers observe, prompt, and support students in their problem solving process. Students then gather together and have a teacher guided mathematical discourse where they share strategies, learn from each other, and discover new mathematical understandings.

### **Eureka Math (K-2)**

Whole Group Math: KNCPE uses Eureka math as the basis for their math curriculum. Eureka math is a rigorous and common core aligned curriculum used each day as the largest component of the math block. It combines math fluency, problem solving, and conceptual thinking to teach students the daily objective. Students then move into independent math practice and are assessed daily with an objective aligned exit ticket daily. Teachers use a combination of whole group and small group settings to best meet the needs of students.

### **Achievement First Math (3-4)**

In grades 3-4, students receive a core math block using Achievement First curriculum. Achievement First curriculum provides students the opportunity to grapple with grade level standard math and develop their mathematical thinking skills.

### **Math Fluency (K-4)**

Math fluency is a block of the day where students build fluency skills aligned to the common core state standards. Each grade level gives students daily interactive practice with their specific math fluency skill. Fluency is assessed weekly and mastery is tracked so instruction can be adjusted accordingly

### **Calendar Math/Math Meeting (K-2)**

This is a block of the day where students use mathematical routines to practice key skills over the course of the year. This block of the day is strategically planned by the grade level and is adjusted based on current progression in the daily curriculum and is also driven by data.

**Social Studies (K-4)**

In grades K-2, students receive Social Studies every other quarter using the curriculum Social Studies Weekly. In grades 3-4, students receive Social Studies every day using the curriculum Social Studies Alive!

**Science (K-4)**

In grades K-2, students receive Science instruction every other quarter using the curriculum Mystery Science. In grades 3-4, students receive Science instructions daily using the curriculum Amplify Science.

**Assessments**

**2022-2023 Required Tennessee Student Assessments**

<b>Student Achievement in Elementary and Middle Schools</b>				
<b>Assessment</b>	<b>Grades</b>	<b>Purpose and Use</b>	<b>Assessment Window</b>	<b>Reporting</b>
TCAP /TNReady (Tennessee Comprehensive Assessment Program) Achievement Test	3-8	TCAP assessments measure a student’s skills in English-Language Arts, math, science and social studies. Test results are used in teacher, school and district accountability with the State of Tennessee and the Federal Government. Results also may count for up to 15% of a student’s final grade in those subjects.	mid-April – early-May	“Quick score” results are typically available soon after the test is given so teachers can calculate final grades. Later the state releases more detailed individual student reports. These are distributed by district office staff to schools and shared with families in the fall.
<b>Special Education Assessments</b>				
<b>Assessment</b>	<b>Grades</b>	<b>Purpose and Use</b>	<b>Assessment Window</b>	<b>Reporting</b>
TCAP Alt. / MSAA Assessment.	3-11	This assessment is designed for students with significant intellectual disabilities. It is based on a different set of content standards than the TCAP test. Students only take the TCAP-Alt assessment when parents/guardians and educators decide it is appropriate according to his or her needs	March–May	The state releases individual student reports with details of performance. These are distributed by district office staff to schools and then shared with families
<b>English Language Learner Assessments</b>				
<b>Assessment</b>	<b>Grades</b>	<b>Purpose and Use</b>	<b>Assessment Window</b>	<b>Reporting</b>
WIDA ACCESS Placement Tests for English Learners	K-11	W-APT (WIDA ACCESS Placement Test) is given to students who speak a language other than English at home. It is used to	Administered to English Learner	Tests are scored and the results are given to parents/guardians

(also called W-APT)		help determine which kind and level of English language support they need. It also helps us know in which level to place students for the annual assessment all English Learner students take.	students at the time of enrollment	immediately
WIDA ACCESS for English Learners	K-12	This assessment helps determine language proficiency of English Learner students. It is the test the state gives every year to measure student performance in English language proficiency.	March–April	The state releases individual student reports with details of performance. These are distributed to schools and then shared with families.

## Progress Reports & Report Cards

### Progress Reports (Grades 3-4)

Progress reports are distributed to families every Monday with updated grades. Progress reports should be reviewed and signed by parents and brought back the next day.

