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ANTIOCH COLLEGE PREP  
MIDDLE SCHOOL

# STUDENT & FAMILY HANDBOOK

2023-2024

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# Welcome

Dear KIPPsters and Parents,

Welcome to KIPP Antioch College Prep Middle! As the proud principal of our middle school, I extend a warm and enthusiastic welcome to you and your family. We are thrilled to have you join our vibrant learning community.

At KACPM, we believe in the power of leadership and personal growth. Our school credo, "Lions Lead," embodies the spirit of empowerment and resilience that we foster in our students. We are dedicated to providing an exceptional educational experience that promotes academic excellence, character development, and a strong sense of community.

KIPPsters – Congratulations on your choice to join our team and family. With this choice, you have demonstrated your willingness to work hard every day in order to fulfill your goals and have the choice-filled life that you deserve. The road will be challenging, but you are choosing to join a school where you will be supported along the way.

Parents – Our student and family handbook is your guide to understanding our school's values, policies, and expectations. It outlines our commitment to promoting respect, integrity, and responsibility among our Lions. We encourage you to review it together, as it will help ensure a shared understanding of our shared journey.

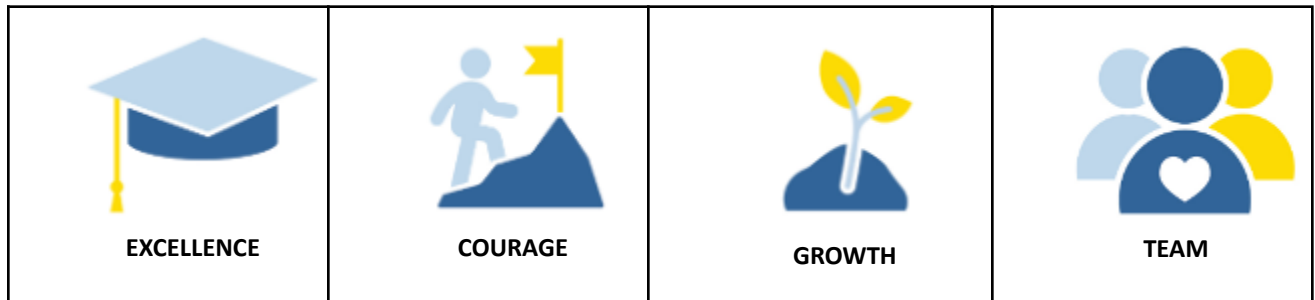
Roaring with pride,

Mr. Denon Carr  
Principal, KACPM

# School's Core Values

## KIPP Antioch College Prep Core Values

KIPP Antioch College Prep is built around four core values: Excellence, Courage, Team, and Growth. At KIPP Antioch College Prep, our values guide our actions and decisions by grounding us in a common set of beliefs and principles:



**EXCELLENCE:** We believe in high expectations and hold ourselves accountable to being our best selves.

**COURAGE:** We name our fears, take risks, and ask for help in order to overcome our challenges.

**GROWTH:** We get better every day by remaining optimistic, working hard, and focusing on our goals.

**TEAM:** We support and challenge each other to grow and achieve.

## 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

Title/Position		Name	Phone Number	KIPP Email
Principal	Mr.	Denon Carr	(615) 200-0777	dcarr@kippnashville.org
Director of Operations	Ms.	Natasha Teal	(615)270-3883	n teal@kippnashville.org
Assistant Principal - ELA	Dr.	Miller Wallace	(615) 852-8113	mwallace@kippnashville.org
Assistant Principal - STEM	Mrs.	Kasie Lawrence	(615) 307-6565	klawrence@kippnashville.org
AP of Student Support Services	Dr.	Brittani Safstrom	(931) 603-9703	bsafstrom@kippnashville.org
Dean of Culture	Mrs.	Erika Seasoltz	(814) 934-7633	eseasoltz@kippnashville.org
Behavior Interventionist	Mrs.	Ashley Coleman	(615) 541-5185	acoleman@kippnashville.org
Counselor	Ms.	Sarah Pullen	(615) 266-6416	slature@kippnashville.org
Counselor	Ms.	Bianca King	(615) 208-3018	bking@kippnashville.org
Operation Coordinator	Mrs.	Gabriela Rodriguez	(606) 366-5739	grodriguez@kippnashville.org
Office Manager	Mrs.	Kaleda Bentley	(629)208-7525	kbentley@kippnashville.org
5th ELA Teacher	Mrs.	Tova Rivera	(515) 497-0269	trivera@kippnashville.org
5th ELA Teacher	Ms.	John Stayskal	(402) 937-0139	jstayskal@kippnashville.org

5th Math Teacher	Mrs.	Mary Katherine Bell	(615) 285-8255	mbell@kippnashville.org
5th Science Teacher	Ms.	Logan Cunningham	(615) 270-9973	lcunningham@kippnashville.org
5th History Teacher	Ms.	Maggie Argent	(615) 384-7673	margent@kippnashville.org
5th Special Education Teacher	Ms.	Sherry Jackson	(615) 777-6692	sjackson@kippnashville.org
5th EL Interventionist	Ms.	Saylor Sniatecki	(615) 410-2226	ssniatecki@kippnashville.org
6th ELA Teacher	Ms.	Jackie Nentwick	(615) 669-5719	jnentwick@kippnashville.org
6th ELA Teacher		Gabriela Martinez	(615) 965-5406	gmartinez@kippnashville.org
6th Math Teacher	Mr.	Josh Bolden	(615) 510-7110	jbolden@kippnashville.org
6th Science Teacher	Ms.	Melissa Mitchell	(615) 280-0806	melissamitchell@kippnashville.org
6th EL Interventionist	Mr.	Quinn Champagne	(919) 867-7392	qchampagne@kippnashville.org
6th History Teacher	Mr.	Daniel Rivera	(615) 601-1856	drivera@kippnashville.org
Music Teacher	Mr.	Brian Dollaway	(615) 398-0422	bdollaway@kippnashville.org
7EL Interventionist	Mr.	John Bowyer	(615) 601-2905	jbowyer@kippnashville.org
7th ELA Teacher	Ms.	Glenna Koeberl	(615)592-6233	gkoeberl@kippnashville.org
7th ELA Teacher	Ms.	Jenny Evans	(615) 952-0289	jevans@kippnashville.org
7th Math Teacher	Ms.	Keren Elvir	(615) 383-7013	kelvir@kippnashville.org

