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NASHVILLE COLLEGE PREP  
MIDDLE SCHOOL

# STUDENT & FAMILY HANDBOOK

2023-2024

# Table of Contents

<b>Welcome</b>	<b>2</b>
<b>School's Core Values</b>	<b>3</b>
<b>KIPP Phrases</b>	<b>3</b>
<b>School Operations</b>	<b>3</b>
School Contact Information	4
Staff Contact Information	4
School Hours	4
School Schedule	4
Academic Calendar	5
Important Dates/Calendar	5
Arrival & Dismissal Information	5
Bathroom policy/hall passes	6
Classroom visitor procedure	6
Student Cell phone policy	6
Student supply expectations (locker, binders, calculators)	7
Uniform policy	7
Personal belongings	9
<b>Academic Program</b>	<b>9</b>
List of clubs, extracurriculars and after school programs available to students	10
Athletic/After school eligibility	10
Cheating and plagiarism policy	10
Credit recovery/Summer school	11
Homework policy	11
Honor Roll/Dean's List	11
Makeup work policy	12
Agenda expectations	12
<b>Student Culture and Conduct</b>	<b>13</b>
Culture systems	13
Student Behavior Information	13
<b>Parent Involvement</b>	<b>16</b>
Accessing School systems	16
Communication Expectations - School and Family	17
Family Engagement Policy & Family Compact/Commitment	18
<b>Forms/Signatures</b>	<b>23</b>

# Welcome

Dear KNCP Team & Family,

Welcome to the 2023-2024 school year at KNCP! I am so excited that you have chosen to be a part of this team, and I am lucky to have the privilege of working with you in service of our students, their families, and our community.

Last year was definitely POP'n as we pursued our purpose in creating an academically excellent and joyful environment that honored the identities of our teachers, leaders, and families. This year we have an opportunity to make an even larger impact in North Nashville. North Nashville has a rich history and KNCP is crucial in continuing that legacy as we strive to create opportunities for teachers, leaders, and their families. North Nashville served as the seat of the Civil Rights movement in Nashville, and is home to historic institutions like Fisk University, Tennessee State University, Meharry Medical College, and American Baptist College. Institutions like these are a part of the story of our community, and only a few of the resources we can tap to help inspire and empower our leaders.

In 2022 KNCP was a Tennessee Reward School and in 2023 we are striving to be a Tennessee Blue Ribbon school embodying excellence in all spaces. Yes, we will hit the next level of academic achievement, but we will also continue to teach the whole child because we know that development is essential to their lifelong success. This is VERY possible for our students, and together we will walk this journey alongside our students and families.

Each day we have an opportunity to change a life! Looking at each moment with that mindset will help us embrace change and innovation as an opportunity rather than an obligation. Together, we will continue to pursue our purpose while being intentional around purposefully achieving wins. Along the way, we expect great things from ourselves, our students, and their families. As educators, we hold ourselves to the highest standards and remember we are always models for others around us. We will define excellence at every step of the journey, reimagining what is possible. We are all responsible for the outcomes of all our students. Everything we do matters. In choosing to join our team, you are committing to uphold our beliefs and values of KNCP, collaborate with your fellow Tigers, and do whatever it takes for our kids. Thank you for being here, and for engaging in this work. It's time to show them why we are the Pride of the Northside!

I am excited for another phenomenal year!

Yours in service,

Chelby

# School's Core Values

## Core Values

At KNCP, we have four core values that guide our work.



**COMMUNITY  
CENTERED**



**RESULTS  
DRIVEN**



**CHAMPION  
SPIRIT**



**SERVANT  
LEADERSHIP**

We are **Results Driven** - We use data to meet ambitious goals academically and behaviorally.

We are **Community Centered** – We work together as a team to help each other grow and achieve.

We show **Champion Spirit** -We show grit and optimism as we work hard to finish what we start.

We are **Servant Leaders** - We lead by being positive role models in service to our teammates

## 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:** 3410 Knight Drive  
Nashville, TN 37207

**Main Office Number:** 615-986-1465

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

### Social Media:

- Facebook: KIPP Nashville College Prep Middle School
- Instagram: @kippnashvillecollegeprep

## Staff Contact Information

Contact Director of Operations for staff contact information.

