

23-24



NASHVILLE COLLEGE PREP
ELEMENTARY SCHOOL

STUDENT & FAMILY HANDBOOK

2023-2024

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Welcome

Dear Parents and Guardians,

Welcome to Kipp Nashville College Prep Elementary School! We are excited and honored to have you as part of our team and family. At KNCPE, we believe that all students from all backgrounds deserve high-quality instruction in a safe and orderly environment every day.

Our goal is to firmly establish a solid, safe, and respectful culture with students and families to ensure learning takes place in every classroom. Our number one goal is to increase student achievement and become the top performing elementary school in north Nashville. By sweating the details and maintaining high expectations for all, we will create a school culture conducive to learning.

This year you will hear me tell our KIPPsters and staff to “It’s Our Time.” This phrase is not just as a fun mantra, but something we will all hold in the front of our minds each day as we all tackle new challenges and strive toward academic excellence. My door will always be open to you this year, and I look forward to your support and feedback.

Best,

Ms. Ashley M. Frasier

Principal

afrasier@kippnashville.org

School's Core Values

In addition to the KIPP Nashville values of GRIT, SHINE, TEAM, GROWTH & EXCELLENCE, KNCPE was founded on the core values of Agape, Identity, Belonging, Empower, and Pride.

- Agape: I show respect and kindness to others
- Identity: I am unique: There is no one else like me!
- Belonging: I am a part of a team.
- Empower: If I work hard, I can reach my goals.
- Pride: I take pride in myself. I shine like the sun!

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

Every school day matters. Students being present and on-time daily ensures that they maximize their learning time and sets them up for success. Research shows that students that consistently attend school “feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future.” At KIPP Nashville attendance is a priority.

In accordance with the state law, children ages 6-17 must be in school. Parents/guardians of children between the ages of 6-17 years are responsible for their child’s attendance. If a student accumulates excessive absences the state truancy department could monitor attendance and initiate truancy as needed. Parents/guardians are expected to make sure that their child is in school **on-time, every day**. Try not to schedule appointments or vacations during school time. Please schedule appointments during school breaks or after dismissal.

Since missing class affects academic achievement, repeated absences may be reflected in the student’s grades. Students with excessive absences run the risk of not being promoted to the next grade.

Excused & Unexcused Absences

ALL absences will be reported as unexcused absences unless the school receives the following documentation within one (1) week of absence:

- Note from medical professional or parent/guardian specifying the excused sick days
- Religious holidays
- Parent/Guardian note indicating a funeral service
- US armed forces documentation regarding parent/guardian deployment
- Court documents mandating a court appearance – students will be excused only for the day(s) indicated on the documentation.

In the event that a student must be absent, please adhere to the following procedure:

- For planned absences, the parent/guardian must notify the office by phone or letter at least one (1) day in advance.
- For unplanned illnesses, the parent/guardian must notify the office by phone before 8:30 a.m. the day the student is absent.
- The student is responsible for completing the work they miss. They have one day for every day they are absent to complete the work.

Truancy & Chronic Absenteeism

In accordance with state law, students with five (5) or more unexcused absences are considered truant and the school will send a legal notice to the family.

Chronically absent is nationally defined as missing ten (10) percent or more of school.

As students accrue absences, the school will communicate with families in the form of regular progress reports that include attendance in addition to other student information.

When a student is chronically absent or in danger of truancy, the school will implement interventions to help improve student attendance. These may include: truancy notice, conducting an attendance assessment, providing resources to the family, and scheduling an Attendance Review Board (ARB) meeting with the student and parent/guardian to create an attendance improvement plan. The parent/guardian is expected to work with the school to improve their student's attendance, failure to do so may result in a truancy petition filed.

Failure to show progress on an improvement plan can result in a truancy filing with the juvenile court.

If a student misses ten (10) unexcused consecutive days of school with no communication, they are considered truant and the student will automatically be dropped from enrollment at KIPP Nashville and will be required to enroll in his/her zoned school.

