



ANTIOCH COLLEGE PREP
ELEMENTARY SCHOOL

STUDENT & FAMILY

HANDBOOK

2023-2024

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Welcome

Welcome to KIPP Antioch College Prep Elementary (KACPE)! We are so excited that you have chosen to join our Team & Family here at KACPE, and we are looking forward to partnering with you and your KIPPster in their educational journey. The KACPE community is grounded in equity, celebrates diversity, and fosters a rich culture of high academic achievement rooted in joy. We fully embody our values of team, excellence, courage, and growth.

As your school leader, I find the values of courage and optimism to be powerful guiding forces. I will challenge myself daily to show up with courage, holding everyone- teachers, students, and families - to high expectations and working together through challenging situations. We will courageously seek feedback from families and students, share successes and challenges, and ask for true partnership as we strive to ensure every student in our school experiences growth and achievement.

I will maintain a spirit of optimism that consistently is in pursuit of the betterment of every student. I am optimistic that we will continue to see more success at KACPE. I am looking forward to continuing to share the diversity of our community with each other through celebration, conversation, and affirming all identities. With a balance of warmth and challenge, we will meet and exceed our academic goals. We will conquer any challenges that a fully built-out school may throw our way.

I am excited to see the amazing growth of KACPE over the next years and beyond as we continue to ground ourselves in the belief that all children can and will learn! I invite you to hold me accountable to these commitments as we begin an exciting new school year together.

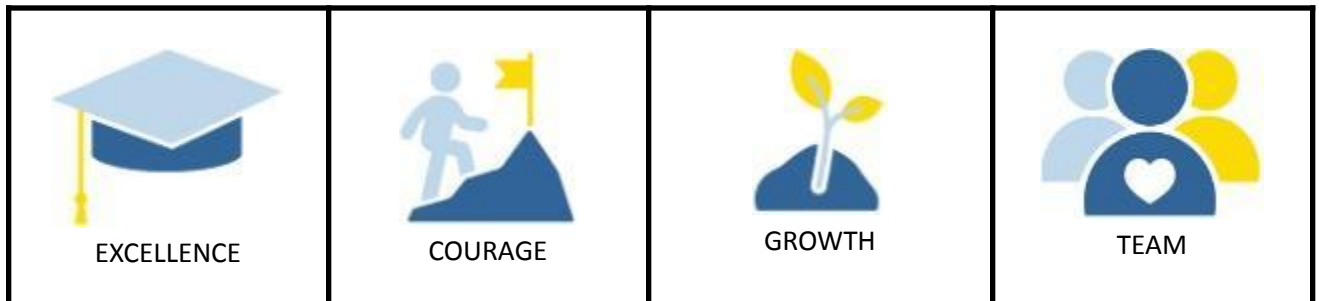
Please allow this Student and Family handbook to be a helpful resource to help guide your understanding and involvement of our school community! Welcome again, and we look forward to working with you!

With Courage and Optimism,

Brittnee Kennedy

School's Core Values

Core Values



- EXCELLENCE: We believe in high expectations and hold ourselves and each other accountable to being and doing our best. We give our best every day! High expectations and rigorous instruction is present in each classroom.
- COURAGE: We name our fears, take risks, and ask for help in order to overcome our challenges. We do hard things and become better because of it.
- GROWTH: We get better every day by remaining optimistic, working hard, persevering, and focusing on our goals. We are in constant pursuit of better.
- TEAM: We support and challenge each other to grow and achieve in service of our common goals. Everyone has intrinsic value, and in bringing our authentic selves we each contribute to the achievement of our mission and vision.

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.

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.

School Operations

School Contact Information

Address: 3655 Murfreesboro Pike

Antioch, TN 37013

Main Office Number: 629-208-7600

Fax Number: 615-970-7089

School Email: kacpeEnroll@kippnashville.org

Facebook: Follow us on Facebook @ <https://www.facebook.com/KIPPAntiochCollegePrep>

Instagram: Follow us on Instagram @KIPPAntiochCollegePrepES

KACPE Family Website:

<https://sites.google.com/kippnashville.org/kacpe-family-connection/home>

Regional Website:

<https://kippnashville.org/schools-programs/kipp-antioch-college-prep-elementary-school/>

Staff Contact Information

All current contact information for staff can be found on the staff website linked [here](#). In addition to contact information, all Instructional Leaders will also have a calendly link, allowing parents to schedule meetings to address concerns.

