



NASHVILLE COLLEGIATE HIGH SCHOOL

STUDENT & FAMILY HANDBOOK

2023-2024

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Welcome

Dear Students & Families,

I am excited to welcome you to KIPP Nashville Collegiate High School for the 2023-2024 academic year. You are part of a history of excellence that stems from a talented, growth oriented student body that is recognized for its Warrior Mindset, academic abilities, and social and emotional growth.

This handbook will inform all students and families, new and returning, about many aspects of our school. In the pages that follow, you will see descriptions of the services and activities available to students, as well as our rules and policies that make Collegiate unique. This handbook establishes the responsibilities that students, families, and staff have in making this a community that values and prioritizes integrity, professionalism, respect, and fairness all while living out our core values: Growth, Excellence, and Heart.

Thank you for choosing KIPP Nashville Collegiate High School. You are a Warrior, so I have no doubt that your year ahead will be challenging, engaging, positive, and successful.

In partnership,

Matt Resavy

Principal, KIPP Nashville Collegiate High School

School's Core Values

Collegiate will continue to be an elite, non-admissions-based, public high school providing a college-prep education to (primarily Black and Latinx) students in East, North, and South Nashville, and continue to establish the character and academic skills necessary to be successful in college and in life.

KIPP Collegiate is built around three core values: Excellence, Heart, and Growth. At Collegiate, our values guide our actions and decisions by grounding us in a common set of beliefs and principles:

Growth | We get better every day and seek to use every moment as an opportunity to improve our practice and increase our impact.

Excellence | We set the bar high for ourselves and others, and find the necessary resources in order to meet the bar.

Heart | We look out for each other's well-being and champion our individual and collective identities.

Within our core values, Collegiate seeks to employ additional traits and behaviors as we fulfill our ambitious mission.

Accountability | We follow through on our commitments and obligations.

No Fear, No Embarrassment | We let our light shine and embrace taking risks.

Joy | We seek to find positive moments and interactions that make us smile and laugh.

Resilience | We are solutions-oriented in the face of challenges.

Sustainability | We seek richness and fulfillment in our professional and personal lives.

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.

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, Career and Beyond

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

Knowledge is Power

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

“Shine”

This action is used to affirm or encourage other students when sharing answers or ideas during class or full group time.

Shout-outs

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

School Operations

School Contact Information

- **Address:** 123 Douglas Ave, Nashville, TN 37207
- **Main Office Number:** 615-514-6260
- **School Email:** collegiate@knchs.org
- **Individual staff contact information can be found in our front office**
- **Social Media:**
 - Facebook: <https://www.facebook.com/KIPPCollegiate>
 - Instagram: @kippcollegiate

School Hours

- Doors Open:8:00am
- School Begins:8:15am
- Dismissal: 3:33pm

School Schedule

A Day Schedule	
Block	Time
Arrival & Breakfast	8:00-8:15
1	8:15 - 9:03
2	9:06 - 9:54
3	9:57 - 10:45
4	10:48 - 11:36
5	11:39-12:27
Lunch/Advisory	12:30-1:51
6	1:54 - 2:42
7	2:45 - 3:33
B Day Schedule	
Block	Time
Arrival & Breakfast	8:00-8:15
7	8:15 - 9:03
6	9:06 - 9:54
5	9:57 - 10:45
4	10:48 - 11:36
3	11:39-12:27
Lunch/Advisory	12:30-1:51
2	1:54 - 2:42
1	2:45 - 3:33

Block	Lunch	Advisory (~50 minutes)
1	12:30-12:55	12:58-1:51
2	12:58-1:23	12:30-12:55; 1:26-1:51
3	1:26-1:51	12:30-1:23

Block	Lunch	Advisory (~50 minutes)
1	12:30-12:55	12:58-1:51
2	12:58-1:23	12:30-12:55; 1:26-1:51
3	1:26-1:51	12:30-1:23

Academic Calendar

The KIPP Nashville calendar for the school year can be found [here](#).