Tardies and Early Dismissals

School hours are **7:30 a.m. to 3:00 p.m.** Students who miss more than 50% of the school day are considered absent. Tardies and early dismissals mean missed class time which therefore has a negative impact on student achievement and disrupts the learning environment. Students should not arrive late or leave early unless it is for an excused reason mentioned above.

School doors open for students at **7:30 a.m.** There is no staff supervision before that time. Students must arrive by **7:50 a.m.** or they are considered and marked tardy. The doors will close at **7:50 a.m.** and past that time students will need to check in through the main office.

Students are dismissed from **3:10- 3:30 p.m.** please do not take your child out of school earlier than the dismissal time. Please make arrangements to pick up your child by 3:30pm from the school or at their assigned bus stop time. Leaving students at school past 3:30pm could result in communication with law enforcement or child protective services.

In the rare event that a student needs an early dismissal, the following procedures must be followed:

- The parent/guardian must notify the office by phone or letter.
- The parent/guardian must bring a doctor's note or documentation
- The student remains in class or the office until an adult arrives at school to pick him/her up.
- An authorized adult must come in to sign the student out – we will only release students to an adult over the age of 18 who is listed as an authorized pickup.
- The student must make up for all missed work.

Early pick-up is not allowed after **2:30 p.m.**

School Contact Information

Address: 3410 Knight Drive, Nashville, TN 37207

Main Office Number: 629-208-0207

School Email: kncpe@kippnashville.org

Social Media

- Facebook: KIPP Nashville College Prep ES
- Instagram: @KNCPE_Royalty

Staff Contact Information

First Name	Last Name	Email
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Jielin	Zhou	jzhou@kippnashville.org

School Hours

KNCPE hours Monday - Friday are:

Time	Task
7:30am – 7:50am	Arrival and breakfast
7:50am	School Begins
3:00pm 3:10 (Dismissal begins)	School Ends, Dismissal begins

School Schedule/Parts of the Day

- Click [here](#) for our KNCPE Master 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 Information

We open our doors to all students at 7:30am. Our student arrival lasts from 7:30 am- 7:50 am. Students that arrive after 7:50 am will need to be escorted into the building by a parent or guardian.

Parents/guardians must then sign his or her child into school in the elementary school front office.

Dismissal Procedures

Students are dismissed from 3:10 p.m- 3:35 pm on Monday through Friday. Please make reliable transportation arrangements as the school cannot provide supervision for your child beyond these times. After School programming options are available.

Students are dismissed to their default transportation assignment each day unless changes are made by 2:30pm. Parents MUST call the front office to change transportation. This ensures that every student reaches their intended dismissal destination each day. KNCPE uses Pikmykid to manage all dismissal methods. Please download the app or contact the front office to make changes or confirm the dismissal method.

Bathroom policy/hall passes

Students have assigned classroom bathroom breaks throughout the day. These times allow for students and teachers to make the most of their learning in class. In addition, students may request to use the bathroom during the independent practice portion of class. When they desire to go to the restroom, they must indicate it by making the hand signal for the bathroom, get a pass and sign the bathroom log. We ask parents to send a physician's note if a child has a unique medical need requiring special bathroom accommodations.

Classroom visitor procedure

Contact Director of Operations for classroom visitor procedures.

Student Cell phone policy

Kings and queens are discouraged from bringing cellphones to school. If kings and queens bring a phone to school, they must store them in their backpack, turned off during the school day. Teachers will confiscate all electronics and cell phones that are visible (inside or out of pocket) throughout the day, and the student will receive a point deduction in Dean's List. If a teacher or staff member has confiscated a student's cell phone, the student's parents/guardians are responsible for picking up the item from the office.

*KNCPPE will not be responsible for personal items that are broken or stolen at school.

Student supply expectations (locker, binders, calculators)

Kings and Queens are requested to provide recommended supplies for the classroom as outlined on our website. The school will provide some items as well. All student supplies are communal property to be distributed as the teacher sees fit for classroom needs. Should you wish to have anything special for your student (such as a folder, pencil case, etc.) please keep these items at home.