School Hours

School Hours (Students): 7:40 am - 3:15 pm

Kipp Antioch Elementary's school hours are 7:40 am - 3:15 pm for students. Staff are required to arrive by 7:30 and are permitted to leave at the conclusion of dismissal. Dismissal is typically over at 3:35pm, however, there are times where dismissal goes past that time and staff are asked to support until dismissed by leadership team members.

School Schedule

Kindergarten, 1st and 2nd grade students have a schedule that includes the following academic minutes:

Content Area	Minutes
Morning Meeting and Calendar Math	25 minutes
Eureka Math and Math Intervention	70 minutes
Foundational Literacy	100 minutes
Shared Reading	45 minutes
Writing	30 minutes
Science or Social Studies	30 minutes
Lunch and Recess	45 minutes
Specials: Music, Tech, PE	45 minutes

3rd and 4th grade students have a schedule that includes the following academic minutes:

Content Area	Minutes
Morning Meeting and Calendar Math	15 minutes
Eureka Math and Math Intervention	90 minutes
Foundational Literacy	45 minutes
Shared Reading	45 minutes
Writing	45 minutes
Science or Social Studies	45 minutes
Lunch and Recess	45 minutes
Specials: Music, Tech, PE	45 minutes

Academic Calendar

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

The Operations team will maintain a schoolwide outlook calendar for all staff to reference throughout the school year. This calendar will be updated regularly and all known and confirmed dates will be added by the operations team. Families will be notified of school events through the monthly newsletter and an updated calendar on the Family Website.

Important Dates

All important and key dates throughout the year are included on the academic calendar listed above. An ongoing calendar is also maintained in the school newsletter. You can access previous newsletters on the Family Website, [linked here](#).

Arrival & Dismissal Information

Arrival begins at 7:40 am, and students are considered tardy starting at 8:00am. Dismissal begins at 3:10. All students that are car riders must be picked up by 3:30pm. If you are unable to make the pick up time due to an emergency or other unforeseen circumstance, please contact the office immediately to provide an expected time of arrival. If a caregiver is consistently later than 3:30pm for pick-up a member of the school's leadership team may request a meeting to create a plan for on-time pickup.

PikMyKid

PikMyKid is an app that KACPE uses to facilitate our dismissal process. PikMyKid stores all transportation information for each student, including changes to transportation. As part of our car rider dismissal process, the PikMyKid app generates a unique code for each student. Each student is given a set of placards to be used for pick up by any person designated by the guardian. When arriving for car-rider dismissal, all cars must have a KIPP Antioch issued placard in order to pick up their student in the dismissal procedure. If a car does not have a KIPP Antioch issued placard, the driver will be asked to park and to come into the building to pick up their student. When picking up, they must show ID and be an approved person on the student's office documentation. In order to ensure dismissal runs smoothly and efficiently, we ask each caregiver to follow the directions of staff members facilitating the dismissal process and to ensure they have their placards in their front windows visible to staff members. Staff are unable to accept verbal telling of a student's name or number for pick-up. If caregivers arrive in the car-rider line and have not made transportation changes using the process outlined below, students will be sent home on their original mode of transportation (bus rider). Students will not be pulled from the bus, caregivers will be asked to meet the bus at their original stop.

Bathroom policy/hall passes

KACPE creates a classroom environment and schedule that allows students to communicate with the teacher when they need to use the restroom. The teacher will also proactively identify times throughout

the day that are best for using the restroom. The teacher will encourage students to remain in class during important instructional time, and at times may encourage a student to wait or delay going to the restroom. Bathroom privileges may be restricted if there has been persistent or concerning bathroom behaviors.

Bathroom routines and procedures are explicitly taught at the beginning of the year, outlining the guidelines for use and how to treat all items/materials in the bathroom. Students not following these guidelines may receive a consequence such as a check or restrictions on bathroom privileges.