Important Dates/Calendar

August 8- All students-First day of school
September 4- Labor Day-staff and students do not report
September 14- Staff PD - students do not report
October 5- First quarter ends
October 6- Staff PD- students do not report
October 9-13- Fall Break-staff and students do not report
October 16- Second quarter begins
October- Report cards issued
October 27- Parent-Teacher conference day- students do not report
November 10- Veterans Day-staff and students do not report
November 22-24- Thanksgiving holiday-staff and students do not report
Dec 13-18- High school only-Midterm exams
December 19- Early dismissal-11 am; Second quarter ends
Dec 20-Jan 2- Winter Holiday-staff and students do not report

January 8- Third quarter begins
January- Report cards issued
January 15- Dr. Martin Luther King, Jr. Holiday-staff and students do not report
February 19- Staff PD/Parent-Teacher Conference Day- students do not report
March 5- Staff PD- students do not report
March 8- Early dismissal-11 am; Third quarter ends
March 11-15- Spring Break-staff and students do not report
March 18- Fourth quarter begins
March- Report cards issued
March 29- Spring Holiday-staff and students do not report
May 20-23- High school only-Final exams
May 24- Last day of school-11 am dismissal; Fourth quarter ends
June 3-21- High school only-Summer school

Arrival & Dismissal Information

Arrival Procedures

Students enter through the front doors facing Douglas Ave. beginning at 8:00 am. They are considered late at 8:15 am. They report to the cafeteria to pick up breakfast and from there, students report to block one. Dress code should be checked and cell phones left in lockers at this time.

Dismissal Procedures

Students must exit through the front door facing Douglas Ave. or the south stairwell. All students must exit the building by 3:45 pm and be picked up by 3:45 pm. There is no adult supervision after this point unless students are in a pre-arranged designated after-school activity.

Bathroom policy/hall passes

Students are permitted to use the restroom during arrival and during transitions without the use of a bathroom pass. If using the restroom during these times, students are still required to arrive at their next class on time (before the bell).

Students are also allowed three agenda bathroom passes per day to use for any restroom needs during class time. If the student needs to use this pass, they will inform their teacher and wait for an appropriate moment in class to use this pass (such as after the completion of a graded assignment or at a natural pause in the lesson) as indicated by teacher permission.

Students who do not have a pass to display in their agenda may be asked to wait until after class to use the restroom. In cases of emergency, students may use the classroom provided temporary agenda, but will incur a L1: No Pass demerit.

In the event that a student needs to go to the office or another room for any reason outside of the regular transition time, the student should use their student agenda as a pass. If they do not have a pass, they will use the classroom provided temporary agenda, but will incur a L1: No Pass demerit.

Non-essential errands (ex: calling home for an after school activity) should be completed during lunch or before or after school. Students must have a pass from a teacher to use the office phone.

Classroom visitor procedure

Classroom visitors must sign in through the front office. Parents who wish to observe their students must notify the school 48 hours in advance. The Dean of Students will coordinate with the parents and teachers to create a schedule for observation. A member of the culture team (or leadership team) will accompany the parents during the observation.

Student Cell phone policy

Collegiate is a “No Phone Zone.” Students are required to leave cell phones at home or secure them in their lockers in the morning. Collegiate provides locks to all students to ensure their items are securely stored throughout the day. Students are never to use their cellphones in school and are not permitted to carry them on their person throughout the day (the only exception to this rule applies to students who have earned College Ready Status and are therefore permitted to carry phones and use them at the appropriate times per their CR Status commitment)

Cell Phone Confiscation Procedure

If a student has a cell phone on them or uses their cell phone, an L2 (Phone) will be issued and the phone will be collected and secured in the main office.

After having a phone collected three times in a quarter, a parent will need to come to the office to pick it up. If the student refuses to turn in the phone, then will receive an L3 (Insubordination).

Student supply expectations (locker, binders, calculators)

Chromebooks

All students that turn in a technology form will be assigned a Collegiate Chromebook. The Ops Team will do periodic checks to ensure students are taking care of their Chromebooks. There is a fee for all damaged and/or unreturned Chromebooks at the end of the school year. There is a \$50 fee for all damaged or unreturned Chromebooks and/or chargers.