7th Science Teacher	Ms.	Gracie Cole	(662) 671-3072	scole@kippnashville.org
7th History Teacher	Mr.	Jacob Allen	(615) 208- 7492	jallen@kippnashville.org
7th Special Education Teacher	Ms.	Erin Hagan	(615) 606-2931	ehagan@kippnashville.org
7th PE Teacher	Ms.	Deanna Willis	(615) 200-8179	dwillis@kippnashville.org
8th ELA Teacher	Ms.	Jessica Winters	(731) 215-0199	jwinters@kippnashville.org
8th ELA Teacher	Mr.	Christian Gordon	(931) 602-6939	cgordon@kippnashville.org
8th Math Teacher	Ms.	Jessica Murry	(615) 787-7093	jmurry@kippnashville.org
8th Science Teacher	Ms.	Artyste Ueal	(615) 669-3069	aeal@kippnashville.org
8th History Teacher	Mrs.	Tasha Smith	(410) 259-7646	tsmith@kippnashville.org
8th Special Education Teacher	Ms.	Rose Tolton	(931) 674-1678	rtolton@kippnashville.org
8th EL Interventionist	Ms.	Zhara Fernandez	(646) 667-6881	zfernandez@kippnashville.org
Support Teacher	Ms.	Penaly Than	(629) 208-7525	pthan@kippnashville.org
Interventionist	Mr.	Chris Pryor	(913) 712-9432	cpryor@kippnashville.org
Interventionist	Ms.	Rosheka Williams	(629) 777-6380	rwilliams@kippnashville.org
Paraprofessional	Ms.	Chelsea Florence	(931) 805-1929	cflorence@kippnashville.org
Paraprofessional	Ms.	Miriam Ayop	(931) 922-2940	mayop@kippnashville.org



Paraprofessional	Mr.	Gary Derrick	(615) 436-2164	gderrick@kippnashville.org
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**Address:** 3661 Murfreesboro Pike | Antioch, TN 37013

**Main Office Number:** 615-226-4484 ext. 8

**School Email:** kacpmsenroll@kippnashville.org

**Social Media:** [Facebook: Facebook.com/KIPPAntiochCollegePrepMiddle](https://www.facebook.com/KIPPAntiochCollegePrepMiddle)

[Instagram: https://www.instagram.com/kipnantiochcollegeprep/](https://www.instagram.com/kipnantiochcollegeprep/)

## Staff Contact Information

Please see the table above.

## School Hours

7:40-8:00 am (Arrival & Breakfast) | 8:00-8:10 am (Homeroom) | 8:10-3:30 pm (Class) | 3:30-3:50 pm (Dismissal)

## School Schedule

CLASS of 2028 (M-Th)				CLASS of 2028 (F)			
LANE (Ueal)	TALLADEGA (Gordon)	DARTMOUTH (Winters)	JACKSONVILLE ST. (Smith)	LANE (Ueal)	TALLADEGA (Gordon)	DARTMOUTH (Winters)	JACKSONVILLE ST. (Smith)
Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am
Art 8:15-8:50 am	Intervention 8:15-9:15 am	Intervention 8:15-9:15 am	History 8:15-9:05 am	History 8:10-8:55	Intervention 8:15-9:15	Science 8:10-8:55	Math 8:10-9:10
Science 8:55-9:45	History 9:20 - 10:10 am	Math 9:20 - 10:20	ELA I 9:10 - 9:50	ELA 9:00-10:20	Math 9:20-10:20	ELA 9:00-10:20	Intervention 9:15-10:15
ELA I 9:50-10:30 am	Science 10:15-11:05 am	ELA I 10:25-11:05 am	Art 9:55 - 10:30		Science (30) 10:25-10:55		Intervention (30) 10:25-10:55
History 10:35-11:25 am	ELA I 11:10-11:50	Science 11:10-12:00 pm	Math 10:35 - 11:35	Lunch 11:00 am-11:25 am	Lunch 11:00 am-11:25 am	Lunch 11:00 am-11:25 am	Lunch 11:00 am-11:25 am
Intervention (30) 11:30-12:00 pm	Math (5) 11:55-12:00 pm		ELA II (20) 11:40-12:00	Recess 11:25 am-11:50 am	Recess 11:25 am-11:50 am	Recess 11:25 am-11:50 am	Recess 11:25 am-11:50 am
Recess 12:05-12:30 pm	Recess 12:05-12:30 pm	Recess 12:05-12:30 pm	Recess 12:05-12:30 pm	Math (30) 11:55-12:25	Science (15) 11:55-12:10	Intervention (30) 11:55-12:25	History (10) 11:55-12:05
Lunch 12:30-12:55 pm	Lunch 12:30-12:55 pm	Lunch 12:30-12:55 pm	Lunch 12:30-12:55 pm	Science 12:30-1:15	ELA 12:15-1:25	History 12:30-1:15	ELA 12:10-1:30
Intervention (30) 1:00-1:30 pm	Math (55) 1:00 - 1:55	History 1:00 - 1:50 pm	ELA II (20) 1:00-1:20	Intervention 1:20-2:20	History 1:30-2:15	Math 1:20-2:20	Science 1:35-2:20
ELA II 1:35 - 2:15	Art 2:00 - 2:35	ELA II 1:55 - 2:35	Science 1:25 - 2:15	Homeroom 2:20-2:35	Homeroom 2:20-2:35	Homeroom 2:20-2:35	Homeroom 2:20-2:35
Math 2:20-3:20 pm	ELA II 2:40 - 3:20 pm	Art 2:40-3:15 pm	Intervention 2:20-3:20 pm	Team Time 2:40-3:25 pm			
Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Dismissal 3:30-3:45 pm			
Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm				