### Report Cards

Report cards are distributed to kings and queens at the end of each quarter. Parents are required to review report cards from each class and sign to acknowledge receipt. We encourage all parents to use this designated time to discuss their student’s academic achievement and behavior, parents and kings and queens may be required to attend a conference with teachers.

## Student Homework

### Homework Policy

At KNCPE, we believe in assigning homework. The purpose of homework is to reinforce and practice certain skills that are foundational to academic success. Homework also helps establish organization habits and promote student responsibility. There will be a weekly homework packet for each grade level with daily assignments. Homework will include:

- Science and Social Studies Vocabulary
- Math fluency practice opportunities
- Tracking of Independent reading

Homework is checked weekly for completion and tracked via Dean’s List. Teachers must problem solve with families of students that struggle with homework completion.

### Student 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, teachers are expected to partner with the student to collect the missing work from each content teacher. Teachers should work to schedule the best time to make up major assessments.

## 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. 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:
  - Students not making typical growth or displaying less than typical growth on mClass assessments across three yearly benchmarks.
  - Students who are absent across 10% or more instructional days within the school year
  - 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 60 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.
- *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 staff that has been trained and certified through the Crisis Prevention Institute (CPI) may physically de-escalate a student in crisis through the use of physical restraint.**

### 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

Students have assigned classroom bathroom breaks throughout the day. 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.

### 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. After a suspension is issued, the suspended student must be picked immediately. Prior to the student's return to school, the student and guardian will be required to attend a suspension re-entry meeting with the Dean of Students, KNCPE Behavior Specialist, and a member of the KNCPE Leadership Team. If a suspension occurs during a holiday, unplanned or school planned day out, the suspension days will not count as days. Only calendared instructional days will count as a suspension day. The student cannot return to school until all suspension 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:

### **Behavior Point System**

The behavior point system in Dean's List is used to help teachers enforce the school rules and expectations as consistently as possible. A color change in Dean's List Means a point deduction is issued when a student is not meeting expectations. Students who receive 10 or more deductions, and or, an out of school suspension in a week, will not receive an invite to our school-wide Jubilee Celebration. Students can also earn monthly PBIS celebrations for positive behavior.

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

### Student Behavior Infractions and Point Deductions

Level 1 Infractions -1	Level 2 Infractions -2	Level 3 Infractions -3
Poor response to feedback Off-Task Out of seat without permission Not completing classwork Uniform Non-Compliance (not following directions) Talking	Gum/ food/ drink Dishonesty Inappropriate websites Horseplay Teasing Vandalism Cell Phone	Vandalism Bullying Repeated Horseplay Intentional verbal assault (adult/student) Physical contact that could result in harm (fighting, punching) Throwing objects in a way that could cause lasting or irreparable harm Inappropriate sexual touch or language Racial/discriminatory language Weapon/Drugs Alcohol

*Key Message:*

*One way we remind you of the mission of the school and help you achieve your goals is through the behavior tracker. 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.*

- Students can also earn positive points by modeling positive behaviors in every class throughout the school day.

Positive Student Behaviors:

- On Task
- Participation
- Homework Completion
- Tracking the Speaker
- Compliance
- Attendance
- Core Values

## Suspension Policy

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

Infraction	Consequence
<ul style="list-style-type: none"> <li>● Gross disrespect of a fellow student</li> <li>● Gross disrespect of faculty or staff</li> <li>● Gross disrespect of school property</li> </ul>	1-2 days
<ul style="list-style-type: none"> <li>● Departing, without permission, from class, floor, building, or school-sponsored activity</li> <li>● Setting off false alarms or calling in groundless threats</li> <li>● Damaging, destroying, or removing personal or school property or attempting to do so</li> <li>● Making verbal or physical threats, empty or otherwise</li> </ul>	1-3 days
<ul style="list-style-type: none"> <li>● Fighting, pushing, shoving, or unwanted physical contact</li> <li>● Committing sexual, racial, or any form of harassment or intimidation</li> <li>● Repeated and fundamental disregard of school policies and procedures</li> </ul>	2 or more days

When making decisions related to suspension, KIPP Nashville consults MNPS’s [discipline tables](#) to inform the appropriate length of the suspension.