Personal Belongings

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

- Gum
- Candy, chips, or any other junk food
- Sunflower seeds
- Weapons or any toy weapons
- Any illegal substance
- Stuffed animals or dolls
- MP3 Player or I-Pods
- Gameboys or any other electronic toys
- Permanent markers of any kind

*The school reserves the right to add to this list at any given time.

Kings and queens keep all backpacks, coats, and lunches in their cubbies, bins or coat racks. Kings and queens visit their bins before school and after school only. All personal belongings must be kept in their cubbies

The teacher will confiscate the items temporarily and return the item at the end of the day or to a parent or guardian.

*KNCPE will not be responsible for personal items that are broken at school.

Uniform policy

We require parents to make sure their kings and queens wear the appropriate uniform pieces when they attend school every day. Please refer to earlier portions of the handbook for the uniform policy.

Having Kings and Queens (KQs) wear a uniform increases their understanding of the importance of team and the power their team brings to their success in preparing them to pursue the paths they choose—college, career and beyond. It is very important for our kings and queens to look neat and presentable. Kings and queens are expected to be in proper uniform at all times. The Dean of Students will conduct a uniform check daily. If your KQ is not in uniform they will receive a uniform violation form in their folders, a text home to parents, and a deduction in Dean's List for not being in uniform. We will also ask parents to bring students a change of clothing.

The student uniform at KIPP Nashville College Prep Elementary consists of:

KNCPE green polo (1st grade); red polo (2nd grade); yellow polo (3rd grade); blue polo (4th grade); orange polo (Kindergarten). The shirt is always tucked in and unaltered (i.e. the logo is not colored in with marker). The only exception is that it may be untucked during physical education class. After class it must be tucked back in. Uniform shirts can be purchased any time at <https://shop2.ibdesigns.com/collections/KippNCPE>.

Required Bottoms:

- Tan or navy blue bottoms only (No jeans or denim material allowed).
- Bottoms may be pants, capri pants, shorts, skorts, jumpers, or skirts.
- Bottoms must be loose fitting and comfortable; however, they may not be sagging.
- Skirts and shorts must not be shorter than 1 inch above the knee when standing.

Required Shoes:

- Shoes: maybe tennis shoes only, no shoes with the heel exposed.
- Shoes may NOT be sandals, heels, wedges, crocs or boots.

We request that ALL students have a change of clothing (bottoms, underwear, socks,) in their backpack labeled in a bag at all times.

Student Pop-Out Pass/Free dress

Students must receive a pop out/free dress pass from their teacher or school administration only. Any student out of dress code without permission will be asked to change their attire/or and receive a deduction in Deans List for being out of uniform.

KNCPE Optional Pieces

Students are allowed to wear any color long sleeved shirts under their uniform shirt.

Personal sweaters or jackets over the KIPP shirt are not allowed to be worn during the school day. Students will receive a uniform violation if they fail to remove the non KIPP clothing.

Accessories

- Kings and queens are allowed to wear one necklace that does not go lower than the top button on the polo shirt.
- Kings and queens are allowed to wear post earrings no bigger than a dime. They may not dangle.
- Kings and queens may not wear hats, caps, or hoodies in the building unless it's a special occasion.

*KNCPE will not be responsible for personal items that are broken or stolen at school.

Late Pick Ups

Parents are expected to pick up their child/children on time. All students should be picked up no later than 20 minutes after dismissal, which is **3:30 pm**. If students are not picked up by 3:30 parents will receive a courtesy call from the after school Dean of Duty. If the Dean on Duty is unable to reach the parent or an emergency contact person by **4:00 pm**, KIPP Nashville College Prep Elementary has the right to call other agencies such as the Department of Children's Services (DCS) or the Metro Nashville Police Department (MNPd) for assistance.