CLASS of 2029 (M-Th)				CLASS of 2029 (F)			
TREVECCA (Elvir)	MTSU-7 (Evans)	MISSISSIPPI ST. (Cole)	Akron (Allen)	TREVECCA (Elvir)	MTSU-7 (Evans)	MISSISSIPPI ST. (Cole)	Akron (Allen)
Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am
PE 8:15 - 8:55	History 8:15 - 9:05	Science 8:10 - 9:00 am	ELA I 8:15-8:55 am	History 8:10-8:55	Intervention 8:15-9:15	Science 8:15-9:00	Math 8:10-9:10
Science 9:00 - 9:50	Intervention 9:10-10:10 am	Intervention 9:10-10:10 am	Math 9:00-10:00	ELA 9:00-10:20	Math 9:20-10:20	ELA 9:00-10:20	Intervention 9:15-10:15
ELA I 9:50 - 10:30 am	Math (40) 10:15-10:55 am	ELA I 10:15 - 10:55 am	PE 10:05-10:40		Science (30) 10:20-10:55		Intervention(30) 10:25-10:55
ELA II (20) 10:35 - 10:55			Science (10) 10:45 - 10:55	Math (30) 10:25-10:55			
Recess 11:00 am-11:25 am	Recess 11:00 am-11:25 am	Recess 11:00 am-11:25 am	Recess 11:00 am-11:25 am	Recess 11:00 am-11:25 am	Recess 11:00 am-11:25 am	Recess 11:00 am-11:25 am	Recess 11:00 am-11:25 am
Lunch 11:25 am-11:50 am	Lunch 11:25 am-11:50 am	Lunch 11:25 am-11:50 am	Lunch 11:25 am-11:50 am	Lunch 11:25 am-11:50 am	Lunch 11:25 am-11:50 am	Lunch 11:25 am-11:50 am	Lunch 11:25 am-11:50 am
ELA II (20) 11:55 - 12:15 pm	Math (20) 11:55-12:15 pm	ELA II 11:55-12:30	Science (40) 11:55 - 12:35	Math (30) 11:55-12:25	Science (15) 11:55-12:10	Intervention (30) 11:55-12:25	History (10) 11:55-12:05
History 12:20 - 1:10 pm	ELA I 12:20 - 1:00	Math 12:35-1:35 pm	Intervention 12:40-1:40 pm	Science 12:30-1:15	ELA 12:15-1:35	History 12:30-1:15	ELA 12:10-1:30
Intervention 1:15-2:15 pm	PE 1:05 - 1:40	History 1:40-2:30		Intervention 1:20-2:20		Math 1:20-2:20	
Math 2:20-3:20 pm	ELA II 1:45 - 2:25	PE 2:35 - 3:15	ELA II 1:45 - 2:25	Homeroom 2:25-2:35	History 1:40-2:25	Homeroom 2:25-2:35	Science 1:35-2:20
	Science 2:30 - 3:20 pm		History 2:30-3:20	Homeroom 2:25-2:35	Homeroom 2:25-2:35	Homeroom 2:25-2:35	Homeroom 2:25-2:35
Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Team Time 2:40-3:25 pm			
Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm			

CLASS of 2030 (M-Th)				CLASS of 2030 (F)			
TSU (Bolden)	WASHINGTON (Martinez)	WEST VIRGINIA (Nentwick)	GREENVILLE- 6 (Rivera)	TSU (Bolden)	WASHINGTON (Martinez)	WEST VIRGINIA (Nentwick)	GREENVILLE- 6 (Rivera)
Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am
Math 8:15-9:15 am	History 8:15 - 9:05	Science 8:15 - 9:05 am	ELA I 8:15-8:55	Intervention 8:15-9:15	Math 8:10-9:10	ELA 8:15-9:35	History 8:10-8:55
Science 9:20-10:10	Intervention 9:10-10:10 am	Intervention 9:10-10:10 am	Music 9:00-9:35 am	Math 9:20-10:20	Intervention 9:15-10:15		Science 9:00 - 9:45
ELA I 10:15 - 10:55	Math (40) 10:15-11:55 am	ELA I 10:15 - 10:55	History 9:40 - 10:30 Science (20) 10:35 - 10:55	ELA 10:25-11:45	Science 10:20 - 11:05	History 9:40-10:25	Intervention 9:50-10:50 am
Lunch 11:00 am-11:25 am	Lunch 11:00 am-11:25 am	Lunch 11:00 am-11:25 am	Lunch 11:00 am-11:25 am	Science (5) 11:50-11:55	History 11:10-11:55	Math 10:30-11:30 Intervention (15) 11:40-11:55 am	ELA (60) 10:55-11:55
Recess 11:25 am-11:50 am	Recess 11:25 am-11:50 am	Recess 11:25 am-11:50 am	Recess 11:25 am-11:50 am	Lunch 12:00-12:25 pm	Lunch 12:00-12:25 pm	Lunch 12:00-12:25 pm	Lunch 12:00-12:25 pm
Music 11:55-12:30 pm	Math (20) 11:55-12:15 pm	ELA II 11:55 - 12:35	Science (30) 11:55 - 12:25	Recess 12:30-12:55 pm	Recess 12:30-12:55 pm	Recess 12:30-12:55 pm	Recess 12:30-12:55 pm
History 12:35-1:25	ELA I 12:20 - 1:00 Music 1:05 - 1:40	Math 12:40-1:40 pm	Intervention 12:30-1:30 pm	Science (40) 1:00-1:40	ELA 1:00-2:25	Intervention (45) 1:00-1:40	ELA (20) 1:00-1:20
Intervention 1:30-2:30 pm	ELA II 1:45 - 2:25		Music 1:45 - 2:20	ELA II 1:35 - 2:15		History 1:45-2:30	Science 1:45-2:30
ELA II 2:35 - 3:15	Science 2:30-3:20 pm	History 2:25 - 3:15 pm	Math 2:20-3:20 pm	Homeroom 2:30-2:40 pm	Homeroom 2:30-2:40 pm	Homeroom 2:30-2:40 pm	Homeroom 2:30-2:40 pm
Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Team Time 2:40-3:25 pm			
Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm			

