

KIPP: Nashville Board of Directors

Monitoring: Annually	Descriptor Term: Parental and Family Engagement	Policy: 4502	Issued: 3/27/19
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1 KIPP Nashville recognizes the importance and value of meaningful parent and family
2 involvement and seeks to establish effective strategies and plans to engage parents and
3 families in the design, review, and implementation of the education program. KIPP Nashville
4 and its schools shall create a welcoming environment for all parents and families and
5 implement policies that encourage the participation of parents in the education of their
6 child.

7 **Policy for the Engagement of Parents and Families**

8 KIPP Nashville schools shall implement the following policy to address the engagement of
9 parents and families. This policy shall be jointly developed with parents and outline how
10 parents, students, and school staff will share the responsibility for high student
11 achievement.

12 **1. Grievance and Complaint Policy.** KIPP Nashville's informal and formal grievance and
13 complaint policy will be made available for all students and family members through the
14 annual distribution of the Student and Family Handbook.

15 **2. Report Cards, Progress Reports, and Notices of Concern.** At the beginning of the
16 academic year, KIPP announces to all parents and guardians the cadence in which report
17 cards, progress reports and notices of concern will be disseminated. During the two
18 planned parent-teacher conferences, parents and guardians can discuss the progress of
19 their student. Additionally, parents may reach out to their student's teacher or school
20 administrator anytime to inquire about the academic status of their respective student. If
21 parents have questions, comments or concerns regarding the academic status of their
22 students, parents may request to schedule a conference at any time. It is the obligation of
23 KIPP to honor the parent's request.

24 **3. Parent-Teacher Conferences.** KIPP Nashville will host two scheduled parent-teacher
25 conferences each school year. Conferences are shared with families through the KIPP
26 Nashville Academic Calendar, shared with families at the beginning of each school year.
27 These conferences are both held on weekdays in which there is no school. At least two
28 weeks in advance, all families will be reminded of the dates and times of the parent-teacher
29 conferences and the procedures. If there are families who are not available during the two
30 scheduled conferences, parents have the option of scheduling a conference outside of the
31 two pre-scheduled conferences. For families who speak a language other than English,
32 translation services will be provided.

33 **4. Review of Instructional Materials.** KIPP Nashville families may request to review all
34 teaching instructional materials and assessments developed by KIPP Nashville staff. It is the
35 obligation of KIPP Nashville to honor the family's request upon written or verbal notice.
36 Refer to Policy 4400 for more information on the review of instructional materials.

1 **5. Parent Representative on Governing Board.** KIPP Nashville reserves at least a seat for a
2 parent representative as a member of the governing board, whose child is currently
3 enrolled in a school operated by the governing board. The full board, including our current
4 parent representative, can be located on KIPP Nashville's website
5 (<https://kippnashville.org/who-we-are/our-board/>).

6 **6. Parent Representative on School Planning Team.** KIPP Nashville will notify all families of
7 the opportunity to participate as a representative on the school planning team. A letter is
8 sent home at the beginning and the end of the school year informing all families of the
9 school planning team and the responsibilities that accompany it. Families who would like to
10 volunteer on the school planning team may do so. It is the responsibility of KIPP Nashville to
11 ensure that all families have adequate information to determine whether they would like to
12 serve on the school planning team. KIPP Nashville will ensure that at least one parent will
13 serve on the school planning team.

14 **7. Annual Title I Parent Meeting.** KIPP Nashville schools will communicate their Title I status
15 and information regarding its annual parent meeting through a letter home to all families
16 within the first two weeks of each school. The letter will define the school's Title 1 status
17 and announce the Title 1 meeting date, time, and location. The letter strongly encourages all
18 families to attend and participate. It is the duty of KIPP Nashville to share with its families
19 the school's Title 1 status, the money received from its allocation, and gain their input into
20 how the money will be used to best impact the school.

21 **8. Serving Non-English-Speaking Families.** During the enrollment process, all non-English
22 speaking parents and students are identified. This identification allows KIPP Nashville to
23 properly serve and communicate to all students and families. Families can request the
24 language in which they would like to receive all official KIPP Nashville correspondence. It is
25 the duty of KIPP Nashville to honor a family's request.

26 **9. Annual Notice of Parent and Family Engagement Policy.** At the start of the school year,
27 KIPP Nashville will share with each family the school's parent and family engagement policy
28 in a way the family can understand. The parent and family engagement policy is created
29 with parent representatives from the school planning team, and other families who may be
30 interested in the creation and development of the parent and engagement policy. This
31 policy is shared during enrollment meetings, home visits, school planning meetings, and it is
32 also sent home with each student at the beginning of the school year. KIPP Nashville's
33 family and engagement policy is made available to all stakeholders on our official school
34 website.

35 **10. Student and Family Handbook.** The KIPP Nashville Student and Family Handbook is
36 shared with families at enrollment meetings and family orientation. Additionally, the
37 handbook is sent home with each student to ensure that it is received by all families.
38 Families may request a copy of the handbook at any time. It is the duty of KIPP Nashville to
39 ensure that the Parent and Family Handbook is written and translated in a way that all
40 families can understand.

41 **11. Evaluating Parent and Family Engagement Effectiveness.** The school planning team and
42 the Parent Involvement Committee have an obligation to review and evaluate the
43 effectiveness of the parent and family engagement policy. Each group will evaluate the
44 policy with a focus on its effectiveness in reducing barriers to greater participation by
45 parents, addressing the needs of parents and family members to assist with the education
46 of their children, and determining best strategies to support successful school and family
47 interactions. The policy may be adjusted or amended at any time to meet the needs of

- 1 students and families. The policy should promote parental engagement and address the
- 2 needs of KIPP Nashville's students and families. The policy will be evaluated throughout the
- 3 school year to ensure that all strategies support successful school and family interactions.

- 4 KIPP Nashville will consider the needs and schedules of working parents when planning
- 5 meetings, activities, or other events in which parents are encouraged to attend.