

23-24



KIRKPATRICK ELEMENTARY SCHOOL

STUDENT & FAMILY HANDBOOK

2023-2024

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Welcome

Hello KIPP Kirkpatrick Students and Families!

Welcome to the 2023-2024 school year! We are about to embark on an educational journey with you and your students. We are rolling into year 8 of KIPP Kirkpatrick Elementary School (KIRKPATRICK)! For the past 3 weeks staff has participated in Professional Development where they sharpened their educational tools and prepared for a school year that is unprecedented. Teachers have had time to practice lessons and received feedback to ensure your children receive the very best of everyone in our building.

This year we will be all about getting better and growing as a school community/partnership in our work! Staff has come together to dive deep in this year's priorities and vision around relationships, high expectations, high rigor, and collaboration with our school team, as well as our larger KIPP Nashville family. Our original commitment to positively impact ALL students that enter our doors has repeatedly taken place year after year. We are a school that was founded on LOVE, academics, and character building; our foundation remains true. Today, 8 years later, we continue and are fully committed to seeing that commitment through with all of you.

At KIPP Kirkpatrick, we will continue to love your children while pushing them to be their best academically and socially. We will continue to meet them where they are and encourage them to own their learning. We want to foster in them our core values: bravery, curiosity, integrity, joy, love, patience, and persistence. We will also assist in the journey of our KIPPsters becoming our future world leaders. I cannot tell you how excited we are about this year. I, along with everyone in this building, am committed to each one of your children. I can commit to you that the KIPP Kirkpatrick staff will be intellectually prepared, will always maintain professionalism, and will be held accountable. I will run a school where everyone that enters our doors will be held to a high standard. All of these skills and standards combined equates to EXCELLENCE, and that is exactly what our KIPPsters deserve. We are what EXCELLENCE is!

Sincerely,

Tiffany Potter
Principal

School's Core Values



Love | caring for and treating each other like family

Bravery | doing something even though we may feel worried or scared about how it will go, taking a risk

Joy | having fun and enjoying what we do

Curiosity | a desire to know or learn

Patience | accepting that we are on a journey and giving ourselves and others grace to be imperfect along the way

Persistence | trying my best and not giving up, even when something is challenging

Integrity | doing the right thing, even when no one is watching

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: 1000 Sevier Street
Nashville, TN 37206

Main Office Number: 615-989-9963

School Email: kippkirk@kippnashville.org

Social Media:

- Facebook: @kippkirkpatrickelementaryschool
- Instagram: @kipp_kirkpatrick

Staff Contact Information

To view all staff contraction information click [HERE](#).

School Hours

- 7:45am- Doors open
- 3:30pm- Dismissal

School Schedule

- 7:45am- Doors open
- 3:30pm- Dismissal

- Lunch and recess times vary by grade level. Check in with your students' homeroom teacher for a detailed daily schedule.

Academic Calendar

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

Important Dates/Calendar

School will provide a newsletter to families with important dates/events for students.

Arrival & Dismissal Information

Arrival Procedures

Arrival is between 7:45am-8:00am. It is very important that all students arrive on time and ready to learn. Parents are expected to bring their student to school if they are walkers or car riders. Parents must take their students to the bus stop as well.

Student Dismissal

Kirkpatrick dismisses for the day at 3:30pm. Families may opt into after school programs or clubs that take place after school hours. Signed permission is required in order for students to stay.

Bathroom policy/hall passes

The hand signal for a student who needs to use the bathroom will be to raise his or her hand in an "R" in American Sign Language. Students can go to the bathroom at the teacher's discretion when necessary throughout the day.

We ask parents to notify the school if their child has unique needs regarding use of the restroom so that we can plan ahead for any medical needs. A doctor's note is required so that we can follow medical guidance.

Classroom visitor procedure

All classroom visits will be scheduled with the teacher and administrator in advance of the visit. If you would like to schedule an appointment please reach out to your student's teacher.