## School Hours

Students report at 7:30 am, and are considered tardy if they arrive after 7:55 am. Students dismiss at 3:30 daily.

## School Schedule

The descriptions below detail the parts of the school day at KNCP.

### Student Arrival (7:30 - 7:55 a.m.)

KNCP opens its doors to students at 7:30 a.m. every morning. From 7:30 - 7:55, students are expected to enter the building in uniform and head to homeroom.

### Homeroom (7:30-8:00 a.m.)

Homeroom is a major opportunity to start the day strong and set culture. Students must enter the homeroom in uniform. Each homeroom is assigned one staff member who ensures that attendance is taken, announcements are shared, and students are set-up for a good day.

### Core Academic Classes

Each student has four core academic classes each day. These classes include ELA, Math, Science and Social Studies.

### Intervention

Each student participates in 45 minutes of intervention each day for reading and 30 minutes per day for math. During this time, students receive support targeted at meeting their academic needs.

### **Electives**

Each student has a 45 minute elective class each day. This class is general music in grades 5 and 6, and physical education in grades 7 and 8.

### **Lunch & Recess**

Each student has a 45-minute lunch and recess block each day.

### **Student Dismissal (3:30-3:45 p.m.)**

KNCP dismisses students for the day at 3:30 p.m. No student should be in the hallway after 3:45 p.m. without a pass.

## **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**

We believe a consistent and structured arrival process helps set the tone for the day. Arrival begins when doors open at 7:30 am. Students who are car riders enter the building through the back entrance, and are greeted by a staff member who also conducts a uniform check. We ask that all caregivers follow the traffic lanes and 5 mph speed limit in our parking lot, as we work to ensure the safety of our students and families. The car rider door closes at 7:55 am and any student arriving after this time must be signed in as tardy through the front office. We hold tight to this time so that students are not missed when taking attendance.

Students who are bus riders enter the building through the bus rider entrance, located in the front of the building, starting at 7:30am. Students are greeted by a staff member who also conducts a uniform check.

### **Dismissal**

We believe a consistent and structured dismissal procedure helps to bridge the gap between school and home and ensure all our students arrive home safely. Dismissal begins at 3:30 pm, for both car and bus riders. All students receive two car rider decals to be placed on the dashboard of the car of the caregiver picking up a student. More decals can be requested by emailing [KNCP@kippnashville.org](mailto:KNCP@kippnashville.org). Caregivers are

asked to stay in their cars and follow all traffic rules in our parking lot to ensure a safe dismissal of students.

Students who are bus riders load their assigned bus and depart the campus by 3:35pm.

If a student's dismissal method changes throughout the day, caregivers may call the front office and request a dismissal change. These must be submitted prior to 1:00pm, to ensure proper communication to the student's homeroom teacher.

## **Bathroom policy/hall passes**

At KNCP, our bathroom policy is intended to ensure that students' needs are met and that they are not missing important parts of instruction. We have hall policies and bathroom policies to support this.

### **Bathroom**

Students are allowed to use the restroom each day during homeroom and at lunch. Additionally, students are allowed one trip from their morning classes and one trip from their afternoon classes. If your student has a medical note for restroom use, please send that information to school so our teachers can respond appropriately.

### **Hall Passes**

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 teacher gives him a hall pass to carry. Only one student is allowed out of a homeroom at any given time.

## **Classroom visitor procedure**

Contact Director of Operations for classroom visitor procedures.

## **Student Cell phone policy**

At KNCP, we allow students to bring their cell phones to school because many students use them to communicate with parents on the way to and from the school bus and they are a safety tool. At the start of the year, families are required to complete a form signing off on our cell phone policy and indicating whether or not their student brings a phone to school. Students are required to secure phones in our cell phone bin in the morning during homeroom. Bins and Office Folders are collected by a student designee (per grade level) and brought to the main office; they are picked up by 3:15 p.m. each afternoon. Students are never to use their cell phones in school and are not permitted to carry them on their person throughout the day.

### **Cell Phone Confiscation Procedure**

If a student has a cell phone on them or uses their cell phone, they will receive a Level 3 deduction for an electronics violation and the phone will be confiscated and placed in a safe. Caregivers will be notified if a cell phone has been confiscated, cell phones can be picked up from the main office during school hours 7:30am-4:30pm.