Calculators

All students that turn in a calculator permission slip form and do not have a lost calculator from a previous year will be assigned a Collegiate calculator to use through their Math teacher. Math teachers will do periodic checks to ensure students are keeping up their calculator. There is a \$50 fee for all unreturned calculators at the end of the school year.

Student Agendas

All students will receive a student agenda at the beginning of the year. This agenda should be used in all classes so that students have one place to keep up with all prepwork assignments and important dates throughout the school year. The student agenda is also used as the hallway/bathroom pass for all students. Each student has three passes to use throughout the day. The teacher must sign, date, and time stamp the planner before a student exits the classroom for any reason. If students do not have their agenda they will be issued a temporary agenda and teachers will record the L1-No Pass in Dean's List.

Locks and Lockers

All students are assigned a locker and given a school lock to use throughout the year. It is the student's responsibility to keep the locker locked and combination safe. There is a \$5 fee for all unreturned locks at the end of the school year. If a student brings their own lock, they must provide the combination or key copy to the office and it must be noted in the tracker.

Uniform policy

At Collegiate, our school dress code is a tangible representation of our collective mission. For detailed information about the uniform policy, reference the [Code of Conduct](#). It is an expectation that all staff uphold the uniform policy with fidelity. Through our dress code, we seek to achieve the following:

1. Our dress code is intended to create a semi-professional environment as indicated by our physical appearance each day. We believe that a semi-professional presentation allows our students to emulate the expectations of a work environment while maintaining a developmentally appropriate dress code expectation. Additionally, we believe that our students' adherence to this dress code empowers our academic efforts by helping to create focused and disciplined learning environments.
2. Our dress code is a visual representation of our students' commitment to our school mission, expectations, and shared values. As such, it is a tool used to cultivate and promote school pride and shared purpose.

3. Our dress code helps to reduce distractions often brought about through clothing expectations, competition, or pressure. It ensures students are able to reserve their focus for learning and socializing productively. In a similar vein, our uniform helps to promote a united community by reducing the impact of socioeconomic status on one's presentation.
4. Our dress code aids in ensuring we maintain a safe environment for students and staff. Because of our uniform, we are able to identify non-members of our school community with greater ease, reduce incidents of thefts of expensive clothing/accessories, and minimize opportunities for prohibited objects to enter the school building.
5. At Collegiate, the dress code is a non-negotiable part of our commitments, norms, and culture. We believe that this commitment assists in our mission to accelerate learning for students, cultivate good character habits, and ultimately set our students on a path to and through college, career, and beyond. We also believe our dress code assists in maintaining the safety of our school environment. Therefore, we require our students' and families' adherence to this policy. If a student is in need of dress code item support, our school is committed to providing assistance.

While we seek to minimize the opportunity for a student to incur dress code infractions within our dress code, disciplinary consequences will result for repeated violations of a dress code violation.

Purchasing KIPP Collegiate Collared Shirts and Outerwear

Families can purchase KIPP Collegiate collared shirts and outerwear online at the following website: <http://knchs.jbdesigns.com/>. If a family does not have a credit card to make a purchase, have them contact the Office Manager. If a student expresses that they cannot afford a dress code item, families should share this information with our CIS Coordinator to provide assistance in obtaining needed dress code items.

Dress Code Check

Collegiate staff hold consistent dress code expectations from the beginning to the end of each school day. Though we have systems in place to help our students be in dress code at all times, upholding consistent dress code expectations is required of all.

Collegiate Dress Code 2023-2024

Tops: All students must wear a **KIPP Collegiate collared shirt** daily. No exceptions. Permitted tops are included

be



Jackets & Sweaters: All jackets worn in the school building are required to be **KIPP-issued and must be worn with a KIPP collared shirt**. Permitted jackets and hoodies are included below:



Bottoms: All students must wear **full-length jean** or **khaki-style pants or skirts of any color**. Shorts and capri pants are not permitted. Athletic pants and sweatpants are not permitted. Pants and skirts may not contain rips or frays in the upper thigh area. Rips and frays are permitted below the top of the knee. Skirts must be no higher than 3 inches above the knee.