In grades Kindergarten and 1st, students have bathrooms in their homeroom classrooms and will primarily use those restrooms throughout the day. Students in 2nd through 4th grade have multi-stall bathrooms that are used by all students. Teachers will create and teach students how to use a hall pass system to ensure there are limits to the number of students in the restroom at once.

At times students do have accidents, we ask that caregivers please place an additional pair of underwear and pants in their student's backpacks in case there is a need to change due to a toileting accident.

If caregivers have concerns with the bathroom procedure or routines used in their student's classroom, please reach out to the teacher with those concerns.

Classroom visitor procedure

We welcome parents as visitors in the school to observe student behavior, academic instruction, and to provide support for their KIPPster as requested by staff. Parent visitation should be limited to observation of instructional time. At this time parents are not permitted to visit during non-instructional time to visit their student. This policy may change as we transition away from previous protocols. If parents reach out, please have them complete [this form](#). The operations team will schedule the meeting and inform the teacher.

Parents need to follow the steps below to arrange for a visit:

- Submit the parent visitation google form, [linked here](#)
- Await confirmation from school staff confirming the visit date and time

Upon Arrival:

- Have a state issued Identification to show at the school door
- Provide identification to be scanned through the Raptor system
- Wear a name tag throughout the entirety of the visit
- Stay in the designated area the entire length of the visit

Operations staff will own response and communication of classroom visitors. Upon request of classroom visitation the operations staff will check requested date and time of visit in comparison to the classroom and school schedule and will make every effort to accommodate the visitor. All requests for visitation should receive a response within 3 business days.

Student Cell phone policy

KACPE does not allow students to carry cell phones and other personal items (i.e. Nintendo Switch, iPods, other electronics, etc.) on their person throughout the school day. If a student needs to bring a cell phone to school, as deemed necessary by their caregiver/guardian, the cell phone needs to remain in the student's backpack. KACPE is not held responsible for damage or loss of personal items at school. If students are using their cell phone or other personal belongings at times during the school day, the staff/teacher will take the item and turn it in to the front office. A member of the operation or leadership team will contact the caregiver/guardian of the student to determine next steps for returning the item. If this becomes a persistent problem, the school reserves the right to ask the caregiver to come and pick up the personal item.

Student supply expectations (locker, binders, calculators)

KACPE asks all families to provide their scholars with basic school supplies each year, this may include, but is not limited to: pencils, pens, post it notes, highlighters, expo markers, folders, etc.. School supply lists are provided at the end of each school and year and are posted on the school website for your reference throughout the summer. We ask all supplies to be brought to Family Orientation. This allows teachers and staff to sort and prepare all supplies for the first days of school. We deem most supplies brought into the school as community supplies that may be shared across your child's classroom as well as across the entire school. If there are specific personal items your child prefers for supplies, please plan to utilize those special items at home. The only items that are not shared across the school are personal student headphones. If caregivers are unable to purchase school supplies, please notify the school so we can plan to support you.

Uniform policy

KACPE's dress code requires that all KIPPsters wear uniforms. Uniforms help maintain a school culture of unity and academic excellence. We require KIPPsters to wear uniforms to eliminate the inevitable distractions and status distinctions caused by clothing to ensure that our KIPPsters are focused on learning.

All students are required to wear the following:

1. Top: official KIPP Antioch top (short-sleeve polo, long-sleeve polo, button-down oxford, or KACPE jumpers/dresses). KIPPsters may only wear plain, solid color, short-sleeved shirts underneath their uniforms. Writing or designs should not be visible through the polo.
2. Bottom: khaki pants, shorts or skirts/skorts. Leggings and stockings/tights may be worn under skirts/skorts, but may not be worn as pants.
3. Shoes must be closed-toe (no sandals, flip-flops, etc.).

Additional Guidelines

- The KACPE sweatshirt and cardigan is the only outerwear that can be worn inside the building.
- Every Friday, students are given the opportunity to wear a different shirt with uniform pants. Students may wear any KIPP t-shirt, college t-shirt, or any shirt that celebrates their unique identity.