## **Student supply expectations (locker, binders, calculators)**

### **Student Supplies**

All students should have the following supplies with them every day at KNCP:

- Sharpened #2 wooden pencils or mechanical pencils - x10
- Big pink erasers - x2
- Highlighter - x1
- Black or Blue Pen (other colors are not allowed) x1

The following items are supplied by KIPP Nashville College Prep for every student. It is required that they use these items. They will be handed out the first day of school in August, and expectations will be shared with students. Supplies will be checked throughout the year and students receive paycheck dollars associated with supplies.

- KNCP Agenda Book
- Homework Folder
- 2-inch Binder & tabs
- Pencil Pouch
- Headphones\*
- Class supplies as needed

\*If a student prefers to use his/her personal headphones, they can bring them to school for daily use. AirPods are not allowed.

## **Uniform policy**

Having students wear a uniform increases their understanding of the importance of team and the power their team brings to their success in climbing the mountain to college, career and beyond. It is very important for our students to look neat and professional. Students are expected to be in proper uniform at all times.



The KNCP student uniform consists of:

<b>Uniform Item</b>	<b>Details</b>
<b>KNCP orange polo shirt</b>	<ul style="list-style-type: none"> <li>● KNCP polo shirts are available in both short sleeve and long sleeve options.</li> <li>● The first KNCP polo shirt for new students is free at the beginning of the school year. Extra shirts can be purchased from our online vendor at <a href="http://kipnncp.jbdesigns.com">kipnncp.jbdesigns.com</a></li> <li>● KNCP shirts must remain unaltered. Shirts with drawings or markings must be replaced.</li> </ul>
<b>Tan, Black or Navy khaki-style bottoms</b>	<ul style="list-style-type: none"> <li>● Bottoms must be khaki style pants in either khaki, black or navy color.</li> <li>● Bottoms may be pants, capri pants, shorts, skorts, jumpers, or skirts.</li> <li>● Bottoms must be loose fitting and comfortable; however, they may not be sagging.</li> <li>● Designs on pants are not allowed. Joggers are allowed.</li> <li>● Skirts and shorts must not be shorter than 1 inch above the knee when standing.</li> </ul>
<b>Solid white, black, gray or navy blue undershirt</b>	<ul style="list-style-type: none"> <li>● Undershirts may be short or long-sleeved.</li> <li>● Undershirts may not have hoods.</li> </ul>
<b>Flat, Closed-toe, Closed-heel Shoes</b>	<ul style="list-style-type: none"> <li>● Shoes must be flat and include a closed-toe and closed-heel.</li> <li>● Shoes may be tennis shoes, flats, flat boots below the knee, or dress shoes.</li> <li>● Shoes may not be sandals, heels, or wedges (even on free dress days).</li> <li>● Please note that 7th and 8th grade students have Physical Education class daily and should bring tennis shoes to wear for class if they choose to wear other shoes to school.</li> </ul>
<b>Solid black or brown belt</b>	<ul style="list-style-type: none"> <li>● Belts must be worn if pants, shorts, skirts etc. have belt loops.</li> <li>● Belts may not have color designs.</li> </ul>
<b>KNCP Pullover Sweatshirt (optional)</b>	<ul style="list-style-type: none"> <li>● KNCP navy blue pullovers are available for purchase from our online vendor at <a href="http://kipnncp.jbdesigns.com">kipnncp.jbdesigns.com</a>. They are available in crewneck and half-zip options.</li> <li>● If a student chooses not to purchase a sweatshirt, he or she may wear a long-sleeve white, black, gray or navy blue shirt under the polo.</li> <li>● Personal sweaters or jackets over the KIPP shirt are not allowed to be worn during the school day. They can be worn to school but then stored during class.</li> <li>● KIPP hoodies (earned through various activities) are allowed if earned.</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>● Students are allowed to wear one necklace that does not go lower than the top button on the polo shirt.</li> <li>● Students are allowed to wear post earrings no larger than a dime.</li> <li>● Students are allowed to wear a watch. It may not be a smart watch that transmits text messages.</li> <li>● Students may not wear hats or caps in the building.</li> <li>● Students may carry a purse or a fanny pack no larger than 6 inches x 12 inches. Purses must have a shoulder strap and must be able to fit in their desk. Large handle bags are not allowed.</li> </ul>

Please note that ongoing and repeated uniform issues may result in more significant consequences. We are happy to work with parents to solve problems with uniform access to prevent this issue.