Approved	Not Approved

Shoes: Students may wear any color/pattern closed-toed sneaker or dress shoe. Slides, sandals, house-shoes, and open-toed shoes are not permitted.



Accessories:

- Students may wear any jewelry, so long as it is not a distraction to themselves or others
- Students may not carry purses or backpacks throughout the school
- Phones are not permitted and must stay in lockers.
- Belts are optional

Notification of transportation changes

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 3:00 p.m. to inform the school of the change. We will then notify the student.

Personal belongings

Students are responsible for their own belongings and keeping them safe. Collegiate will not be held responsible for items that were stolen from lockers that were not assigned or locked. Students should not share their locker or locker combination with any other students, and this often results in items going missing or ending up damaged.

Academic Program

List of clubs, extracurriculars and after school programs available to students

Collegiate offers numerous after school clubs and sports. In addition, students may stay after school for detention, study hall, volunteering, or tutoring. While staying after school, students must be with an adult at all times and are not permitted to roam the hallway without a pass. When a sport, club, or other activity ends, the coach, advisor, or staff member should escort students to the exit and ensure they leave the building.

Collegiate athletics, led by our Athletic Director, offers girls' and boys' soccer, girls' and boys' basketball, cheerleading, cross country, and track & field. We also have co-op with Maplewood Football, Softball, and Volleyball.

Collegiate also offers many after school clubs as well such as Student Council, Math Club, Dance Team, Yearbook Club, Robotics, Girls Who Code, Art, and Performance Choir. Our clubs list is evolving, as new clubs are formed each year. A table of clubs is shown below:

Yearbook Club	Robotics Club
Math Club	Dance Club
Guitar Club	Girls Who Code
Student Council	Art Club
Youth in Government	Flag Football Club
Gaming Club	Soccer Club
African Dance Club	Performance Choir
Basketball Club	Creative Writing Club

Athletic/After school eligibility

According to TSSAA, the governing body for high school sports in the state of Tennessee, athletic eligibility is determined by:

Enrollment and Attendance

- To be eligible, students shall be regularly enrolled, in regular attendance, and carrying at least five full courses or the equivalent. A student is eligible to participate in football, volleyball, cross country, golf, and girls' soccer prior to the beginning of school if the student is enrolled at the school and meets all other eligibility requirements.
- A student shall not participate in athletics during any semester unless he/she is duly enrolled on or before the 20th day of the semester. This rule shall not apply to transfer students who have met the attendance requirements in the school last attended.

Academics

- To be eligible to participate in athletic contests during any school year, the student must earn five credits the preceding school year if less than 24 credits are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year.
- Students who are ineligible the first semester may gain eligibility the second semester by passing five subjects (1/2 credit) or three blocks (one credit per block) or the equivalent. Students on trimesters who are ineligible at the beginning of the school year may gain eligibility by passing five subjects (1/2 credit) or three blocks (one credit per block) or the equivalent the first trimester. Those students will be eligible to participate
- If a student is forced to withdraw from school, or is prevented from enrolling in school, due to the student's illness, his/her accident, or his/her disability, the principal may request a ruling in regard to the student's eligibility, provided the student was eligible at the time the illness or accident forced the student to withdraw or prevented the student from enrolling in school. If ruled eligible, such a student shall be charged with a semester of attendance for athletic purposes for the semester of non-attendance or withdrawal.
- A student who returns to a member school after attendance at a school of correction or alternative school may be eligible for athletic participation provided the school of correction or alternative school is accredited by the Tennessee State Department of Education and provided the student returns to the school attended before entering the school of correction or alternative school.
- For athletic purposes the scholastic record filed in the office of the principal or superintendent at the end of a semester shall be final. Credits earned in a summer school accredited by the State Department of Education shall be recognized for eligibility purposes provided the student was enrolled during the spring semester immediately preceding the summer session and attended at least 40 days of that spring semester.
- A student who drops out of school before the end of the semester shall be ineligible to participate in secondary school athletics until the student has been in school a semester and has passed in at least five full unit subjects or the equivalent. (To become eligible under this regulation, a student must attend school for at least 40 days of the semester, but in no case shall the eligibility become effective until the beginning of the succeeding semester).