KACPE uses French Toast as the official vendor for all Uniform branded shirts and outerwear. All KIPP polos, jumpers, and outerwear must be purchased through our vendor, linked here: [Uniform Website: French Toast](#)

Late Pick Ups

We ask that all students are picked up daily by 3:35 pm. We do realize that emergencies will arise and at times parents may be late in picking students up. Please call the office directly to inform staff of your expected time of arrival as soon as possible.

If you are sending another caregiver to pick up your child, please ensure they have proper identification and you have added that person to your student information as an approved adult. Only in rare instances are we able to release a student to a caregiver via verbal permission.

If students are not picked up by 5:30pm, KACPE staff reserve the right to call CPS or local authorities to arrange for supervision/care for the student..

Notification of transportation changes

We encourage caregivers/guardians to arrange pick-up of their children prior to dropping them off in the morning. If transportation plans change, caregivers have access to the PikMyKid app. All changes to transportation can be done by caregivers in the app; caregivers are encouraged to use this system to change transportation to ensure they meet all requirements and deadlines to ensure transportation is correctly changed. If caregivers are unable to access the app, caregivers/guardians must call the office by 12:30 p.m. to inform the school of the change. To ensure the safety of our student body, KACPE will not honor any transportation changes made after 12:30 or changes to transportation that are not made by contacting the front office staff or those made in PikMyKid.

Personal belongings

See cell phone section above.

Academic Program

Athletic/After school eligibility

KIPP Antioch College Prep Elementary may offer after school programs for students and families to participate in. The after school offerings may vary from year to year, but will be communicated via regular school communication. Clubs will determine eligibility based on the content and relevance of materials. All after school clubs will be open to as many students as possible while still maintaining the focus and purpose the club was designed for. Financial ability to pay should not prevent a student from participating in an after school event. Caregivers should reach out if finances are a barrier to students' participation.

Cheating and plagiarism policy

KIPP Antioch College Prep Elementary works to prepare students for college, career, and beyond. Part of that preparation is to ensure they understand what cheating and plagiarism is, and they understand the consequence if that happens. Students will receive instruction on how to cite sources and how to utilize text as a resource in their work. Students that are found cheating or plagiarizing will receive consequences that are logical and appropriate to the specific situation. In instances of cheating and/or plagiarism, caregivers will be notified of the incident and consequences given.

Credit recovery/Summer school

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

Homework policy

Homework will be provided to each KIPPster weekly. Homework should include:

- Review of previously mastered material
- Practice of recently learned concepts
- Independent reading

Homework is checked daily for completion, caregivers may be contacted if homework is incomplete. If you and/or your scholar is experiencing significant challenges with homework completion, please reach out to your KIPPster's teacher to problem solve.

Honor Roll/Dean's List

KACPE does not maintain Honor Roll or Dean's list. At the end of each semester, awards are presented for various accomplishments throughout the year.

Makeup work policy

When students are absent from school teachers are required to provide students with the necessary tools and instruction to close gaps that may arise due to that absence. Not all work throughout the day needs to be completed in order to support the student in closing gaps that arise from an absence. In order to maintain a clear picture of where students are through assessments, the following is a list of assessments that need to be made up within 72 hours of a student's return to school. If there is a need for an extended timeline, the Assistant Principal and classroom teachers can make an agreed upon timeline.

Assessments that are Required Makeups

- Mid-Module Assessments
- End of Module Assessments
- Sight Word Assessments
- Fact Fluency Final Assessments
- Any other assignment deemed necessary by the Assistant Principal

Student Culture and Conduct

Culture systems

At KACPE, we believe that KIPPsters thrive academically, socially, and emotionally when they feel known and loved; safe and supported; and understand clearly what is expected of them. When these things are true, most students can meet our behavioral expectations, which are designed to ensure calm, joyful, and rigorous classrooms. When students have difficulty meeting behavioral expectations, we support them by doubling-down on relationships, skill-building, and collaborative and proactive problem-solving.