## Expulsion Policy

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

Behavior	Definition
Harassment of School Staff	Repeated incidents of intentional verbal, electronic, sexual, or physical harassment or intimidation directed at teachers, administrators or school staff. Documentation of incidents must be included in referral.
Assault of a Student	Intentionally, knowingly or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. Students may not receive the same disciplinary consequence for their involvement in an altercation if the school administrator determines they acted in self-defense to protect themselves from physical harm (T.C.A. 49-6-3401).
Under the Influence of Illegal Drugs	Being under the influence of illegal drugs while on school grounds or at school-sponsored activities. A referral to the school social worker will be made for any student found in violation of this code. Qualifies for First Time Drug Offender Program.

Threats: Class 2	A credible threat to cause harm to students, staff or school. The threat must be verbal or written and include a detailed plan. Evidence must support that the threat is actually or potentially harmful or lethal to the safety of the school and/or school community.
Bullying	Any intentional act that is severe, persistent or pervasive and substantially interferes with a student's educational benefits, opportunities or performance, and has the effect of: 1. Physically harming a student or damaging a student's property 2. Knowingly placing a student(s) in reasonable fear of physical harm or damage to the student's property 3. Causing emotional distress to a student(s) 4. Creating a hostile educational environment Bullying incidents must be reviewed for civil rights violations. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.
Cyberbullying	Using technology, including, but not limited to email, cell phones, voicemails, texts, photos, video messages, instant messaging, defamatory websites, social networking sites, online personal polling sites or journals to bully another student. See the definition of bullying above.
Harassment	Harassment is misconduct that: 1. May be perceived or described as bullying, hazing, or cyberbullying, discrimination or intimidation 2. Is based on a student's real or perceived race, color, religion, national origin, disability, sexual orientation, ancestry or sex, including gender identity, gender expression and appearance; and 3. Creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent to interfere or limit a student's ability to participate in school services, activities, or opportunities. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.
Sexual Harassment	Sexual harassment is harassment based on sex. Behaviors that constitute sexual harassment include, but are not limited to: unwelcome sexually suggestive remarks or advances; pictures, gesturing or exposure; verbal harassment or abuse of a sexual nature; messaging of a harassing, abusive or sexual nature (including nudity), sent by electronic medium; subtle or direct propositions for sexual favors; touching, petting or pinching. Sexual harassment may be directed against a particular person or persons or group whether of the opposite sex or same sex.
Assault of a Teacher or Staff	Any act, intentional or unintentional, that causes or has the potential to cause physical injury to a teacher or school staff. An assault is more than incidental contact. Pushing or bumping a bus driver while the bus is operating constitutes assault of staff.
Extreme Disruption of the School Environment or Bus	Intentionally disrupting the school environment or bus to the extent that the safety of other students is at risk. The discipline referral must include evidence of actual disruption and actual risk of harm. Starting a fire or igniting fireworks constitutes extreme disruption. Using technology to access