Cheating and plagiarism policy

Academic Integrity Violation Flow-Chart

If the Teacher/AP finds there was an intentional attempt at plagiarizing:			
Offense	Behavioral Consequence	Academic Consequence	Academic Recovery Opportunity
First Offense	Level 3 issued, Reset Center (debrief with DEAN), caregiver phone call, detention assigned	50% (no credit) on the assignment	9 th Grade – 48 hours to make up assignment for up to 100% credit 10 th -11 th Grade – 48 hours to make up assignment for up to 80% credit 12 th Grade – 48 hours to make up assignment for up to 70% credit.
Second Offense	Level 3 issued + 1 day Reset Center (caregiver meeting)	50% (no credit) on the assignment	N/A
Third Offense	Level 3 issued, 1 day OSS (caregiver meeting)	50% (no credit) on the assignment	N/A
If the AP finds there was not an intentional attempt at plagiarizing, and the student acted out of ignorance:			
Offense	Behavioral Consequence	Academic Consequence	Academic Recovery Opportunity
First Offense	Caregiver phone call	50% (no credit) on the assignment	9 th Grade – 48 hours to make up assignment for up to 100% credit 10 th -11 th Grade – 48 hours to make up assignment for up to 80% credit 12 th Grade – 48 hours to make up assignment for up to 70% credit.

Second Offense	Follow “First Offense” from “intentional attempt” structure above	Follow “First Offense” from “intentional attempt” structure above	Follow “First Offense” from “intentional attempt” structure above
Third Offense	Follow “Second Offense” from “intentional attempt” structure above	Follow “Second Offense” from “intentional attempt” structure above	Follow “Second Offense” from “intentional attempt” structure above

For integrity violations on midterm or final exams, the academic penalty is more severe. For any student who commits an academic integrity violation on a midterm or final exam, the student will receive a 50% on the assignment without the opportunity to retake the exam. All cases will be given consideration for potential exceptions.

Credit Recovery/Summer school

Students who fail a course during the regular school year (August – May) with a final average below 60 and who are in good standing regarding both attendance and conduct are eligible to earn two (2) credits during summer academy. They must attend every single day of the three-week summer academy and, at the conclusion of the three weeks, they must earn a passing grade of at least a 60 and pass any relevant summer academy final exams to earn a credit. The highest possible grade to earn in a Summer Academy class is a 60. A student’s transcript will denote that the student received this grade through credit recovery. Collegiate will use the online platform Edgenuity to allow students to recover school credits. Once a student passes a Summer Academy course, the grade for the failed course will no longer bear any weight on the student’s cumulative GPA as it will be replaced by the Summer Academy grade.

Additionally credit recovery may occur during the school year on a case-by-case basis.

Homework Policy

Homework consists of the assignments given to students to be completed after school in preparation for the next day’s content lesson. At Collegiate, we believe homework is a tool which prepares students to

engage thoughtfully and purposefully in academic content. Additionally, completing homework establishes a habit of preparation and organization. Therefore, we assign great importance to homework, and hold students accountable for its completion.

We believe that it is important when students first arrive that we help to cultivate homework completion as a habit for students. In these formative years, students are working to solidify their GPA and academic standing, and homework is integral to this. As students progress at our school, we believe in emphasizing homework completion not just as a habit, but as a tool internalized for academic success.