CLASS of 2031 (M-Th)				CLASS of 2031 (F)			
NORTH ALABAMA (Argent)	GREENVILLE-5 (T. Rivera)	ORAL ROBERTS (Stayskal)	MTSU-5 (Bell)	NORTH ALABAMA (Argent)	GREENVILLE-5 (T. Rivera)	ORAL ROBERTS (Stayskal)	MTSU-5 (Bell)
Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am	Homeroom 7:45-8:10 am
Music 8:15-8:50 am	Intervention 8:15-9:15 am	Intervention 8:15-9:15 am	ELA I 8:15 - 8:55	Intervention 8:15-9:15	Math 8:10-9:10	ELA 8:15-9:35	Science 8:15-9:00
Math 8:55-9:55 am	ELA I 9:20 - 10:00	History 9:20 - 10:10	Science 9:00 - 9:50 am	Math 9:20-10:20	Intervention 9:15-10:15		History 9:05 - 9:50
ELA I 10:00 - 10:40 am	Music 10:05 - 10:40	Science 10:15 - 11:05 am	Math 9:55-10:55 am	ELA 10:25-11:45	History 10:20 - 11:05	Science 9:40-10:25	Intervention 9:55-10:55
History 10:45 - 11:35	ELA II 10:45 - 11:25	ELA I 11:10 - 11:50	Music 11:00 - 11:35	History (10) 11:50-12:00	Science 11:10-11:55	Math 10:30-11:30	ELA (60) 11:00-12:00
Intervention (20) 11:40-12:00 pm	Math (30) 11:30-12:00 pm	ELA II (5) 11:55-12:00 pm	History (20) 11:40 - 12:00	Recess 12:05-12:30 pm	ELA (5) 11:55-12:00	Intervention (25) 11:35-12:00	
Lunch 12:05-12:30 pm	Lunch 12:05-12:30 pm	Lunch 12:05-12:30 pm	Lunch 12:05-12:30 pm	Recess 12:05-12:30 pm	Recess 12:05-12:30 pm	Recess 12:05-12:30 pm	Recess 12:05-12:30 pm
Recess 12:30-12:55 pm	Recess 12:30-12:55 pm	Recess 12:30-12:55 pm	Recess 12:30-12:55 pm	Lunch 12:30-12:55 pm	Lunch 12:30-12:55 pm	Lunch 12:30-12:55 pm	Lunch 12:30-12:55 pm
Intervention (40) 1:00-1:40 pm	Math (30) 1:00-1:30 pm	ELA II (35) 1:00-1:35 pm	History (30) 1:00 - 1:30	History (35) 1:00-1:35	ELA 1:00-2:25	Intervention (35) 1:00-1:35	ELA (20) 1:00-1:20
Science 1:45 - 2:35 pm	History 1:35-2:25 pm	Math 1:40-2:40 pm	Intervention 1:35-2:35 pm	Science 1:40-2:25		History 1:40-2:25	Math 1:25-2:25
ELA II 2:40 - 3:20	Science 2:30-3:20	Music 2:45 - 3:20 pm	ELA II 2:40 - 3:20	Homeroom 2:30-2:40 pm	Homeroom 2:30-2:40 pm	Homeroom 2:30-2:40 pm	Homeroom 2:30-2:40 pm
Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Homeroom 3:20-3:30 pm	Team Time 2:40-3:25 pm			
Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm	Dismissal 3:30-3:45 pm			

## 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

School is open for students at 7:40 a.m. There is no staff supervision before that time, and KIPPsters must remain in their cars until staff open the doors. Upon arrival, students who desire breakfast will enter the cafeteria and take their breakfast directly to their homeroom. Students who do not desire breakfast will go directly to their homeroom. Students must arrive by 8:00 a.m. or they are marked tardy. The car rider doors will close at 8:00 a.m. and students who arrive after that time will need to check in with a guardian through the main office.

### Dismissal Procedures

Students are dismissed at 3:30 p.m. Students who ride the bus will exit the rear of the school to load buses, and students who are picked up by car are dismissed by the car rider line on the front side of the school. Staff will monitor dismissal and pick-up until 3:55 p.m. Following that time, any remaining students are considered late pick-ups and will transition to the cafeteria to wait. When a guardian arrives, he/she must come to the cafeteria door and sign their student out. We encourage parents to arrange pick-up of their children prior to dropping them off in the morning. If transportation plans shift throughout the day, parents must call the office by 2:30 p.m. to inform the school of the change. We will make the adjustment in PikMyKid. Students who are being dismissed from school early must be picked up by 2:30 pm. Parents who come after that time will be asked to wait in the car line.

## Bathroom policy/hall passes

Students have four restroom breaks per day: during AM homeroom, once during the morning classes, once during lunch, and once during the afternoon classes. If a KIPPster needs to use the restroom during class, they request to use the bathroom with the hand signal, and once the teacher says the KIPPster may go, the student signs out at the door, takes the hall pass, and goes to the restroom. If a student has an emergency in class, the teacher will give the student permission to go, and then the student will sign out and carry a pass to the restroom.

## Classroom visitor procedure

At KIPP Antioch College Prep, we ask parents to call or email the teacher one week (5 days) in advance of the proposed visit to ensure the school is prepared. Teachers and School Administration can deny classroom visitation requests based on non-feasible academic timing (e.g testing, other parent previously scheduled, or previously planned activity). Please follow the visitor procedures outlined below:

- Email desired teacher with proposed day, time, and rationale.
- Await teacher response to confirm date and time
- Arrive at Main Office during confirmed visitation time with driver's license or passport for identification
- Await KACP staff member to be escorted to designated classroom

## Student Cell phone policy

KACP is a "No Phone Zone." All phones should be stored away before students enter the building. For both safety and accountability, students are required to turn in cell phones to the secure homeroom bin in the morning. They are never to use their cellphones in school and are not permitted to carry them on their person throughout the day. Students can use the Main Office phone for emergencies or guardian needs.

### Cell Phone Confiscation Procedure

If a student has a cell phone on them or uses their cell phone, they will be issued a deduction and asked for the phone. Once a staff member has the cell phone, the following steps will be followed:

- Cell phone is taken to the Main Office.
- The Office Manager locks the phone in a secure drawer.
- Staff call home to the parent and let him/her know the phone was confiscated.
- The second offense and moving forward, parents will be required to pick up the phone from the office between 8:00 am - 4:00 pm
- KACP is not responsible for any lost or stolen electronic devices.

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

All students should have the following supplies with them every day at KIPP Antioch College Prep:

Quantity	Item
1	Pencil pouch (with rings to insert in binder)
10	Sharpened #2 wooden pencils or mechanical pencils
2	Big pink erasers
1	Highlighter

1	Pair of headphones (small earbuds preferred)
1	Any color 2 inch binder (minimum size), this will be used for all classes

The following are supplies that parents are encouraged to donate! Students may bring them to school in August.

Item
Tissue (high need)
Hand Sanitizer
Paper towels (high need)
Sanitizing Wipes
Pencils
Expo Markers

The following items are supplied by KIPP. They will be handed out the first day of school in August.