Our approach to behavior is predicated upon a few guiding principles:

Guiding Principle	Aligned Systems
<p>Students do well if they can. Doing well is always preferable to doing poorly – that’s true for all of us! When students don’t meet our expectations, we don’t describe them as attention-seeking, manipulative, coercive, unmotivated, or limit-pushing.</p>	<p>We have a Tier 1 Behavior System that serves three purposes:</p> <ol style="list-style-type: none">1. It is a norming tool designed to ensure that all teachers and staff are aligned and consistent in their expectations and responses to students. Without this shared system, our individual perspectives and unconscious biases would affect the way we engage in our classrooms.

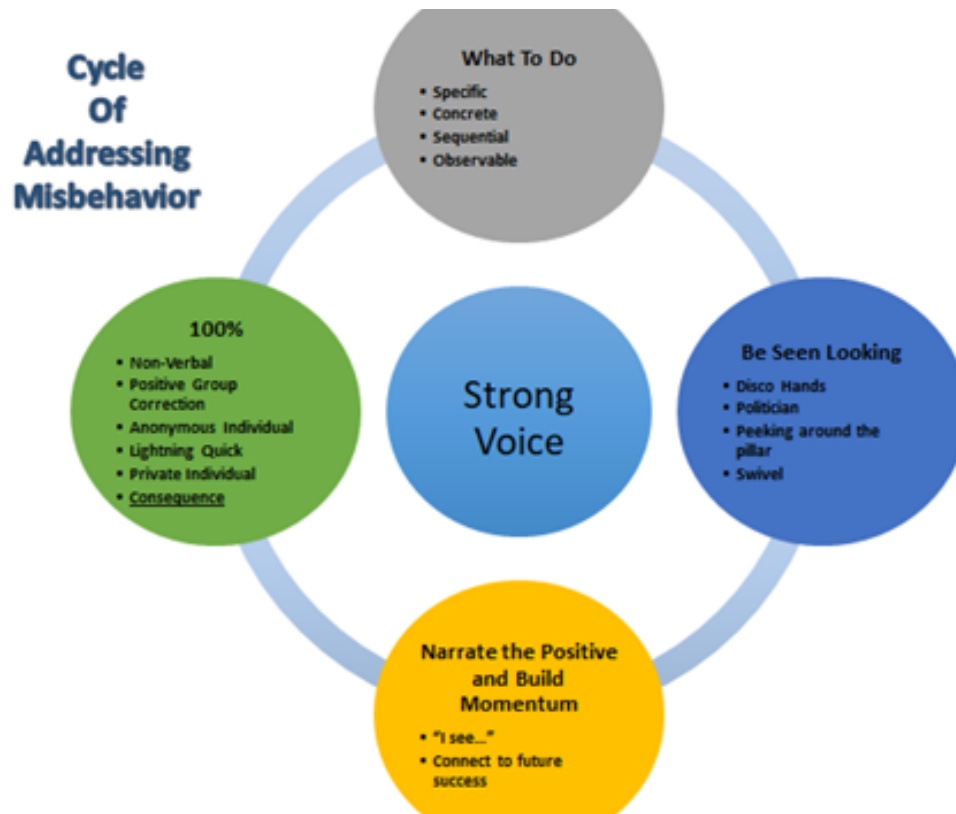
<p>Meeting behavioral expectations is complicated. It requires a host of executive, language, emotional regulation, cognitive flexibility, and social skills. Some students’ skills in these areas are lagging – and that’s normal!</p>	<p>2. It is a communication tool that answers the question for students and families: “<i>How am I doing at meeting expectations in my classroom and school?</i>” Most of the time, most students know the answer to this question, but this system makes it unambiguous and supports staff in being consistent.</p> <p>3. It is a screening tool to identify students who are having consistent difficulty meeting behavior expectations so we can solve problems proactively. Students who meet certain criteria will be considered by the Response to Instruction and Intervention-Behavior (RTI²-B) team for possible Tier 2 or Tier 3 support.</p> <p>We have Tier 1 Incentive Systems that provide multiple opportunities to celebrate, build team, and recognize students for their hard work. (Incentives, like consequences, don’t solve problems or teach lagging skills in and of themselves.)</p> <p>We provide Character and Social Emotional Learning Support at the Tier 1 level through our <i>Character Class</i>, taught by our School Counselor. This weekly class proactively teaches many of the executive, language, emotional regulation, cognitive flexibility, and social skills that support students in meeting expectations. We also have <i>Peace Corners</i> in every classroom to support students in practicing regulation.</p>
<p>All behavior is communication. Challenging behavior occurs when our expectations of a student exceed their skills needed to meet them. When this happens, we don’t focus on the challenging behaviors themselves; we get curious about what the student’s behavior is communicating and how we can creatively problem-solve in order to meet that student’s need while upholding the expectation.</p>	
<p>Consequences alone don’t solve problems or teach lagging skills. We ensure the consequences we give are logical, but we also know that consequences are not a substitute for proactive skill-building and collaborative problem-solving – especially for our students who are struggling the most to meet expectations.</p>	