Honor Roll/Dean's List

Students can qualify for the Honor Roll if their quarter GPA is at minimum a 3.5

- **Honor Roll with Distinction:** all students that have a 4.0 or higher GPA
- **Honor Roll:** all students that have a 3.5 - 3.99 GPA

Makeup Work Policy

Summative Assessments (Major & Minor):

- If a student is absent the day of an assessment, the student has one week to make up the assessment for the initial attempt
- If a student does not make up the assessment within one week, it will go into the gradebook as a missing and remain as a 0

Homework:

- If a student is absent the day homework is due, the student is expected to turn in the missed assignment upon their return to class. Failure to turn in their homework upon their return will result in them receiving a missing in the gradebook
- If a student is absent the day homework is assigned, the student has the number of days they were absent to make up any work assigned; if a student misses two days of class, they have two days to turn in any missed assignments (eg: if a student misses Monday, their work will be due Wednesday; if a student misses Monday and Tuesday, their work will be due Friday)

Midterms/Finals:

- If a student is absent during their Midterm/Final, they must make it up before the end of the grading window for that quarter; if a student fails to make up their Midterm/Final, they will receive a 50% (Note: this is per MNPS guidance that students cannot receive lower than a 50% for quarterly exams)

Late Work Policy

Minor Summatives:

- Since students will complete Minor Summatives during class, there is no late policy related to Minor Summative assessments. Should students miss a Minor Summative, refer to the makeup policy above.

Major Summatives:

- For any Major Summative assessment completed outside class (PBAs, projects, etc.), students have one week to turn it in for full credit. Any Major Summative turned in after the one week period, will be entered as an “M” in the gradebook, equating to a 0.

Homework:

- Students **cannot** turn in homework late. If a student fails to turn in homework by the assigned deadline, they forfeit the ability to make up that assignment and will receive a missing in the gradebook

Student Culture and Conduct

Culture systems

Student Behavior Information

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

Incentives:

- Merits
- Major Merits
- Earned Opportunities

Consequences:

- Demerits
- Detentions
- Suspensions

- Expulsion

Below is a description of school-related disciplinary offenses for which a student may be subject to in-school suspension, out-of-school suspension, dismissal, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- while the student is on school grounds;
- during a school-sponsored activity;
- on the school bus or bus stop; or
- during events sufficiently linked to school.

Opportunities and Earned Incentives

Collegiate’s Code of Conduct is one tool of many our school community employs to drive toward ideal outcomes. Through the implementation of this system and others, students can achieve the following:

Merit System Incentives	Other Ideal Outcomes
<p>Ready Warrior Status: Students who demonstrate leadership, self-discipline, and academic achievement may apply for Warrior Ready Status. Students who meet the criteria and obtain the recommendation of staff members earn additional privileges, such as phone privileges, backpack privileges, and lunch privileges.</p> <p>Collegiate Ambassadors: Students who demonstrate leadership, self-discipline, and academic achievement may apply to be a Collegiate Ambassador. Collegiate Ambassadors participate in leadership development, selective programming, and host events with community leaders.</p>	<p>Academic achievement*: Research shows that behavioral outcomes are closely aligned with academic outcomes. At Collegiate, we find that students who excel behaviorally find greater opportunity to excel academically. The progress report provides feedback to students regarding behaviors and habits in order to maximize academic performance and cultivate strong character.</p> <p>Participation in Extracurricular Activities: Collegiate provides students opportunities to become</p>

<p>Collegiate Café: Students may use progress report points to purchase goods (school supplies, snacks, KIPP Swag, trips, etc.) at our Collegiate Café Store bi-weekly.</p> <p>Grade-wide/School-wide Earned Opportunities: Throughout the year, various challenges, competitions, and programming exist to provide positive recognition and opportunities for student behavioral and academic achievement.</p>	<p>involved in clubs, sports, and student organizations. For many of these activities, behavioral and academic requirements exist for students to participate.</p> <p>*Schleicher, Andreas. <i>Programme for International Student Assessment</i>. Organization for Economic Co-operation and Development, 2018, https://www.oecd.org/pisa/. Accessed 20 Apr. 2020.</p>
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Interventions and Behavioral Supports

The Code of Conduct is one of many tools we use to influence student behavior. In conjunction with this, we also utilize various behavioral and social-emotional interventions for students who may benefit from these additional supports:

- Check-In/Check-Out
- Small Group Interventions
- Student/Caregiver Meeting
- Behavior Tracking Systems
- Skill Development Interventions (ex: social stories)
- Counseling
- Mentoring Programs

Parent Involvement

Communication Between Home & School

Collegiate is intentional about sharing information with students and families in a timely manner.