Item
KACP agenda book
Homework folder
8 tab dividers

## Uniform policy

### Buying Uniforms

Students can purchase uniform items online by searching for KIPP Antioch College Prep Middle School on French Toast's website or simply clicking [HERE](#)

If French Toast is out of stock in student's size or a guardian is experiencing financial hardship that prohibits the purchase of proper uniform items, please send a detailed description of your concern to [kacpmenroll@kippnashville.org](mailto:kacpmenroll@kippnashville.org).

## Uniform Policy

Students wear a uniform as a part of our team and to practice professionalism. Students are expected to be in uniform at all times.

The student uniform at KIPP Antioch College Prep consists of:

Uniform Item	Details
<b>KACP uniform shirt</b> -Polo (long or short sleeve) -Oxford (long or short sleeve)	<ul style="list-style-type: none"> <li>The shirt is always unaltered (i.e., the logo is not colored in with marker or missing KACP logo).</li> </ul>
<b>Navy Blue or Tan khaki bottoms</b>	<ul style="list-style-type: none"> <li>Bottoms may be pants, capri pants, shorts, skirts, jumpers, or skirts.</li> <li>Bottoms must be loose fitting and comfortable; however, they may not be sagging.</li> <li>Designs on pants and cargo pants are not allowed.</li> <li>Sweats, jogging pants, leggings, jeggings, and jeans are <u>not</u> allowed.</li> <li>Skirts and shorts must <u>not</u> be shorter than 1 inch above the knee when standing.</li> <li>Leggings can be worn under skirts. They must be solid white, black, gray, or navy blue.</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 under the polo.</li> <li>Undershirts must be plain with no writing or designs.</li> <li>Hoodies and sweatshirts are not allowed under polo shirt</li> </ul>
<b>Closed-toed shoes</b>	<ul style="list-style-type: none"> <li>Shoes may be tennis shoes, flats, flat boots below the knee, or dress shoes.</li> <li>Shoes may be any color.</li> <li>Shoes may <u>not</u> be sandals, heels, crocs, or wedges.</li> </ul>
<b>KACP Pullover Sweatshirt Sweater (optional)</b>	<ul style="list-style-type: none"> <li>KACP navy blue pullovers, crewnecks, sweaters, and zip-ups are available for purchase from our online vendor, French Toast.</li> <li>If a student chooses not to purchase a sweatshirt or sweater from French Toast, he or she may wear a long-sleeve shirt white, black, gray, or navy-blue shirt under the polo.</li> </ul>

	<ul style="list-style-type: none"> <li>● Personal sweaters or hoodies are <b>not</b> allowed. They can be worn to school but then stored during class.</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>● Students are allowed to wear watches and earrings.</li> <li>● Smart Watches and similar devices are <b>not</b> allowed and must be turned in during morning homeroom.</li> <li>● Students may not wear hats, caps, bandanas, or other headgear in the building.</li> </ul>
<b>Friday</b>	<ul style="list-style-type: none"> <li>● KIPP shirts (graduation class, honor roll, or the one found on French Toast website), or College shirts with regular school bottoms.</li> </ul>

### **Jeans Day**

Throughout the year, students will have the opportunity to earn jeans day. In the event that jeans day is earned, students must follow the entire dress code above and can substitute jeans for the school-style pants. Jeans may have holes only if solid leggings or tights are worn underneath.

### **Uniform Check**

KACP staff hold consistent uniform expectations from the beginning to the end of each school day. Though we have systems in place to help our students be in uniform at all times, it requires staff members and parents to partner in upholding uniform expectations.

Student uniforms are checked by the door greeters in the morning. Late students will have uniforms checked by the Office Manager. When students are not in the correct KIPP uniform, the Front Office staff will supply students with loaner shirts or pants until the end of the day. Students will turn in a house key or backpack in exchange for loaner uniform items and personal items will be returned to the student once loaner uniform items are returned to the Front Office. KACP will not loan shoes to students who have shoes that do not meet uniform requirements; parents will be asked to bring an alternative that meets the uniform requirement.

#### **What Staff Will Look For During the Day:**

- Sweatshirts around waists
- Shoes that do not meet above requirements
- Sweaters and sweatshirts that do not meet uniform expectations

If a student can fix the uniform issue in the moment, they will be issued a deduction and will be asked to fix it.



## Late Pick Ups

Following dismissal, any remaining students are considered late pick-ups and will transition to the cafeteria to wait. When a guardian arrives, he/she must come to the cafeteria door and sign their student out. We encourage parents to arrange pick-up of their children prior to dropping them off in the morning.

## Notification of transportation changes

If transportation plans shift throughout the day, parents must call the office by 2:30 p.m. to inform the school of the change. We will make the adjustment in PikMyKid. Students who are being dismissed from school early must be picked up by 2:30 pm. Parents who come after that time will be asked to wait in the car line.

## Personal belongings

### 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 at school:

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

## Academic Program

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

After School Programs	Athletics
Performance Choir Debate Team Yearbook Student Government Association	Volleyball Girls Soccer Boys Basketball

Homework Club / Tutoring Visual Art	Girls Basketball Boys Soccer Cheer Dance Team Intramural Sports
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## Athletic/After school eligibility

Non-athletic after school programs are available for students in 5-8 grade. 6-8 grade students are able to participate in athletics provided they meet all eligibility requirements. There is a \$20 activity fee associated with athletics & afterschool programming that helps cover travel, uniform, and misc expenses for the program. Here is a list of the after school offerings during the 2023 - 24 school year.

### Athletic Eligibility

A student in grades 6-8 is able to participate in athletics provided he/she meets all eligibility requirements. The eligibility requirements include:

- Students must be passing all classes with a 70% or higher.
- Eligibility is assessed beginning the day after team rosters are finalized.
- Two referrals during season = 1 missed contest
  - Additional missed contest for any additional referrals earned after two (2).
- 1 School Suspension = two (2) missed contests
  - Additional suspensions = Ineligible for remainder of that sports' season

## 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, it is a \$3 deduction, R&R, and a grade of zero will be given 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.

## Homework policy

There will be homework every night, including all weekends and breaks. The purpose of homework is to reinforce the skills taught in class and to review them over time. Homework also helps establish healthy study and organization habits. Students can expect to have an average of 45-60 minutes of homework each night. The specific assignments should be recorded in the agenda book daily by students.