Student supply expectations (locker, binders, calculators)

All students are required to purchase the following for the 23-24 school year

- #2 Pencils (48 total)
- Ticonderoga Pencils (KG Only- 2 Packs of 12)
- Composition Notebooks (4)
- Crayons (24 count)
- Erasers (4)
- Pencil Sharpener (1 personal sharpener)
- Highlighters (4)
- Clorox Wipes (2)
- Kleenex (2)
- Band-aids (1 box of 100)
- Hand sanitizer (2 bottles)
- Gallon Ziplock Bags (1 pack of 12)
- Dry Erase Markers (4 pack)
- Glue Sticks (4 pack)
- Markers (1 pack of 12)
- Pencil Pouch (1)

Uniform policy

Our dress code requires that all KIPPsters wear uniforms – no exceptions. 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 KIPPsters must adhere to the dress code guidelines just as members of a sports team are required to wear a uniform to show their strength in unity, so too are KIPPsters of the KIPP Kirkpatrick School team. When you look at a group of students in the KIPP Kirkpatrick uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the KIPP Kirkpatrick uniform; they are agreeing to live up to the school’s high expectations. Uniforms look professional. Students look neat when they arrive at school with shirts tucked into their khaki pants. The students come mentally prepared for school and “dressed for work.”

- Mon-Thurs Uniform basic guidelines: khaki, blue, or black pants, belt, blue KIPP polo, navy or gray KIPP sweatshirt, closed toed shoes
- Fri Uniform basic guidelines: khaki pants, any KIPP or college shirt, any KIPP sweatshirt, close toed shoes
- *Note: if uniform guidelines change for specific days throughout the year, we will communicate directly to families in advance

Families can purchase uniform items on the JBDesigns website (Link: <https://shop2.jbdesigns.com/collections/kippkirk>).

Late Pick Ups

Students are considered late pickup at 4:00 PM. Late students will be held in the auditorium. If you are expected to be late for pickup, call the front office to notify us and update us with an expected arrival time. Late pickups will be tracked and when they become excessive will schedule a meeting with the family to explore alternative options. Any student(s) left at the school beyond 4:30 PM will be subject to a DCS call if no prior communication has been received.

Notification of transportation changes

All student transportation changes must be communicated to the front office no later than 3:00 PM daily. This allows the front office to communicate with teachers as well as transportation leads that the students normal dismissal plan has been changed. If the change did not come through the front office from an adult listed on the students safety sheet we will not honor the change. Our front office number is 615-989-9963.

Personal belongings

Students are not permitted to have purses, phones, CD players, iPods, toys, or games out at school. If a student has any of these out of their backpack or cubby, they will be taken by the teacher and only returned to the parents. If an item is for show and tell, please contact your child's homeroom teacher to confirm that the item in question is supposed to be brought to school.

Academic Program

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

Students may sign up to join clubs with parent permission. Schedules and guidelines are created by the owning staff member. We currently offer the following clubs and sports at KIPP Kirkpatrick:

- Cheerleading
- Step Team
- Basketball
- Soccer
- Book Club'
- Choir

Before/After School Programs

Before and after school programs are offered to families that need extended care. Our current after school partners are below. Contact the main office to

- J.C. Movement
- Martha O'Brian
- Kirkpatrick Center

Athletic/After school eligibility

Please check with the Director of Operations for information on after school programs.

Cheating and plagiarism policy

Students are expected to create their own work and use their own brain to show what they know. Any instance of cheating, plagiarism or representing someone else's work as their own will be handled as a level 3 behavior as outlined in our Culture Plan. Students will also be expected to re-do the assignment to demonstrate that it is solely their work.

Homework policy

KIPP Kirkpatrick knows working on academics at home is important. Completing assigned homework and reading with your student each night will ensure your KIPPster retains the skills taught in class.

Kindergarten to 2nd Grade

In Kindergarten, 1st grade and 2nd grade, homework is assigned on a weekly basis. A weekly homework packet will be sent home on Monday. The completed packet is due the following Monday. Additional homework assignments will be sent home during long breaks. For example, students will receive homework packets to complete over Fall Break, Thanksgiving Break, Winter Break and Spring Break.

3rd and 4th Grade

In 3rd and 4th grades, homework will be sent home daily. Completed homework pages are due the following morning. Friday night homework is due on Monday morning. Students will receive ELA and

math homework every night, as well as either science or social studies homework following the science/social studies class students had in their schedule that school day.

Honor Roll/Dean's List

Students in 3rd and 4th grade who achieve grades of all A's and B's for a quarter in each of their content classes (Math, ELA, Science and Social Studies) will be recognized as earning a spot on the KIPP Kirkpatrick Honor Roll. This recognition will be celebrated at the end of each quarter at a Whole School Celebration.