Student and Family Communication Schedule:

Below is a schedule of communications our families will receive throughout the year:

Communication	Description	Frequency
The Warrior Post	Newsletter sent home with important dates and events	Weekly on Thursdays
Dean's List Report	Individual student behavior summary	Weekly on Thursdays
Attendance Texts	Mass text sent to all families of absent students	Daily
Report Cards	Final grades mailed home	Quarterly

Positive Calls & Texts	Each staff member makes and records positive family interactions	
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Accessing School Systems:

The systems listed below are available for students and families to track behavior and grades:

Dean’s List

Is the system Collegiate uses to track behavior and send home school wide communication. All parents/guardians will receive access to their Dean’s list portal at the beginning of the year.

Illuminate

Is the system Collegiate uses to track grades. All students will receive access to their Illuminate portal at the beginning of the year. Parents/guardians should work with their students to view Illuminate together.

Family Engagement Policy & Family Compact/Commitment

Family Engagement Policy

Our goal at KIPP Nashville Collegiate High School is for our families to participate in our school community. To foster this sense of community, we have created the following goals.

KIPP Collegiate High School agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

- Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child’s learning;
 - (B) families are encouraged to be actively involved in their child’s education at school;
 - (C) families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

KIPP Collegiate High School will ensure:

- 25% of parents/guardians attend at least one Parent Involvement Committee (PIC) event
- 60% of parents/guardians attend at least one school event (outside of Parent Teacher Conferences and PIC meetings)
- 40% of parents/guardians attend at least one Parent Teacher Conference
- 50% of parents/guardians attend at least one sporting or other extracurricular event
- at least three parents/guardians per grade level to actively participate in our Parent Involvement Committee

Family Involvement Opportunities

- **Parent Involvement Committee (PIC) Meetings:** KIPP Nashville Collegiate High School’s PIC is an excellent way for parents and guardians to contribute to and provide feedback to the school on all topics ranging from student culture to academics. Our PIC is responsible for supporting and planning school wide culture events that create positive community-building experiences for all key stakeholders.
- **PIC Events:** The PIC often hosts school wide events such as Hispanic Heritage Month celebrations, Black History Month celebrations, game nights, and more.
- **Parent Teacher Conferences (PTCs):** PTCs are an opportunity for parents and guardians to connect with their students' teachers one on one and discuss their students' progress. PTCs occur in October and February.
- **Parent/Guardian Meetings:** KIPP Nashville Collegiate High School hosts a variety of parent/guardian meetings throughout the year.
 - Parent University for incoming 9th grade parents/guardians in August
 - Senior Caregiver Night in April
 - Junior Caregiver Night in April

Building Capacity of School Staff

- KIPP Collegiate High School will provide assistance to families as appropriate in alignment our mission and vision
- KIPP Collegiate High School will provide training to teachers, principals and other staff on how to communicate and work with parents as valued partners.

- KIPP Collegiate High School will ensure information regarding programs, meetings and other announcements is sent to families in a format and language families can understand.
- KIPP Collegiate High School will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.

In support of strengthening student academic achievement, KIPP Collegiate High School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

KIPP Collegiate will implement the following:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).

JOINTLY DEVELOPED

KIPP Collegiate High School will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Families will be invited to meetings throughout the school year designated to review, provide input and give feedback on the Family Engagement Policy.
- Families will also have an opportunity to provide ideas and adjustments to the school’s leadership time at any time.

ANNUAL TITLE I MEETING

KIPP Collegiate High School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the families’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- KIPP Collegiate High School will hold its Annual Title I meeting during the fall of each school.

COMMUNICATIONS

KIPP Collegiate High School will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

Please see information below on how schools will communicate with families about the parent and family engagement policy:

- KIPP Collegiate High School will send out a calendar at the beginning of the year with school events.
- KIPP Collegiate High School will send out a monthly newsletter.
- KIPP Collegiate High School will attempt to schedule meetings/events to accommodate parents' schedules in order to maximize attendance.
- Written communication will be translated for families to understand.