## Personal belongings

No items other than those used for learning are permitted at school. To ensure students stay focused on their academics while at school, the following items are not allowed on campus:

- Toy weapons or unauthorized manipulatives (i.e. stuffed animals, dolls, action figures, Legos, etc.)
- Any illegal substance
- Gum
- Slime
- Tablets and game electronics
- Airpods/wireless headphones

The school reserves the right to add to this list.

Students are not allowed to bring extra items to school to sell. If a student is involved in a club or activity and has a fundraising activity, please contact the office for permission to sell items at school (i.e. girl scout cookies, etc.)

Students keep all backpacks and coats in bins in their homeroom classes. Students visit these bins during morning and afternoon homeroom only. All personal belongings must be kept in their backpacks. The school is not responsible for items lost or stolen. It is at the discretion of a family to allow students to bring personal belongings to school. The school also has the right to search backpacks at any time if there is suspicion of an infraction that could cause harm to others in the school. Any searches must be completed by members of the leadership team. If a student brings their own lunch to school, this will be stored in the homeroom lunch bin and taken to the cafeteria at lunch time. No student is permitted to go back to their homeroom during lunch for missing items.

## Academic Program

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

KNCP offers athletics and after school programming. Participation is voluntary. Students are required to meet the same expectations required during the school day. If students do not meet expectations repeatedly during after school programming, they may be removed from the activity. For the 2022- 2023 school year, these activities include: Boys & Girls Soccer, Boys & Girls Track, Boys & Girls Basketball, Cheer, Step, Leaders' Council, Yearbook, Band and after school tutoring. More information will be sent home about these activities via the school newsletter throughout the year. Please note that all official middle school sports are for students in grades 6 - 8.

### Athletic/After school eligibility

KNCP follows the same athletic activity eligibility policy as TMSSA . The minimum eligibility requirement established by this policy is that a student shall have made a passing grade the preceding semester in at least 70% of the subjects taken or their equivalency. Any student permitted to attend a Metro School is eligible to participate in athletics provided he/she meets all eligibility requirements. Students remain eligible, become eligible, or become ineligible on the first day of the new semester.

### Cheating and plagiarism policy

Cheating is a serious offense. If a student copies another student's work/homework or if a student gives another student his/her work/homework, it is considered cheating. Unless a staff member has given the student permission to complete assignments with a teammate(s), all assignments must be completed independently. Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work. This is also not allowed and will result in a consequence.

When a teacher discovers that a student has cheated or plagiarized on a test, quiz, or other class or homework assignment, the teacher will notify the student's parents/guardians and the principal, it is a \$3 deduction/detention, and a grade of zero will be given to the student on the assignment. Receipt of a zero due to cheating or plagiarism removes any opportunity for make-up assignments. The zero cannot

be dropped at any time. Cheating and plagiarism may be grounds for suspension depending on the frequency of occurrences.

## Credit recovery/Summer school

### Homework policy

#### Overview

Students will have homework each night, but they will not have homework in every subject every night. This is intended to ensure that the quality of assignments given and the accuracy of work completed is excellent for all assignments. At KNCP we value homework that is checked for completion and accuracy each time it is turned in to be graded for accuracy. This system builds habits for students to learn independent work skills to prepare for high school, college, and beyond. With fewer assignments, teachers can ensure the accuracy and number of leaders' submissions is aimed towards mastery of the assignment and better hold students accountable of the importance of homework nightly. Teachers will have assigned days for homework. Students will receive ELA homework every night, Math, Science and Social Studies homework twice a week. Assigned homework days are listed below:

Grade Level	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5-8	ELA, Math, Music*	ELA, SS, Science	ELA, Math	ELA, SS, Science	ELA

Homework is aligned to either new standards or standards that are being spiraled in for review. Homework is checked for completion and accuracy each time it is turned in, and is graded for accuracy. This system builds habits for students to learn independent work skills to prepare for high school, college, and beyond.