Homework is checked every day, and KIPPsters can earn \$ on their paycheck every day for having completed homework.

If a student needs help on homework, they can call a teacher up until 7 p.m. on any given weekday. Students are encouraged to do this in order to be proactive and get help when they need it. The weekly homework is posted every Monday on Facebook and Instagram. The homework is also sent to families via email in the Friday Memo.

## Honor Roll/Dean's List

An important part of our mission at KIPP Antioch College Prep is to prepare our students for college, and in order to do that, it is important to celebrate academic achievement and growth. Each quarter, KIPPsters will be awarded Honor Roll status at the following distinction levels:

- GPA 3.0 to 3.59 = Honor Roll
- GPA 3.6 to 3.99 = Dean's List
- GPA 4.0 = Dean's List with Distinction

KIPPsters who earn honor roll status are celebrated at Community Meeting. Their families are invited, and they receive a certificate and an honor roll T-shirt (first quarter on honor roll).

## 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 into the homework bin. Students who return from an absence and do not submit the assignments due the day they were absent will not earn the homework money on the paycheck. They also risk earning a 50 in the gradebook.

When students are absent from school, they have up to a week to turn in all work. Students can pick up the missed work in their mailbox the day they return. Parents are also welcome to stop at the office to pick up work. 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 the teachers to help students develop a plan to check on missed assignments and submit missed work. When students return, the work is placed in the homeroom work bin.

## Agenda expectations

Each student receives a KIPP Antioch College Prep agenda book, and students are given time at the end of every class to record their assignment in the agenda. Parents of 5th and 6th grade students are required to sign the agenda every night verifying that the student has completed his/her homework. This support is removed in upper school grades as students become more independent. Agenda signatures are checked as a part of the homework check during homeroom, and agenda \$ is earned on the paycheck. The agenda is also a place for parents to communicate with teachers. Parents can write a note in the agenda, and the teachers will check the book every day during homeroom. Staff will respond to any notes within 24 hours. Students will be required to pay \$5 to replace lost or damaged agenda books.

## Student Culture and Conduct

### Value Aligned Culture

At KACP we are aware that every moment is an opportunity to shape the culture we want to create. We work to align our behavior to our values and celebrate often. Our intention is to create a school where KIPPsters want to be every day because they are learning and having fun doing so.

### Three Legs of the Stool

Education is a three legged stool held up by the commitments of families, schools, and students. When KIPPsters and their families sign the Commitment to Excellence form, they establish the three legs of the stool. Families commit to reading with their child, making sure they complete their homework, getting their child to school on time every day, and advocating for the needs of their child. KIPPsters commit to learning and working hard to gain skills and knowledge. They are not passive in their learning, but active participants invested in their education and intrinsically motivated to achieve. Finally, teachers commit to preparing engaging and challenging lessons every day, coming to school on time, and giving precise feedback to students so they can grow as much as possible. When each part of the stool is doing its part, KIPPster growth and success is possible.

### Homeroom/College

All students are assigned to a homeroom, which we call their college. Students start each morning in their homeroom/college class from 7:45-8:10 a.m. School starts at 8:00 a.m. and students must be in their homeroom on time. During homeroom, teachers take attendance, check for homework, and ensure students have what they need for the day. Students then travel with the students in their homeroom to all core classes throughout the day.

Students travel back to homeroom at the end of the day. During this time they ensure all assignments are recorded in the agenda book, and they pack up for the day.

### Team Time: Clubs and Community Meeting

Every Friday, the school day ends with Team Time. Once a month, on a rotating schedule, each Friday KIPPsters attend advisory, clubs, grade level team time, and whole school community meeting. Every semester, KIPPsters select which club they want to join, and they stay with this group until the next semester. KIPPsters must earn the opportunity to attend Clubs or Community Meeting with paycheck dollars.

### **KACP Culture in Action**

Students assign themselves when they are working independently and finish early. Students read in order to keep themselves active and learning while waiting for the rest of the class to finish or the lesson to continue.

### **100%**

100% of students are expected to follow 100% of the directions 100% of the time.

### **Posture**

Students are expected to sit in engaged posture during class. This means that feet are on the floor, knees are under the desk, and heads are up. Posture supports engagement and learning.

### **Tracking**

When a student or the teacher is speaking, the other students turn their bodies and track the speaker with their eyes. This is important because it helps students focus on listening and eliminates other distractions. It is also a sign of respect and professionalism. An exception to tracking the speaker is when the teacher directly tells students to continue taking notes or writing when she or others are speaking.

### **Shoutouts**

We use shoutouts as a way to communicate praise and thanks to teammates. All shoutouts are given directly to the person, they are specific, and they reference a core value. Students are also allowed to give each other shoutouts. For example: *I give a shoutout to Bob for "Team" because he helped me on my math homework during lunch.*

### **Getting Student Attention**

Teachers use the following ways to get whole-group student attention:

- **We are .... TEAM.** Teacher calls out *We are*, and students respond by saying *Team* and moving directly into a good posture.
- **Hand clap.** Teacher initiates the clap and students complete it.
- **Teacher issues the silent sign (fist in the air).** A teacher may hold up a silent sign in order to gain the attention of the students; students should respond by 100% of them also raising a silent sign and preparing for the next instructions.

### **Hand Signals**

Students use the following hand signals to communicate silently in school. These hand signals allow students and staff to communicate simple messages without disrupting the learning going on in class. The hand signals also help build community.

- **Sign language "R"** – Student requests a pass to the restroom.
- **Hand over nose while raising a hand** – Student needs a tissue.

- **Fist in air** - This is used to get silence.
- **Shaking fingers toward a teammate** - Shine. This is used to encourage a teammate when they are in thought and about to give an answer. It's used for encouragement.
- **Thumb up** – Students need to speak with more voice.
- **Holding pointer finger in the air** – Student needs a pencil.
- **Holding pencil in the air** – Student needs a sharpened pencil.
- **Sign language Y** – Student agrees.
- **Fanning hand above the shoulder** – Student disagrees.
- **Crossing fingers above head with plus sign** – Student has something to add on in the conversation.

### Voice Volume

Teachers regulate the volume that students are allowed to speak in throughout the day. The following are the voice volume levels that are used:

- **Level 0** – When students are on level 0, they are required to be silent and work independently.
- **Level 1** – When on level 1, students are to whisper only. This volume is used for partner work.
- **Level 2** – Level 2 is used for group work. Student conversations are not to be heard from group to group. Level 2 is also used as the standard cafeteria voice.
- **Level 3** – Level 3 is used when students need to use a full voice.