Family Compact/Commitment

KIPP Collegiate High School will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

Students: I commit to the pursuit of Excellence, Heart, and Growth so that I will be prepared with the skills and confidence to pursue any path - college, career, and beyond -that will lead to a fulfilling life after high school. While a student at KIPP Collegiate High School:

- I am responsible for my own achievement; I know that I can succeed with hard work and perseverance, and I will advocate for support whenever I need it.
- I will follow all school and classroom rules and expectations as outlined in the Student Code of Conduct, and I will treat my peers and teachers with respect at all times as we work to prepare for success in high school, college, career, and life beyond.
- I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.
- I will arrive at school by 8:10 a.m. and be picked up by 4:00 p.m., unless staying for an extracurricular activity.
- I will make sure to only miss school when it is unavoidable and complete all required make up work.

- I will uphold the KIPP Collegiate dress code every day.
- I will complete all prepwork assignments every night and make sure I am prepared for school the next day.
- I will ensure that both my KIPP Collegiate High School Chromebook and calculator are cared for properly and I will bring them both to school every day.
- I will work every day to follow KIPP Collegiate High School's core values:
 - Excellence: *Setting the bar high for myself and others.*
 - Heart: *Championing and celebrating each member of our community*
 - Growth: *Getting better and Improving my performance by 1% every day*

Staff: I commit to helping my students develop the skills and confidence to pursue any path - college, career, and beyond - in the following ways:

- I will have outstanding attendance at work.
- I will communicate honestly and respectfully with students and students' parents and caregivers.
- I will input grades weekly so that caregivers can best support their students.
- I will return all parent and caregiver communication within 48 hours.
- I will protect the safety, rights, and interests of all students.
- I will hold all students accountable to the school-wide student code of conduct and all school-wide procedures.
- I will hold myself accountable for all students' learning
- I will be prepared to teach well-planned, standards-aligned, and engaging lessons each day.
- I will represent KIPP Collegiate High School both on and off campus and speak positively of my students, parents, and teammates.
- I will work to uphold the KIPP Collegiate High School core values of Excellence, Heart, and Growth

Parents/Guardians: I commit to helping my student develop the skills and confidence to pursue any path - college, career, and beyond - in the following ways:

- I will take responsibility for my student's actions; I will ensure that my student serves all consequences.
- I will attend all required parent meetings and return all calls from the school within 48 hours.
- I will make sure my student arrives at school by 8:10 a.m. and is picked up by 4:00 p.m. Monday through Friday.
- I will make sure my student only misses school when it is unavoidable and completes all make up work on time.
- I will make sure my student upholds the KIPP Nashville Collegiate High School dress code every day.
- I will ensure my student completes his/her prepwork and is prepared for school every day.
- I will ensure that my student brings both their Collegiate Chromebook and calculator to school every day and cares for them properly.
- I will review grades, attendance, and behavior reports on Deanslist with my student at least once every two weeks.
- I will make sure my contact information (address, phone number, etc.) is accurate and

update it whenever necessary.

- I will support my student's teachers and all KIPP Nashville Collegiate High School staff members and communicate honestly and respectfully with them.
- I will be an active part of the KIPP Collegiate High School Team and Family.
- I will work to help my student live out the school's core values: Excellence, Heart, and Growth

COORDINATION OF SERVICES

KIPP Collegiate High School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

- Partner with local agencies to implement family nights; partner with community organizations.
- Will invite local businesses and community members to interact with grade levels and with special programs.

BUILDING CAPACITY OF SCHOOL STAFF

KIPP Collegiate High School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

- Teachers/staff will participate in specific training in professional development days geared towards these topics.
- Teachers/staff and parents will collaborate in planning and implementing school events and school leadership meetings.

Forms/Signatures

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 Collegiate High School, disciplinary consequences, and/or dismissal from KIPP Nashville Collegiate High School.

Failure to electronically sign and submit 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 Collegiate High School Specific Student & Family Handbook.

Student's Name (First and Last):

Parent/Guardian Printed Name:

Parent/Guardian Signature: _____ Date: _____