Notification of transportation changes

We encourage parents/guardians to arrange pick-up of their children prior to dropping them off in the morning. If transportation plans change, parents/guardians must call the office by 2:30 p.m. to inform the school of the change. We will then update our dismissal system, which is called Pikmykid. Parents can also make their own transportation changes in the Pikmykid app and confirm where their child was dismissed.

Personal belongings

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

- Gum
- Candy, chips, or any other junk food
- Sunflower seeds
- Weapons or any toy weapons

- Any illegal substance
- Stuffed animals or dolls
- MP3 Player or I-Pods
- Gameboys or any other electronic toys
- Permanent markers of any kind

*The school reserves the right to add to this list at any given time.

Kings and queens keep all backpacks, coats, and lunches in their cubbies, bins or coat racks. Kings and queens visit their bins before school and after school only. All personal belongings must be kept in their cubbies

The teacher will confiscate the items temporarily and return the item at the end of the day or to a parent or guardian.

*KNCPPE will not be responsible for personal items that are broken at school.

Academic Program

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

All students will have the opportunity to participate/try out for school related sport athletics and after school programs (Mu Phi Gamma, Cheerleading, Girl Scouts, and Boys and Girls Club). Students may be denied participation based on behavior, attendance or poor academic performance.

Athletic/After school eligibility

Any student permitted to attend a Metro School in grades K-4 is eligible to participate in athletics provided he/she meets all eligibility requirements, including academic Satisfactory or above (K-2) and "C" average or above (3rd-4th grade), behavioral (no more than 2 suspensions), attendance 95% of the school year, and teacher recommendation.

*School Leadership reserves the right to remove a student from any sport per their discretion

After School Activities

KQs who are desiring to join/become a member of these organizations must meet the requirements as indicated by the organization. Please speak with the advisors to obtain additional information

- Mu Phi Gamma
- Girl Scouts
- Cheerleading

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. Please call your teacher for help when in doubt. 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.

Homework policy

At KNCPE, we believe in assigning homework. The purpose of homework is to reinforce and practice certain skills that are foundational to academic success. Homework also helps establish organization habits and promote student responsibility. There will be a weekly homework packet for each grade level with daily assignments. Homework will include:

- Science and Social Studies Vocabulary
- Math fluency practice opportunities
- Tracking of Independent reading

Homework is checked weekly for completion and tracked via Dean's List. Teachers must problem solve with families of students that struggle with homework completion.

Makeup work policy

KIPPsters who are absent from school for either sickness or suspension have one day to complete all missed classwork, homework, or assessments per day of absence. Upon the KIPPster's return to school, it is his/her responsibility to collect the missing work from each content teacher during homeroom from the designated location in the classroom or to schedule the best time to make an assessment. The King/Queen's parents should call the teacher that afternoon and ensure that the work meets expectations for quality and completion before submitting. The work should then be submitted the following day (or number of days the students were absent) during homeroom in the same way that homework is collected.

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 Nashville College Prep Elementary School 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:

Behavior Point System

The behavior point system in Dean’s List is used to help teachers enforce the school rules and expectations as consistently as possible. A color change in Dean's List Means a point deduction is issued when a student is not meeting expectations. Students who receive 10 or more deductions, and or, an out of school suspension in a week, will not receive an invite to our school-wide Jubilee Celebration. Students can also earn monthly PBIS celebrations for positive behavior.

- No deductions- Sticker, Blue day
- 1-2 deductions- Green Day
- 3-4 deductions- Yellow Day
- 5-6 deduction- Red Day

Student Behavior Infractions and Point Deductions

Level 1 Infractions -1	Level 2 Infractions -2	Level 3 Infractions -3
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Poor response to feedback	Gum/ food/ drink	Vandalism
Off-Task	Dishonesty	Bullying
Out of seat without permission	Inappropriate websites	Repeated Horseplay
Not completing classwork	Horseplay	Intentional verbal assault (adult/student)
Uniform	Teasing	Physical contact that could result in harm (fighting, punching)
Non-Compliance (not following directions)	Vandalism	Throwing objects in a way that could cause lasting or irreparable harm
Talking	Cell Phone	Inappropriate sexual touch or language
		Racial/discriminatory language
		Weapon/Drugs Alcohol

Key Message:

One way we remind you of the mission of the school and help you achieve your goals is through the behavior tracker. We give color changes to help you regain your focus on learning when you are distracted from it. When a student receives a color change, this does not mean that you are a bad person, we are reminding you that you are here to learn and that we take that very seriously.