Behavior Management Cycle

- We build strong culture through consistent use of the Behavior Management Cycle, strategies to increase engagement and rigor, and positive reinforcement and celebrations.

Behavior Management Cycle (BMC)

- The BMC is used repeatedly and consists of giving What To Do directions; “Be Seen Looking”; using Positive Narration; using 100% Interventions; following through with positive reinforcement and consequences; all while using Strong Voice.



Student Behavior Information

The KAPCE behavior system is designed to focus students on our mission by ensuring that class and school environments are safe and orderly. Below is a description of the school behavior system that is in place:

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

At KACPE, we believe that KIPPsters thrive academically, socially, and emotionally when they feel known and loved; safe and supported; and understand clearly what is expected of them. When these things are true, most students can meet our behavioral expectations, which are designed to ensure calm, joyful, and rigorous classrooms. When students have difficulty meeting behavioral expectations, we support them by doubling-down on relationships, skill-building, and collaborative and proactive problem-solving. At KACPE, supporting KIPPsters' behavior as well as their social and emotional development requires a partnership between school and home. Teachers and staff have high expectations for KIPPsters' behavior, but also work to teach the underlying skills that KIPPsters need to meet those expectations. Throughout each day, KIPPsters' receive feedback from teachers and staff on their behavior. These may include

reminders, warnings, and logical consequences. Through our system called DeansList, families can see what types of behaviors KIPPsters showed throughout the day, as well as see an overall end of day color: Green (great day), Yellow (okay day), or Red (challenging day).

Behavior Management System

Throughout the day, if a KIPPster is not meeting an expectation after the teacher has completed the Behavior Management Cycle outlined above (What To Do, Scan, Positive Narration, Least Invasive Intervention), teachers will use our behavior management system. As outlined above, this system serves as a communication tool that answers the question for students and their caregivers: “How am I doing at meeting expectations in my classroom and school?” 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 own conduct. Our basic expectations are that KIPPsters:

- Follow directions
- Keep bodies safe
- Brains are focused and ready to learn (in the “Green Zone”)
- Voice levels are appropriate for the situation
- Make places better

Colors

Each classroom uses a color-coded vertical clip chart that visibly shows what “color” each student is on. Each student has a clip with their name on it. Every day, KIPPsters start on Green. Depending on a KIPPster’s choices, the clip may move down.

Checks

A KIPPster’s clip may move down when they earn a “check” at one of three different levels, which will determine how far and in what direction their clip moves. The chart below shows how and when students move down to a color below green. As you will see in the graphic below. Students are able to make mistakes or receive corrections and still end their day on green. We want to ensure students don’t internalize perfectionism, but see the color systems as a means of corrective feedback that helps them understand and build habits that will help them as learners and in life.

Level 1 Behaviors

Level 1 behaviors are Low-Risk (low level of harm possible) that are easily correctable and do not involve overt disrespect to peers or teachers, but are not supportive of the learning environment or conflict with our core values. There are five categories of Level 1 Checks:

- Follow directions
- Safe body
- Focused and ready to learn
- Appropriate voice level
- Make places better

Level 2 Behaviors

Level 2 behaviors are still fairly Low-Risk, but involve more overt disrespect or disruption. There are three categories of Level 2 checks:

- Respect
- Honesty
- Respect materials and space

Level 3 Behaviors

Level 3 Behaviors are Medium- or High-Risk behaviors that put the KIPPster or others in danger of physical, emotional, or psychological harm. There are two categories of Level 3 checks:

- Unsafe body
- Hateful/harmful speech

The chart below shows how and when students move down to a color below green.