Students in 3rd and 4th grade who achieve grades of all A's for a quarter in each of their content classes (Math, ELA, Science and Social Studies) will be recognized as earning a spot on the KIPP Kirkpatrick Dean's List. This recognition will be celebrated at the end of each quarter at a Whole School Celebration.

Makeup work policy

In general, classwork and homework assignments missed by students while they are absent are not required to be made-up. Classwork and homework assignments are closely linked to lessons taught that day. If the missed classwork or homework assignment was supposed to be graded, teachers should grade a different and comparable classwork or homework assignment as a substitute for the missed assignment. There may be times when a classwork assignment does not have an easily comparable piece of work to grade (ex. presentation, investigation, etc). In this situation, a student who was absent should be allowed the opportunity to make up the assignment within seven days of the absence. When this is not possible (ex. an investigation with complex materials), the student should receive an "excused" in the gradebook.

If a student is absent the day an assessment is administered, teachers must administer the missed assessment within seven school days of the student's absence. In accordance with the regular grading policies, the made up assessment should be graded and the assessment score entered into grade level trackers within three days of the completion of the assessment. In general, assessment retakes are not provided for students for the purpose of students attempting to improve their grade. The assessment is meant to capture the level of student mastery on the day it was given. In rare situations, teachers and managers may determine that a retake is necessary given a student's circumstances in order to get a more accurate score.

Student Culture and Conduct

Culture systems

We believe in developing the whole child—your KIPPster will grow academically, socially, and emotionally at KIPP. In order to foster this growth, it is vital that we ensure a consistently calm, safe, and positive classroom environment.

To establish and maintain a school culture that promotes learning and respect for self and others, we have created a behavior communication system that all members of our community uphold, both inside and outside of school. This system holds KIPPsters accountable for following teacher directions, actively listening during instruction, and showing respect to both adults and other KIPPsters. We start the year by explaining to KIPPsters not only what our behavior expectations are, but also why it is important to our school community, since we want KIPPsters to develop ownership over their conduct.

Student Behavior Information

The KIPP Kirkpatrick 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.

Safe, calm classrooms and student discipline are fundamental to learning at KIPP Kirkpatrick. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a secure environment in which to learn. Our policy is that a safe environment conducive to learning shall be maintained at school in order to provide an equal and appropriate educational opportunity for all students.

Classroom behavior that interferes with learning and is counter to creating a positive community will be addressed to ensure students are learning positive behavior that will set them up to be successful in school for the long term. All disruptive and off task behavior will be addressed proactively and reactively using the following best practices:

- - Setting clear expectations
 - Co-creating rules with students
 - Reinforcing, reminding, and redirecting language from teachers
 - Support to calm down when student is emotionally dysregulated
 - Logical consequences for actions including break it-fix it, mess it-clean it, and strategies to repair harm caused to relationships
 - Time-out in a Quiet Space to regain self-control
 - Collaborative problem solving conversations

- Loss of incentives (recess, field trips, etc...)
- Time with our behavioral specialists
- Calling parents/guardians to discuss successes and challenge

Birthday Celebrations

The staff of KIPP Kirkpatrick recognizes the importance of birthdays in a child's life and will do our best to make each students' birthday special. In that regard, the class will honor student birthdays during their morning meeting, with the exception being students who do not celebrate birthdays for cultural or religious reasons.

If a parent wishes to celebrate their child's birthday at school, these guidelines must be followed:

- Parents must give the teacher at least one week's notice.
- Birthday items arriving without notice may be kept in the front office for the teacher to pick up when it will not distract from learning.
- Birthday treats will only be served when it is convenient for the class schedule that day. This will most often happen at lunch or during closing circle activities at the end of the day (3:15pm).

Parent Involvement

Accessing School systems

The Dean of Culture can provide parents with instructions on accessing specific systems.

Communication Expectations - School and Family

KIPP Kirkpatrick is committed to communicating with families through a range of formal and information channels.

In addition to our weekly communication folders, you may reach out directly to your KIPPster's homeroom teachers by phone, text or email between the hours of 3:30p-6:00p. You may also call the main office anytime between 7:45am-4:00pm.