- Students can also earn positive points by modeling positive behaviors in every class throughout the school day.

Positive Student Behaviors:

- On Task
- Participation
- Homework Completion
- Tracking the Speaker
- Compliance
- Attendance
- Core Values

Parent Involvement

Accessing School systems

Illuminate

All parents will be provided with information to access your child's grades. You will receive step by step instructions on where to go and how to log in to the student portal as shown below.

Step 1: Verify the following information is correct for your student"

- School Name
- Grade Level
- Homeroom
- Student First Name
- Student Last Name

Step 2: Go to <https://kippnashville.illuminatehc.com/login>

Step 3: Click "Create Account" (This button is green) Step 4: Complete the registration fields as shown below. Then click "Submit"

- Create Parent Account
 - First Name
 - Last Name
 - Email
 - Phone

Access Code (provided by the school)

Password (create case-sensitive password)

Confirm password

Each student in KIPP Nashville schools will have their own account. Parents will need to register for each student. If they have any questions please contact Roshanda Newsum.

Dean's List

Dean's List the behavior tracking system used by our school to support the merit system. Teachers will use this system to input merits and demerits by 4:30 pm each day. Every Thursday students will receive a merit report to share with families to see how they're doing throughout the week. Many school, grade, and individual incentives are tied to high merit reports.

Communication Expectations - School and Family

Family Engagement Policy & Family Compact/Commitment

Family involvement

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

KIPP Nashville 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:

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

JOINTLY DEVELOPED

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

COMMUNICATIONS

KIPP Nashville College Prep Elementary 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 the school 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.
- Weekly progress reports
- Periodic calls from teachers and staff on student progress
- Updates on the school website and Facebook page
- Academic data parent conversations
- Parent meetings on understanding student progress
- Parent-teacher conferences in the fall and spring semesters

Family Compact/Commitment

KIPP Nashville 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 Nashville College Prep Elementary Nashville:

- I will arrive at school between 7:30-7:55 a.m. and remain at school until 3:00 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 KIPP Nashville 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 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 live out the KIPP Nashville College Prep Elementary School values: Agape, Identity, Belonging, Empowerment and Pride

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

Staff: I fully commit to KIPP Nashville College Prep Elementary in the following ways:

- I will be present.
- I will arrive at KIPP Nashville College Prep Elementary School every day between

7:15am-7:25am and on my post by 7:28am and by 7:15 on Wednesdays for morning huddle

- I will remain at KIPP Nashville College Prep 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 prepped, planned and prepared to quarry out all teacher/staff expectations.
- I will keep families informed by providing frequent reports on their child's progress.
- I will ensure students have access to hands out activities to support their learning.
- I will follow the KIPP Nashville College Prep 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.
- I will treat my students and colleagues with kindness and respect.

Parent/Guardian Commitment: I commit to helping my child climb the mountain to and through college and beyond in the following ways, while a student at KIPP Nashville College Prep:

- I will make sure my child arrives at school between 7:30- 7:50 a.m. and is picked up by 3:00 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 Nashville College Prep Elementary School uniform to school every day.
- I will ensure my child completes his/her homework, signs his/her agenda each night, and makes 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 and provides transportation if necessary.
- 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 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 by calling or emailing the front office.
- I will work to help my child follow the KIPP Nashville College Prep Elementary School values: Agape, Identity, Belonging, Empowerment and Pride

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

COORDINATION OF SERVICES

KIPP Nashville 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 Nashville 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.

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

Student's Name (First and Last):

Parent/Guardian Printed Name:

Parent/Guardian Signature: _____

Date: _____