If a student needs help on homework, h/she can call a teacher up until 8 p.m. on any given weekday. Students are encouraged to do this in order to be proactive and get help when they need it.

### Honor Roll/Dean's List

An important part of our mission at KIPP Nashville College Prep is to prepare our students for college, and in order to do that, we feel it is important to expose them to the language of academia. Therefore, in our efforts to do this, we have arranged our honor system in a manner similar to that of elite high schools and the university system. Our honor roll is divided into 3 categories: Cum Laude, Magna Cum Laude, and Summa Cum Laude. Students receiving Summa Cum Laude earn an average of 95% or higher across all of their core classes with at least an 80% in each core class and pass all of their elective classes. Students receiving Magna Cum Laude earn an average of 90% or higher across all of their core classes

with at least an 80% in each core class and pass all of their elective classes. Students receiving Cum Laude earn an average of 85% or higher across all of their core classes with at least an 80% in each core class and pass all of their elective classes.

## **Makeup work policy**

Following an absence, students are expected to return to school with the homework completed that was assigned the day before the absence. For example, a student is absent on Tuesday. When the student returns on Wednesday, homework from Monday night should be completed and turned in to each teacher. Students who return from an absence and do not submit the assignments due the day they were absent will receive the same consequences for missing homework.

Students have the number of days that they were absent to complete make-up work missed during an absence. Make-up work is stored in uniform bins in classrooms for one week. It is the student's responsibility to get their work from the bin and complete their work. It is possible that a student is not able to complete all work missed during an absence because s/he was not present in class. In these cases, the teacher should provide clear expectations as to what work should be completed and submitted. When the teacher enters the grades in the gradebook, missing work should be entered as "mi" which will count as a 50%. It will remain a missing assignment in the gradebook unless the student turns in their work within the week. Work that is entered in the gradebook but was not required from a certain student due to an absence should be marked as "excused".

In some circumstances, a parent is aware of an upcoming absence prior to the day of the absence (for a funeral, etc.) and may request work ahead of time. Teachers may provide the work, but are not obligated to do so.

In extreme circumstances, such as an extended hospitalization, the administration will extend the deadline for work assigned during the student's absence. Parents are highly encouraged to work with teachers to help students develop a plan to check on missed assignments and submit missed work.

## **Agenda expectations**

All students receive a KNCP agenda at the start of each year. The goal of agendas is to teach students a system that can be applied/used later – this includes daily use, and long term planning (writing in assessments or project due dates, etc.) Students have the end of each class to write down their homework from the board into their agenda, and this is a part of the last five routines in every class. Agendas must be signed every night and checked every morning in the homeroom – deductions are given if they are not filled out fully and/or signed.

# Student Culture and Conduct

## Culture systems

### Student Behavior Information

The paycheck system is designed to provide feedback to students and families around school-wide expectations. Using the paycheck, we are able to consistently hold students accountable to school expectations, and positively recognize them for good choices. It is also a behavior communication tool that gives the students, their parents, and staff an indication of a student’s behavior during the school day.

Students are given \$100 at the beginning of the pay cycle which is Friday - Thursday. They maintain this amount by meeting school expectations throughout the week. Money can be added or subtracted based on particular behaviors displayed. An ideal paycheck consists of \$80 or higher. The chart below details how students maintain their daily dollars each day:

BONUS OPPORTUNITIES	
Bonus Category	Habit/Method to Earn
Signed Paycheck (\$1)	Students can earn by returning their paycheck the following Tuesday, administered by the homeroom teacher or GLC.
Values Bonus Dollar (\$2)	<p>Students can earn a values bonus dollar for displaying the following <b>core values</b>:</p> <p><b>Results Driven</b></p> <ul style="list-style-type: none"> <li>• Student is noticeably working hard on an assignment.</li> </ul> <p><b>Community Centered</b></p> <ul style="list-style-type: none"> <li>• Student picks up someone else’s litter on the floor</li> </ul> <p><b>Champion Spirit</b></p> <ul style="list-style-type: none"> <li>• Student gets frustrated with a hard task but pushes through to complete it. Displaying resilience.</li> </ul> <p><b>Servant Leader</b></p> <ul style="list-style-type: none"> <li>• Student steps up to not only help the community but also display good character.</li> <li>• Student volunteers to assist the teacher in various ways.</li> </ul> <p>These are given to leaders by teachers when values-driven behavior is noticed; students should not ask for bonus dollars or complete tasks in action for bonus dollars.</p>
KIPP Buck (+5)	At the start of each academic class period <b>daily</b> , teachers should share an <b>academic</b>