## Culture systems

### Student Behavior Information





#### The Paycheck

The paycheck system is designed to incentivize KIPPsters who meet and exceed certain behaviors. It also gives consequences for expectations not met. The paycheck is the communication tool that gives KIPPsters, their parents, and the staff an indication of a student's behavior during the school day.

**Students have the opportunity to earn up to \$10 each day, for a total of \$50 each week.** Students earn this money in the following ways:

- \$1 for arriving at school on time
- \$1 for complete uniform
- \$1 for complete and signed agenda
- \$1 for complete and signed reading log
- \$2 for each subject of completed homework

If a KIPPster is absent, he or she may earn \$4 by submitting a written excuse note within 24 hours of returning to school.

Bonus Behaviors			
 <b>EXCELLENCE</b>	 <b>COURAGE</b>	 <b>TEAM</b>	 <b>GROWTH</b>
Desk/materials set (\$1) Volunteered to answer (\$2) Attempts/completes 100% of assignment (\$2) Assigned self (\$2)	Integrity (\$3) Lead by example (\$3)	Celebrated others (snaps, shine) (\$2) Collaborated (\$3) Helped a peer (\$2) Helped a teacher (\$2) Positive attitude (\$2) Cleaned up without asking (\$2)	Emotional Intelligence (\$2) Set goal (\$2) Met goal (\$2) Accepts and applies feedback (\$2)
<b>Mindset Bonus (\$4)</b> Aligned to the 9 core mindsets Teacher inputs the mindset the student displayed and what they did			

Students can also lose money by making poor choices. Students can lose money for the following behaviors:

\$2 Deduction		
Tardy to Class Not following directions Dress Code Failure to attempt classwork Missing content materials Out of area	Profanity/Indecent Language/Gestures Toward a Peer Horseplay (play fighting, etc.) Disrespecting School Property Talking during level 0 Inappropriate physical contact (necking, hugging, holding hands, kissing, etc.)*	Learning disruption (kicking table/chair, noises, tapping, singing, slamming book/chromebook, sound effects on computer) Gum/food/drink Unassigned Website

Referral
Profane/Indecent Action, Gesture, Language Toward a Staff Member Electronics Violation Physical Altercation Removed from class Dishonesty (cheating, copying classwork/homework, lying etc.) Destruction of School Property Stealing Three -\$2s in one class

## Student Response to a Deduction

It is also extremely important that students choose the right time and place to ask a teacher about a deduction. If a student would like to discuss a deduction with a teacher, they may politely let the teacher know, and he/she will follow up at some point in the day that doesn't interrupt the lesson. A disrespectful student reaction in class, including:

- Saying: "But I didn't do anything ..."
- Raising voice at the teacher
- Pushing furniture out of the way

...is interpreted as an improper response to feedback and results in a \$3 deduction. Students may be frustrated, but they should control their frustration as best as possible and be respectful to the teacher and/or teammates.

## The Paycheck Process

Students can earn up to \$10 a day for meeting basic expectations, totaling \$50 a week. In addition, students can earn bonuses between \$1 - \$3 for the values-aligned behaviors. This money adds to the total throughout the week. Students can also lose \$1, \$2, or \$3 if they earn a deduction from the list above. This money is subtracted from the total for the week. Paychecks run on a Friday-Thursday cycle. They reset for the week at 4:45 p.m. Thursday. Daily progress reports and weekly paychecks are emailed automatically via DeansList at 4:45 p.m. The paycheck can also be viewed at any time on DeansList as reference.

In order to help maintain the integrity of the paycheck system, here are a few guidelines that must be used when issuing paycheck bonuses or deductions:

### Paycheck Incentives:

KIPPsters can use paycheck dollars for the following items:

- Quarterly Field Lessons: At the beginning of the year, the school will announce the total amount of money needed in the bank account to earn each quarter's trip. The earning starts over every quarter. If a student earns a suspension during that quarter, they are ineligible to attend the trip.
- School Store: Students can use their earned money to purchase items from the School Store. Store hours will be announced at the beginning of the school year.
- **Team Time:** Friday Team Time celebrations (Clubs, Grade Level Team Time, and Community Meeting) must be earned based on that week's paychecks. A schedule of which Team Time events are earned will be released at the beginning of each quarter.

### Behavior: Detention

Students can earn Detention for the following:

- Losing \$10 or more in deductions during a school day
- Earning a referral



All detention referrals are entered into the paycheck (Dean’s List) by 4:45 p.m. the day they are earned. A text message goes out at 5:00 p.m. to inform parents their student has detention the next day during lunch and recess.

We believe detention is an important system because it allows students the chance to reflect on their behavior and make change for next time. Parents, teachers, and students are all partners in supporting the change. Therefore, teachers will call home after assigning a student a referral. This communication is important to inform the parent of the behavior and find ways to support the student moving forward.

### **Removal from Class**

There may be times when a student has disrupted class in a way that learning can no longer continue. If this occurs, the following will take place:

- A student is a threat to themselves or others.
- Students should not be sent to the hallway, flex space, or culture office unattended.
- The teacher enters a referral via DeansList for documentation. The message will be sent to the leadership and culture team.
- A member of the leadership team will respond to the support call and communicate next steps to the teacher.

## **Birthday Celebrations**

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

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

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

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

<b>Examples</b>	<b>Non-Examples</b>
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<ul style="list-style-type: none"> <li>● Fruit cups</li> <li>● Fruit snacks</li> <li>● Cupcakes - store bought</li> <li>● Cookies - store bought</li> <li>● Cake pops</li> <li>● Candy (starburst, skittles, sour patch kids)</li> <li>● Juice boxes</li> <li>● donuts</li> </ul>	<ul style="list-style-type: none"> <li>● Birthday Cakes</li> <li>● Toys (yo-yos, bracelets, journals, pencils, pens, etc.)</li> <li>● Pizza</li> <li>● Catered meal or buffet style meal or snack</li> <li>● Homemade food items</li> </ul>
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Classroom celebrations are allowed during non-instructional times such as recess. Lunch time is not an allowable time for these celebrations as all students are required to go to the cafeteria and have the option of a lunch offering. One to two parents are allowed to join the student classroom or recess birthday celebration. Please inform the operations team if a parent reaches out and schedules a celebration.