	and alter student records or electronically tampering with MNPS records or databases in a manner that impairs normal school functioning constitutes extreme disruption
Group Fighting	Three or more students engaging in a physical altercation. The altercation may include more students against a few students or multiple one on one fights.
Gang Intimidation	A gang-involved student behaving in a way that would reasonably be expected to cause physical injury to any person. Evidence must be provided in the referral showing that a student is gang-involved and intimidation is gang-related
Off Campus Behavior: – For a felony charge under T.C.A. 49-6-3051(b) OR – An act committed against a member of the student’s school community that poses a threat to the safety of the school	Students may be subject to disciplinary action for off-campus behavior when: 1. The student’s behavior results in a felony charge under T.C.A. 49-6-3051(b): murder, rape, aggravated robbery, kidnapping, aggravated assault, felony reckless endangerment and aggravated sexual battery and the student poses a threat to the safety of other students or staff. 2. When a student commits an act against a member of the student’s school community that poses a threat to the safety of other students or school staff in the student’s school as determined by the results of a threat assessment. The referral must include a specific description of the safety threat posed to students or staff.
Sexual Assault	Unwanted sexual contact with the use of force against a person’s will or when the victim is unable to give consent that poses physical, emotional or psychological distress or injury upon the victim.
Robbery	Intentionally or knowingly taking the property of another person by use of violence or with the use of a weapon.
Reckless Endangerment	A reckless action in which the behavior causes serious injury or may potentially cause serious injury. The potential harm must be foreseeable by a reasonable person.
Repeated Fighting	A student who participates in three (3) or more fights during the current year
Vandalism	Willfully destroying or defacing school or personal property. The damage caused is over \$1,000. A child’s willingness to repair the damage or make restitution will be taken into account in determining the appropriate level of response.
Theft Over \$1,000	Taking the property of another individual or of the school without permission with the intent of depriving the owner of the property. The value of the property is over \$1,000. A child’s willingness to return or replace an item taken or make restitution will be taken into account in determining the appropriate level of response.
Refusing or Fleeing Drug or Weapon Search	A student who refuses to submit to a drug or weapon search when requested is in violation of this code. Reasonable suspicion of drugs or firearms must

	exist for expulsion. A student violating this code is not eligible for the First Time Drug Offenders Program.
Sexual Intercourse	Engaging in any form of consensual sexual intercourse (including oral sex) on school grounds, on the bus, or at school activities or events. A mandatory expulsion of 60 school days will be issued for a first offense. For a second offense, a student may be expelled for up to a calendar year.
Rape	Committing oral, anal or vaginal penetration with use of force, against a person's will or when the victim is unable to give consent.
Attempted Homicide	Attempting to kill another person
Homicide	Killing another person
Threats by Electronic Transmission (ZT)	A student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and creates actual disruptive activity at the school that requires administrative intervention
Drugs (ZT)	Unlawful possession, use or distribution of drugs on school grounds, including any controlled substance, controlled substance analog or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug for money or other benefit.
Aggravated Assault (ZT)	Intentionally or knowingly 1) Causing serious bodily injury or 2) committing an assault with a deadly weapon of a teacher, school staff, or SRO. "Serious bodily injury" is an injury that requires more than basic first aid. A "deadly weapon" is a weapon, such as a firearm or knife, that is designed to inflict serious bodily injury.
Explosives (ZT)	Possession of any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, mines and similar devices. Possession of fireworks altered or modified to constitute an explosive may be considered a Zero Tolerance offense only if the altered fireworks are identified as an explosive by law enforcement officials. Fireworks are not considered an explosive.
Firearm (ZT)	Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.

*Additional Behaviors Leading to Expulsion*

The Principal has the authority to expel a student to preserve the sanctity of the learning environment and protect the student body from behavior that is so repeatedly disruptive as to prevent the orderly operation of the school. Therefore, an excessive number of out of school suspensions for behavior disruptive to the function

of the school day will trigger an expulsion. In addition, the Principal has the authority to expel a student should they engage in egregious disrespect that seriously impairs the ability of the school to function.

In addition to any of the preceding infractions, any breaches of Federal law, Tennessee State law, or laws of Metropolitan Nashville and Davidson County, may be handled in cooperation with the Nashville Police Department and may result in expulsion.

### **Expulsion Process**

When a student has committed an action that warrants an expulsion, the school Principal will begin an investigation. The Principal will contact their manager to provide context for the investigation. Students will be placed on suspension during the investigation process of expellable offenses and be afforded due process (the opportunity to give his/her written account of what happened). The investigation process may last no more than two days. After the investigation, a KIPP Nashville Principal will contact his/her manager to share the findings of the investigation. If the Principal decides to expel a student, with the approval of his/her manager, the student's parent/guardian shall be given a Notice of Expulsion letter including written notice of the charges and the right to either:

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

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

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

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

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

### ***Proceedings of the Expulsion Appeal Hearing***

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

- The student may be represented by parents/guardians, a legal representative, or other representative at the student's expense. If the student and/or parent/guardian wish to bring legal representation to the meeting they must notify the Principal, in writing, at least 48 hours prior to the meeting.
- Due to the potential sensitivity of issues addressed, the expulsion hearing is a closed hearing; only the student, the student's family/representatives, the school administration, witnesses, legal counsel, and the DHA may attend; provided, however, that the student may request an open, public meeting by informing the school of the request in writing, within five (5) days after receipt of the Notice of Expulsion.