	<p><b>habit</b> that they are looking for throughout the class and <b>display it on their board</b>. Examples of this may include: Clear annotations in text, using evidence in explanations and class discussions, making work visible in math class, etc. At the <b>end of class</b>, teachers should recognize <b>three leaders</b> who exemplified the focus academic habit for the day and award “KIPP Bucks” to those students.</p>
<p>Leader of the Month (+10)</p>	<p>Each month, grade levels have an opportunity to recognize one leader who is doing an excellent job. Each month there will be a different criteria for selection, but it can focus on either performance or growth. In addition this leader will earn a certificate and gift card.</p>

DEDUCTIONS	
Attendance	
Missed homeroom (-\$4)	Given in homeroom if a student is absent from homeroom to get their agenda, materials and uniform checked
Tardy (-\$5)	During free transitions for Upper School leaders. They are expected to be in class by the start of class.
Level 1 Deductions (-\$1)	
Signed Agenda	Given if the agenda is incomplete AND/OR is not signed by caregiver
Missing Supplies	Given if a student is missing one of the following during <b>homeroom</b> : Binder, HW folder, Pencil Pouch, Pencil
Unprepared for Class	Given if a student is missing a class specific materials needed during class time.
Missing Homework	<ul style="list-style-type: none"> <li>● Students receive Reading homework each night</li> <li>● Students receive Math and Composition homework two nights per week</li> <li>● Students receive Science and Social Studies homework one time each</li> <li>● Students receive Music homework one time each week (lowschool only)</li> </ul>
Uniform Issue	Leader intentionally has the shirt untucked after being asked to correct it or is wearing a non-uniform item.
Gum/Food/Drink	Having gum, candy, food or drink when unauthorized to do so.
Level 2 Deductions (-\$5)	
<b>Incomplete Uniform</b>	Arrives at school missing a uniform component or with an incorrect uniform component (shoes, belt, pants, shirt)
<b>Disruptive Behavior</b>	This deduction is earned for behavior intentionally intended to get the class off

	<p>track/disrupt others and led to the loss of instructional time, for example:</p> <ul style="list-style-type: none"> <li>● Leader is intentionally makes hissing sounds in an effort to cause disruption.</li> <li>● Repeated calling out for the purpose of gaining attention or interrupting peers.</li> <li>● Repeated leaving the seat without permission.</li> <li>● Repeated talking without permission.</li> <li>● Repeatedly turning around in the seat to engage with peers.</li> </ul>
<b>Off Task/Disengaged</b>	<p>This deduction is earned for behavior that is showing a lack of participation but not necessarily intended to distract others, for example:</p> <ul style="list-style-type: none"> <li>● Leader isn't opening a classwork document, is on another website, or is not following basic directions that are given in class.</li> <li>● Leader is laying down or showing disengaged posture.</li> <li>● Leader is not completing classwork</li> </ul>
<b>Poor Peer Interaction</b>	<p>This deduction is earned for engaging poorly with peers in a way that is not overtly disrespectful, for example:</p> <ul style="list-style-type: none"> <li>● Laughing at/making faces at another leader's answer in a way that would not be considered bullying.</li> <li>● Name calling between peers; i.e. Leader calls peer stupid for getting an answer wrong, causing an argument in a manner that would not be considered bullying.</li> <li>● Arguing over a pencil, a paper, an item - bickering.</li> </ul>
<b>Sleeping</b>	<p>Leader is sleeping or attempting to sleep throughout instructional time. This is its own deduction so that we are able to specifically track and communicate this habit.</p>
<b>Out of Area</b>	<p>Student is in a location where they are not supposed to be, for example:</p> <ul style="list-style-type: none"> <li>● Student goes to the main office to request to use the phone when given permission to go to the restroom.</li> <li>● Student stops by another classroom to ask about homework en route to the restroom (without permission).</li> <li>● Student gets out of their seat without permission</li> </ul>
<b>Restroom Overuse</b>	<p>Student goes to the restroom outside of specified times without a documented medical excuse. Designated times to go to the restroom are during homeroom, once before lunch, during lunch and once after lunch.</p>
<b>Level 3 Deductions (-\$10)</b>	
<b>Inappropriate language/gesture</b>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>● Displaying inappropriate gestures (sticks up middle finger) or drawing images</li> <li>● Use of profanity not directed at another student in a harmful way</li> </ul>
<b>Poor Response to Feedback</b>	<p>Student has an inappropriate verbal response to a directive given by a staff member.</p>
<b>Repeatedly Not-Following Directions</b>	<ul style="list-style-type: none"> <li>● A disruptive or off-task behavior that is not ceasing after several interventions (including a Level 2) have been attempted.</li> <li>● Student continues to receive level 2 deductions for isolated incidents and is not</li> </ul>