Color	Student-Facing Tagline	Number of Negative Points
Green	Ready to Learn	<p><i>Any combination of Level 1 & Level 2 checks adding up to 0 - 4 negative points.</i></p> <p><i>For example:</i></p> <ul style="list-style-type: none"> - 4 Level 1 checks - 2 Level 1 checks and 1 Level 2 check - 2 Level 2 checks
Yellow	Stay Focused	<i>Any combination of Level 1 & Level 2 checks adding up to 5 - 9 negative points.</i>
Red	Time to Reset	<i>Any combination of Level 2 & Level 2 checks adding up to 10 or more negative points.</i>
Orange	Stay Safe	<i>Any number of Level 3 checks.</i>

DeansList

DeansList is the system used by our school to communicate important information about your student’s progress. All KIPPstars, checks, and end of day colors are recorded in Dean’s list daily. Every Friday students will receive a report to share with families to see how they’re doing throughout the week. The report will include information about behavior and attendance. Teachers will use this system to input behavior information by 4:30 pm each day. Many school, grade, and individual incentives are tied to high behavior reports. Be sure to ask your student for this every Friday! You will also be able to access this report through an online caregiver portal.

Birthday Celebrations

KACPE along with families love to celebrate the lives of our small humans. On each student’s birthday we announce their name over the PA system, give them a birthday prize/treat, and students have some special time and acknowledgement in their homeroom classrooms.

Families will be asked to limit their items to the following:

- One classroom set of juices or water bottles
- Individualized edible birthday treats; they must be store purchased and individually prepared/wrapped. (Please inform families if there are students with allergies so they can purchase treats accordingly. We do not want any child left out. For example, students may be non-dairy or gluten free.)
- Balloons, flowers, and other individualized items will not be permitted; if delivered, parents will be asked to pick them up for the student and the items will be kept in the front office.
- No gifts nor party favors can be distributed to students in class on the occasion of a birthday

***This list is not meant to be all inclusive but to support parents identifying items that can be brought in for celebration

Examples	Non-Examples
<ul style="list-style-type: none"> ● Fruit cups ● Fruit snacks ● Cupcakes - store bought ● Cookies - store bought ● Cake pops ● Candy (starburst, skittles, sour patch kids) ● Juice boxes ● donuts 	<ul style="list-style-type: none"> ● Birthday Cakes ● Toys (yo-yos, bracelets, journals, pencils, pens, etc.) ● Pizza ● Catered meal or buffet style meal or snack ● Homemade food items

Classroom celebrations are allowed during non-instructional times such as recess. Lunch time is not an allowable time for these celebrations as all students are required to go to the cafeteria and have the option of a lunch offering. One to two parents are allowed to join the student classroom or recess birthday celebration. Please inform the operations team if a parent reaches out and schedules a celebration.

Parent Involvement

Accessing School systems

All families will be onboarded to all school systems on the Family Orientation night each year. Below is a list of the school systems that are used at KACPE. Students are able to access all relevant school applications through their clever page and the provided QR code and sign-in instructions

System	Purpose

DeansList	Online platform that all caregivers can use to access the daily students report. It is also used by teachers and staff to send out communication via text and/or email.
PikMyKid	An app that facilitates our dismissal process. PikMyKid houses all transportation for dismissal each day. Caregivers can access PikMyKid in order to change their KIPPster's mode of transportation.
Clever	An app that students can access in order to engage with relevant academic content
Accelerated Reader	An independent reading program for 2nd-4th grade students that awards points for their ability to answer comprehension questions on books they have read
Imagine Learning	This is an reading based app that supports language and reading development
Zearn	This is a math based application that supports learning and is aligned to the core curriculum Eureka Squared

Communication Expectations - School and Family

Communicating Between Home & School

Communication to caregivers/guardians regarding student grades and academic progress may include, but is not limited to:

- Sending home student work and additional student practice items
- DeansList Behavior Reports
- Phone Calls/Texts/Emails
- Conferences
- Mid-quarter progress reports
- Report Cards
- Progress Monitoring Reports (as applicable for students in tiered services)
- IEP Progress Reports (for students serviced by Special Education)

Communication Methods

KACPE is committed to communicating with families through a range of formal and information channels. You can expect the following communications from our school community:

- Bi-weekly school newsletter
- Ongoing updates on the KACPE Family Website
- Daily behavior reports on DeansList
- Weekly Behavior report sent home
- Bi-weekly Progress Reports
- Quarterly Report Cards

In addition, you may reach out directly to your KIPPster’s homeroom teachers by phone, text or email between the hours of 3:30pm-5:00pm, please allow 24 hours for a response. You may also call the main office anytime between 7:30a-4:30pm.

Sending Home Student Work

Sending home student work is an important way for KACPE teachers and staff to give caregivers an insight into the type of work their students are doing daily and how they are progressing through daily lesson objectives. Each student will be given a “student work” take home folder. Current student work will be sent home each week. Caregivers will be expected to keep and review the student work. Caregivers are encouraged to reach out with questions, comments or concerns that arise. Student work that is required to be sent home includes:

- Mid-Module and Module Assessments
- Performance letters after MAP and mClass benchmarking periods

Family Engagement Policy & Family Compact/Commitment

Family Engagement Policy

Our goal at KIPP Antioch College Prep Elementary is for our families to participate in our school community. This will ensure KIPP Antioch College Prep Elementary collaborates with parents in developing the family engagement policy.

KIPP Antioch College Prep Elementary 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.

JOINTLY DEVELOPED

KIPP Antioch College Prep Elementary 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 Antioch College Prep 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 Antioch College Prep will hold its Annual Title I meeting during the fall of each school.

COMMUNICATIONS

KIPP Antioch College Prep 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 Antioch College Prep Elementary will send out a calendar at the beginning of the year with school events.
- KIPP Antioch College Prep Elementary will send out a monthly newsletter.
- KIPP Antioch College Prep will attempt to schedule meetings/events to accommodate parents' schedules in order to maximize attendance.
- Written communication will be translated for families to understand.
- Progress reports and behavior reports
- Periodic calls from teachers and staff on student progress
- Updates on the school website and Facebook page
- Academic data caregiver conversations
- caregiver-teacher conferences in the fall and spring semesters

Family Compact/Commitment

KIPP Antioch College Prep Elementary 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 climbing the mountain to and through college in the following ways, while a student at KIPP Antioch College Prep Elementary:

- I will arrive at school between 7:40-8:00 a.m. and remain at school until 3:10 p.m. every day.
- If I miss a day of school I will complete all required make up work.
- I will wear the KIPP Antioch 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 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.

- As a member of the KIPP team and family, I will work every day to live out the KIPP Antioch College Prep Elementary values of excellence, courage, growth, and team.

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

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' families.
- 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 Nashville both on and off campus and speak positively of my students, parents, and teammates.
- I will work to uphold the KIPP Antioch College Prep Elementary core values.

Parent/Guardians Compact: I commit to helping my child climb the mountain to and through college in the following ways, while a student at KIPP Antioch College Prep Elementary:

- I will make sure my child arrives at school between 7:40-8:00 a.m. and is picked up by 3:35 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 Antioch College Prep Elementary uniform to school every day.
- I will ensure my child completes his/her homework and make sure he/she is prepared for school the next day.
- I will take responsibility for my child's actions. I will ensure that he/she serves all consequences.
- 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.
- I will attend all required caregiver meetings and conferences and return all calls from the school within 24 hours.
- I will read and respond to all communication from the school, as needed.
- I will make sure my contact information (address, phone number, and emergency contact) is accurate and update it whenever necessary.

- I will work to help my child follow the KIPP Antioch College Prep Elementary values of excellence, courage, growth, and team.

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

COORDINATION OF SERVICES

KIPP Antioch College Prep Elementary 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 Antioch College Prep Elementary 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.

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

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

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 Antioch College Prep Elementary School Specific Student & Family Handbook.

Student's Name (First and Last):

Parent/Guardian Printed Name:

Parent/Guardian Signature: _____ Date: _____