- The student’s parent/guardian, upon request, may review the student’s records from the school in accordance with applicable law.
- The student has the right to present witnesses and arguments in the student’s defense and to ask questions of school administrators who present information at the hearing, within the process and time constraints set forth in the agenda.
- The school may present information collected from student witnesses through school administrators, in lieu of calling the student witnesses themselves, to the extent permitted by applicable law and due process. The school will be represented by the Principal or Assistant Principal.
- The DHA will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request.
- Proceedings will be translated into the student's and/or parent's/guardian's primary language if necessary for their understanding.

### *Deliberation and Decisions*

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

- During deliberations, all parties will be excused excluding the DHA.
- In its fact-finding, the DHA will decide based upon the information presented at the hearing whether it is “more likely than not” that certain alleged incidents occurred.
- The vote of a majority of the members of the DHA will constitute the decision of the DHA.
- The DHA may order removal of the expulsion, may suspend the student for a specified period of time, or may uphold the expulsion.
- During its deliberations, the DHA may consult the Principal who recommended expulsion solely for discussing appropriate sanctions that are less severe than expulsion, provided, however, that:
  - the student’s representative may be present while the DHA is consulting lesser sanctions with the Principal, and;
  - in no event will the Principal during these discussions provide new evidence for expulsion that was not presented at the expulsion hearing.

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

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

## Zero Tolerance

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

### Weapons and Dangerous Instruments

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

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

### Firearms

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

### Explosives

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

### Drugs

In accordance with state law, any student who unlawfully possesses, uses or distributes drugs on school grounds, including any controlled substance, controlled substance analog or legend drug (prescription drug) shall be expelled for a period of not less than one (1) calendar year. Prohibited drugs include, but are not limited to, ketamine, bath salts and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug for money or other benefit. Any staff member who has reason to believe that a student may possess and/or is under the influence of a substance that can intoxicate should notify the Dean of Students and/or Principal as soon as possible.

### Aggravated Assault

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

### Electronic Threats

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

### Notification

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

### Modifications

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

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

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

This policy addresses KIPP Nashville employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is applicable if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

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

### Definitions

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

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

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

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

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

## Complaints and Investigations

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

Once a complaint has been reported to the Principal, the Principal or his/her designee will begin an investigation within 24 hours. The investigation may include talking with other students and staff members, requesting written reports or artifacts regarding the alleged incident(s), reviewing school cameras, etc. Once a conclusion has been made, the Principal or his/her designee will determine the necessary next steps, including, but not limited to, contacting all parties involved to report final findings, notifying parents/guardians, issuing appropriate consequences, notifying authorities, etc. Disciplinary action is dependent upon each individual complaint and subsequent findings from the investigation, but may include demerits, loss of privileges, in-school or after-school detention, in-school or out-of-school suspension, or expulsion. Both victims of and perpetrators of bullying may also be referred for counseling services.

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

## Response and Prevention

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

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

# Student Support Services

## Special Education & Services

All KIPPsters with disabilities are provided services and programs as prescribed by their Individualized Education Plans (IEPs). All services and placement decisions are made by the IEP team based on the individual needs of the KIPPster. If you have a question regarding a KIPPster's eligibility or plan, please contact our Assistant Principal of Student Support Services, Meghan Edwards-Bowyer, [medwards-bowyer@kippnashville.org](mailto:medwards-bowyer@kippnashville.org), with questions or concerns.