## Parent Involvement

### Accessing School systems

#### Dean’s List

Every Friday students will receive a report to share with families to see how they’re doing throughout the week. The report will include information about behavior, attendance, and your student’s current grades. Teachers will use this system to input behavior information by 4:45 pm each day. Many school, grade, and individual incentives are tied to high behavior reports. Be sure to check your email every Friday to receive this report. Parents will receive log-in information at the beginning of the school year for the online portal. The paycheck includes a description of the bonuses and deductions the student earned. It also includes teacher comments and their bank account total. The dollars in this account can be applied to earning prizes and field lessons. Students will bring home a paper copy of the paycheck for parents to sign. Students are responsible for turning in their paycheck at the beginning of the next week for their money to be deposited. Tuesday is the last day for the check to be deposited.

### Parent/Guardian Engagement Opportunities

#### Parent Involvement Committee

KACP supports a Parent Involvement Committee, composed of parent-led positions and any caregivers who wish to attend. The PIC sponsors school-led events, such as the choir performances, field trips, &

field lessons. The PIC also hosts community meetings and family engagement activities that strengthen the connection between KACP and families.

### **Parent Surveys**

Parent feedback is very important for our school to ensure we are meeting all students' needs. KACP sends parent surveys at a minimum once per quarter to solicit feedback. The surveys come via email and text message.

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

Parents are a critical part of our school. Our communication between home and school must be respectful, informative, and frequent in order to best support our KIPPsters. We always keep in mind that parents like to hear about the positive things their child is doing in class as well as times when the child needs extra support. There are a number of systems that we have in place for parent communication, and we will ensure we are consistent in the use of them so that parents feel supported and informed.

### **Quarterly Report Cards**

Report cards are distributed to students at the end of each quarter. KACP sends two copies home with the student. Parents are required to review report cards and sign/return one copy to acknowledge receipt. Based on student performance, parents and students may be required to attend a conference with teachers.

### **Positive Calls**

All KIPPsters will receive positive calls home throughout the year. Each teacher will call home to each student at a minimum of one time a quarter, if not more.

### **Behavior Calls**

Any time a teacher assigns a \$3 deduction to a KIPPster, he/she will call home to inform the parent of what happened. The purpose of this call is to also ensure the parent is working with the school to address the behavior and find a solution.

### **Low Performance Calls**

Teachers will call home to any parent of a student who is failing a class at least two times throughout the quarter:

- After the first 4 weeks of the quarter
- Two weeks before quarter grades are due.

These calls are to notify the parent and come up with possible solutions.

### **Responding to Voicemail**

We respond to voicemails from parents within 24 business hours (M-F).

### **Phone Etiquette**

Students and parents/guardians are encouraged to use the cell phone numbers of the staff for questions, concerns, or emergencies. For absences, tardies, and change of transportation, families must call the office, not the teachers' cell phones.

### **Home Visits**

When students and their parents decide to attend KACP, our staff members conduct home visits to review our school's expectations and have the student and family sign the Commitment to Excellence. This should be a positive and memorable event for every one of our KIPPsters. The 2022-23 home visits will be virtual.

### **Parent Meetings**

Parents are encouraged to schedule meetings on the two parent-teacher conference days. If a parent has additional concerns they want to discuss with members of the staff, that parent is encouraged to call or reach out to the specific teacher involved. Parent-Teacher Conference Days take place twice throughout the year as a way to invite parents into the school and provide time to be updated on their child's progress (see calendar for specific dates). Although this is a scheduled conference day, a parent is allowed to reach out to the teachers at any point throughout the year to check in on progress.

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

### **Family Engagement Policy**

Our goal at KIPP Antioch 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 Antioch College Prep Elementary School agrees to implement the following requirements as outlined by Section 1116:

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

- (B) families are encouraged to be actively involved in their child’s education at school;
- (C) families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

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

**JOINTLY DEVELOPED**

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

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

## **COMMUNICATIONS**

KIPP Antioch College Prep will take the following actions to provide families of participating children the following:

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

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

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

## **Family Compact/Commitment**

KIPP Antioch 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.

**Students:** I commit to working in the following ways, while a student at KIPP Antioch College Prep:

- I will arrive at school between 7:45-8:00 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 KIPP Antioch College Prep 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 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 Antioch College Prep school values: Excellence, Courage, Team, & Growth

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

- I will have outstanding attendance at work.
- I will communicate honestly and respectfully with students and students' families.
- I will return all parent and caregiver communication within 48 hours.
- I will protect the safety, rights, and interests of all students.
- I will hold all students accountable to the school-wide student code of conduct and all school-wide procedures.
- I will hold myself accountable for all students' learning.
- I will be prepared to teach well-planned, standards-aligned, and engaging lessons each day.
- I will represent KIPP Nashville both on and off campus and speak positively of my students, parents, and teammates.
- I will work to uphold the KIPP Antioch College Prep core values.

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

- I will take responsibility for my student's actions; I will ensure that my student serves all consequences.
- I will attend all required parent meetings and return all calls from the school within 48 hours.
- I will make sure my student arrives at school by 8:00 a.m. and is picked up by 3:25 p.m. Monday through Friday.
- I will make sure my student only misses school when it is unavoidable and completes all make up work on time.
- I will make sure my student upholds the KIPP Antioch College Prep dress code every day.
- I will ensure my student completes his/her prepwork and is prepared for school every day.
- I will ensure that my student brings both their KIPP Antioch College Prep Chromebook and calculator to school every day and cares for them properly.

- I will review grades, attendance, and behavior reports on Deanslist with my student at least once every two weeks.
- I will make sure my contact information (address, phone number, etc.) is accurate and update it whenever necessary.
- I will support my student’s teachers and all KIPP Antioch College Prep staff members and communicate honestly and respectfully with them.
- I will be an active part of the KIPP Antioch College Prep Team and Family.
- I will work to help my student live out the school’s core values.

### **COORDINATION OF SERVICES**

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

**Failure to electronically sign and submit this form to the school does not relieve the student from the responsibility of complying with the rules and policies referenced in the KIPP Antioch College Prep School Specific Student & Family Handbook.**

Student's Name (First and Last):  
\_\_\_\_\_

Parent/Guardian Printed Name:  
\_\_\_\_\_

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