We pride ourselves on remaining in frequent contact with our families and love to do so to ensure that they are well informed about their students' academic and behavioral progress. We too believe that in order for a student to be successful, it takes a village and true partnership. We expect families to respond to communication within 24 hours (unless urgent) and attend all meetings and events throughout the year. We keep our contact information updated on our school site as well as in the main office for family use. Families are encouraged to reach out to our teachers and staff as needed by phone or via email.

Family Engagement Policy & Family Compact/Commitment

Family Engagement Policy

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

KIPP Kirkpatrick 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.

In support of strengthening student academic achievement, KIPP Kirkpatrick 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).

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 Kirkpatrick will provide the school parent and family engagement policy to parents multiple times a year.

JOINTLY DEVELOPED

KIPP Kirkpatrick 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 Kirkpatrick 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 Kirkpatrick will hold its Annual Title I meeting during the fall of each school.

COMMUNICATIONS

KIPP Kirkpatrick 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 Kirkpatrick will send out a calendar at the beginning of the year with school events.
- KIPP Kirkpatrick will send out a monthly newsletter.
- KIPP Kirkpatrick 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 Kirkpatrick 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 working in the following ways, while a student at KIPP Kirkpatrick:

- I will be present.
- I will come to school every day on time.
- I will be prepared.
- I will work hard so I can learn and I will never give up.
- I will know my learning goals and where I am on the path to achieving them.
- I will do my homework and read at least 20 minutes/night.
- I will wear the school uniform every day.
- I will be protective of my own education and my school community.

- I will be nice to my teammates and teachers and fix it if I make a mistake.
- I will follow my teachers' instructions and I will act with school values at all times.

Staff: I fully commit to KIPP Kirkpatrick in the following ways:

- I will be present.
- I will arrive at KIPP Kirkpatrick Elementary School every day by 7:25am, By 7:15 on Mondays and Fridays.
- I will remain at KIPP Kirkpatrick Elementary School until our last commitment of the day ends.
- I will participate in any weekend or evening programming for students and families (open house, back to school night, family conferences, celebrations, etc.) that is required.
- I will be prepared.
- I will always teach in the best way we know how and we will do *whatever it takes* for our students to learn.
- I will keep families informed by providing frequent reports on their child's progress.
- I will follow the KIPP Kirkpatrick staff dress code and adhere to all staff expectations.
- I will be protective of my students, my families, and my school community.
- I will always make myself available to students, parents, and any concerns they might have.
- I will always do my best to make sure our students and parents feel valued and respected.
- I will always protect the safety, interests, and rights of all individuals in the classroom.

Parents/Guardians: We fully commit to KIPP Kirkpatrick in the following ways:

- We will make sure our student arrives at KIPP Kirkpatrick every day before 7:50 a.m. (Mon. - Fri.).
- We will make arrangements so our student can remain at KIPP Kirkpatrick until 3:30 p.m. (Mon. - Fri.).
- We will allow our student to go on KIPP Kirkpatrick field trips.
- We will make arrangements to attend report card conferences and school wide special events and evening programming.
- We will always help our student in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our student's homework and sign the communication log (Kinder -2nd Grade) or Daily Agenda (3rd & 4th Grade) every night, call the teacher if there is a problem with the homework, read with him/her every night, and ensure he/she is well-rested each night. This means going to bed early and sleeping through the night.
- We will make sure our student follows the KIPP Kirkpatrick dress code and student code of conduct.
- We will always make ourselves available to our student, the school, and any concerns they might have. This also means that if our student is going to miss school, we will notify the office as soon as possible, and we will carefully read all the papers that the school sends home to us.
- We understand that our child must follow the KIPP Kirkpatrick Elementary School rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

We understand that not fulfilling these commitments will result in consequences for our child's academic progress, growth as a student, and his/her privileges at school.

COORDINATION OF SERVICES

KIPP Kirkpatrick 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 Kirkpatrick 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 Kirkpatrick Elementary School, disciplinary consequences, and/or dismissal from KIPP Kirkpatrick Elementary 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 Kirkpatrick Elementary School Specific Student & Family Handbook.

Student's Name (First and Last):

Parent/Guardian Printed Name:

Parent/Guardian Signature: _____ Date: _____

Textbook agreement