## EL Education & Services

KIPPsters who are classified as ELL based on their submitted home language during enrollment will be administered a criterion referenced English Language Proficiency test designed to measure English learners' social and academic proficiency in English. Based on a KIPPster's score on the ACCESS assessment, he or she may be identified as ELL and are eligible for additional learning support. They will be entered into the English to Speakers of Other Languages (ESOL) program, a standards-based curriculum emphasizing academic and social development in the English language. ESOL coursework is based on English Language Development (ELD) standards. Classroom teachers must integrate these standards with the Tennessee Performance standards to enable ELL KIPPsters to demonstrate their academic, social, and cultural proficiency. If you have a question regarding a KIPPster's eligibility or plan, please contact the Dean of Student Support Services.

## S-Team (Student Support Team) Process

The S-Team consists of the S-Team Coordinator, principal/principal designee, teachers, social workers/counselors, and parents/guardians and may also include nurses, mental health clinicians, psychologists and external agencies and representatives who help develop prevention and intervention techniques that ultimately lead to student success. When student academic or behavioral needs require intervention, the student support team develops and documents a plan to address the behavior and documents the student's plan in the blue folder within the child's cume.

If the interventions are successful, the S-Team will document and may continue to monitor as needed. If the behaviors continue after interventions and a disability is suspected, the appropriate assessment specialist is invited to a meeting by the S-Team. If a disability is suspected at any point in this process, the school and parent/guardian should convene a meeting to obtain written parent/guardian consent to conduct an evaluation for special education services or a 504 plan.

Please contact the Assistant Principal of Student Support Services, Meghan Edwards-Bowyer, [medwards-bowyer@kippnashville.org](mailto:medwards-bowyer@kippnashville.org), with questions or concerns.

## Surrogate Parent Program

Pursuant to state and federal special education laws, KIPP Nashville Schools Department of Student Support Services will ensure that all children with disabilities receive a free and appropriate public education including the opportunity for the parents of children with disabilities to actively participate in the educational decision-making process. However, KIPP Nashville Schools Department of Student Support Services recognizes

that due to unfortunate circumstances some children with disabilities do not have parents who can fulfill this very important role, leaving their educational planning solely to the discretion of representatives from their local school system or other agencies. Federal law, Individuals with Disabilities Education Act (IDEA), and state rules, regulations and minimum standards require that an individual must be appointed to make decisions regarding the education these children must receive. KIPP Nashville Schools Department of Student Support Services, therefore, through its surrogate parent recruitment and training process will seek to appoint qualified individuals to be a voice for those students with disabilities without proper parent representation. To refer individuals for the Network Surrogate Parent Pool or for clarifying questions and additional information, please contact Regional Director of Student Support Services, Dr. Shalika Robie, [srobie@kippnashville.org](mailto:srobie@kippnashville.org).

## Counseling Services

At KIPP Nashville, we are fully committed to the educational achievement of our students. We recognize that often social, emotional, or other concerns may get in the way of our students' academic progress. In an effort to ameliorate some of these external and internal difficulties, KIPP Nashville has created a counseling department to directly address these issues. Counseling referrals are followed by a review of data and an initial meeting to determine whether services are appropriate and, if so, what model. Services may be provided in small group or individual settings.

## 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 Stacey Neal.

### 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, KNCE will create community-based partnerships to help increase community support and engagement.

### Jointly Developed

The families, students, and staff of KNCE 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

KNCE 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- 7:50 a.m. and is picked up by 3:00 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 by calling or emailing the front office.
- 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 3:00 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 2022-2023 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
<b>MEDIA</b>		
1. KIPP Nashville has permission to honor my student publicly, including submitting honors received to the media.		
2. KIPP Nashville has permission to interview, photograph or video record my student for use in print, on the internet, and in all other forms of media.		
3. KIPP Nashville has permission to allow news media and other non-KIPP media to interview, photograph, or video record my student.		
<i>*If KIPP Nashville does not receive this permission form with a preference marked, KIPP Nashville will assume permission is granted for options one and two above and that permission is not granted for the third, which is photography or digital recording by news or non-KIPP media.</i>		
<b>HEALTH SCREENINGS</b>		
My student has permission to participate in the hearing, vision, height, weight, and blood pressure screenings.		

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

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

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

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