	refocusing/resetting when given interventions.
<b>Lack of Integrity</b>	Being untruthful; Claiming work that is not 100% one's own; lying to a teacher; forgery
<b>Prohibited Item</b>	This deduction is earned if a student has an electronic device and uses it during class. <ul style="list-style-type: none"> <li>● Cell phone</li> <li>● Item from Gaming System</li> <li>● Tablet</li> <li>● Air pods</li> <li>● Apple watch/Smart Watch</li> </ul>

**The Reset**

Resets are used for students who have an emotional situation in a classroom and must be removed for a short period of time to regroup. The purpose of a reset is to allow a leader the chance to get him/herself together, reflect on his/her actions, and refocus for class. The goal is to get leaders back into class successfully in as little time possible. If your student is ever reset from class, a teacher will call you that same day to explain what happened.

# Parent Involvement

## Accessing School systems

We provide ongoing access to student behavior and academic data for parents to access throughout the week, and not just on Fridays. Illuminate is our grading system, and allows you to see your child’s grades in real time. DeansList is our culture system, and will allow you to see points earned and lost throughout the week in real time. Please see the information below for how to access these systems.

**Illuminate**

KNCP caregivers are able to register an account in the Illuminate Home Connection Portal. This will allow you to log in and view your student’s up-to-date grades and assessment information. A letter will be provided with your student’s personal information in order to register at the beginning of the school year. Please follow the steps below to register your account:

- Step 1: Verify that the information is correct for your student:School Name, Grade Level,Homeroom, Student First Name and Student Last Name
- Step 2: Go to: <https://kippnashville.illuminatehc.com/login>
- Step 3: Click “Create Account” (This button is colored green)

- Step 4: Complete the registration fields. Then click “Submit”.

### **DeansList**

We use DeansList as the tool to log student paycheck information, as well as to send communication to parents. You will receive information to set up an account to view student daily and weekly behavior through the DeansList platform.

## **Communication Expectations - School and Family**

### **Communication Between Home & School**

KNCP requires parents to be partners in the education of their children. The important task of preparing students for college calls for the school, the student, and the parents to all work together to ensure success. In order to be effective partners, we must communicate. There are several ways that we will communicate with you throughout the year. The following are the structures we have in place to facilitate communication between home and school:

### **Weekly Paychecks**

Every Friday, your child will bring home his/her weekly paycheck and progress report. This paycheck will include a detailed report of your child’s attendance, homework, academic standing, and behavior. Parents must sign their child’s paycheck and return it to school by Monday. If the paycheck is not returned by Tuesday, it will result in a deduction and lunch detention. If a student is absent on Monday, s/he must return the paycheck on the day they return to school. If a student is absent on Friday, they will receive the paycheck the day they return to school and it will be due signed the next day.

### **Weekly Family Newsletters**

Each Monday, we will send home a weekly newsletter by email with important school updates and information for the coming week. Please review this newsletter for important weekly updates.

### **Phone Calls**

We will reach out periodically via phone to share updates, positive news and concerns. We ask that you return teacher phone calls in a timely manner so that we can work together to best support your child. All KNCP teachers and staff provide parents and students with their personal phone numbers in order to provide additional support. These phone numbers can be found at the front of this handbook. You are also welcome to call any of our teachers to discuss any issues related to your student(s). If you or your child are trying to call a teacher, but they do not answer, please leave a message explaining the reason for the call. You or your student may choose to text after leaving a message, but do not place repeated phone calls if a teacher does not answer. If a teacher does not answer his/her cell phone, leave an appropriate voice message, including your name and phone number, and they will return your call within 24 business hours. You may also contact your child’s Grade Level Chair or the Principal if you have an emergency.

## **Emails**

You are welcome to email teachers at your convenience for any questions or concerns, and they will respond within 24 business hours. The email addresses of all staff members can be found at the front of this handbook. Additionally, teachers will send reminders and updates via email periodically. This will include academic emails on Fridays if your child has a failing grade in any class.

## **Family Engagement Policy & Family Compact/Commitment**

### **Family Engagement Policy**

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

KIPP Nashville College Prep 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:

In support of strengthening student academic achievement, KIPP Nashville College Prep 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 Nashville College Prep will provide the school parent and family engagement policy to parents multiple times a year.

**JOINTLY DEVELOPED**

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

**COMMUNICATIONS**

KIPP Nashville 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 Nashville College Prep will send out a calendar at the beginning of the year with school events.
- KIPP Nashville College Prep will send out a monthly newsletter.
- KIPP Nashville 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.

### **Family Compact/Commitment**

KIPP Nashville College Prep 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.

**Student Commitment:** I commit to working toward a choice filled life in the following ways, while a student at KNCP:

- I will arrive at school between 7:30-7:54 a.m. and remain at school until 3:30 p.m. every day.
- I will make sure I only miss school when it is unavoidable and complete all required make up work.
- I will wear the KNCP uniform to school every day.
- I will complete my homework every night and make sure I am prepared for school the next day.
- I will read, sign, and return my paycheck each week.
- I will follow all classroom rules and treat my teammates and teachers with respect at all times as we work to prepare for success in high school, college, and life beyond.
- I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.
- I am responsible for my own achievement. I know that I can succeed with hard work and perseverance.
- As a member of the KIPP team and family, I will work every day to follow the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

**Staff Commitment:** I commit to helping my students on their path toward a choice filled life in the following ways, while a staff member at KNCP:

- I will have outstanding attendance at work.
- I will communicate honestly and respectfully with my students' parents as we partner to prepare their children for success in school, college, and life.
- I will communicate often regarding students' progress.
- I will return all parent phone calls within 24 business hours.
- I will protect the safety, rights, and interests of all students.

- I will help provide students with a high-quality curriculum and instruction in a supportive, effective environment.
- I will hold all students accountable to school-wide expectations and procedures.
- I will hold myself accountable for all students' learning. I will be prepared to teach well-planned and engaging lessons each day.
- I realize that I represent KIPP Nashville both on and off campus. I will speak positively of my students, parents, teammates, and organization.
- I will work to uphold the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

I understand that it is my duty to follow these commitments 100% of the time in order to keep the promises we make to KIPPsters and their families while on the path to and through college.

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 KNCP privileges, disciplinary consequences, and/or dismissal from KIPP Nashville.

**Parent/Guardian Commitment:** I commit to helping my student on their path toward a choice filled life in the following ways, while a parent/guardian at KNCP:

- 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 wears the KNCP uniform to school every day.
- I will ensure my child completes his/her homework, sign his/her agenda each night, and make sure he/she is prepared for school the next day.
- I will take responsibility for my student's actions. I will ensure that he/she serves all consequences, and I will provide transportation if necessary.
- I will support my student's teachers and all KIPP Nashville staff, and communicate honestly and respectfully with them as we prepare my student for success in high school, college, and life beyond.
- I will attend all required parent meetings and conferences and return all calls from the school within 24 hours.
- I will read and sign all weekly communications from the school.
- I will make sure my contact information (address, phone number, and emergency contact) is accurate and update it whenever necessary.
- I will work to help my student follow the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

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

## **COORDINATION OF SERVICES**

KIPP Nashville College Prep 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 Nashville College Prep 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 College Prep Middle School, disciplinary consequences, and/or dismissal from KIPP Nashville College Prep Middle 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 College Prep Middle School Specific Student & Family Handbook.**

Student's Name (First and Last):

\_\_\_\_\_

Parent/Guardian Printed Name:

\_\_\_\_\_

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