

KIPP:Nashville

PUBLIC SCHOOLS

STUDENT & FAMILY HANDBOOK 2026-2027

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Our History & Beliefs

The KIPP Network

KIPP, the Knowledge Is Power Program, is a national network of free, open-enrollment, college-preparatory public charter schools with a track record of preparing students in educationally underserved communities for success in college, career and life beyond. There are currently more than 270 KIPP schools in 21 states and the District of Columbia educating over 120 thousand students. Every day, KIPP students across the nation are proving that demographics do not define destiny. More than 88 percent of our students are from low-income families and eligible for the federal free or reduced-price meals program, and 95 percent are African American or Latino. Nationally, more than 90 percent of KIPP middle school students have graduated high school, and more than 80 percent of KIPP alumni have gone on to college.

KIPP Nashville

KIPP Nashville is a network of free, open-enrollment, public charter schools in Davidson County. KIPP Nashville was founded in 2005 with one middle school, KIPP Academy Nashville, and one group of fifth grade students.

Since 2005, KIPP Nashville has grown to ten schools across five campuses in East, North and South Nashville, educating more than 3,400 students. KIPP Nashville schools are neighborhood schools, with most students coming from our surrounding communities and 84% of our students identifying as African American or Latino.

Each day our students are proving what's possible.

Our high school alumni are on track to nearly double the six-year college graduation rate of MNPS and more than triple the college graduation rate of their peers. KIPP Nashville high school students and alumni receive support from our unique KIPP Forward program, which supports students through high school, college, career and beyond. Currently, our alumni attend over twenty different universities, community colleges and technical schools around the country.

- **Facebook:** facebook.com/KIPP.Nashville.TN
- **Twitter:** [@KIPP_Nashville](https://twitter.com/KIPP_Nashville)
- **Instagram:** [@KIPP_Nashville](https://www.instagram.com/KIPP_Nashville)
- **YouTube:** www.youtube.com/c/kippnashville
- **Linkedin:** www.linkedin.com/company/kipp-nashville

KIPP Nashville Mission & Vision

Mission

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose — college, career, and beyond — so they can lead fulfilling lives and build a more just world.

Vision

Every child grows up free to create the future they want for themselves and their communities.

School Operations

School Closings

KIPP Nashville will close due to inclement weather or other conditions whenever the local public school district (e.g., Metro Nashville Public Schools) closes all of its schools. If we are experiencing or expecting inclement weather or unforeseen circumstances, please monitor the MNPS Website (mnps.org) or our local television and/or radio stations for the latest school closing information. The KIPP Nashville academic calendar may be modified if closure days exceed stockpiled inclement weather and PD days. Any modifications to the calendar will be communicated to all staff, students, and families as soon as possible. We recommend that staff and families follow us on social media to get the most up to date information (@KIPP_Nashville).

Early Dismissals

In the event that unforeseen circumstances cause an early dismissal, we will notify all staff, students, and families via email, phone, text, and/or social media. KIPP Nashville will follow the regular daily schedule until the time of dismissal.

Late Start and Delayed Openings

If inclement weather or other conditions require a delayed opening, families should follow the revised start time communicated by KIPP Nashville.

KIPP Nashville will notify staff, students, and families of delayed openings via email, phone, text message, and/or social media. Bus transportation will also operate on a delayed schedule. Breakfast and other morning routines may be adjusted to accommodate the later start time.

Families are encouraged to monitor the KIPP Nashville website and KIPP Nashville social media channels (@KIPP_Nashville) for the most current information.

Transportation

KIPP Nashville offers several transportation options for families. Parents/Guardians may choose to drive their child, sign them up to ride the KIPP Nashville bus, or utilize public transportation.

Bus Eligibility & Sign-Up

KIPP Nashville provides limited bus transportation to students who:

- Live outside of a one-mile radius of the school, and
- Live within the school's designated transportation zone

Families who live outside of the transportation zone must provide transportation to the school or to a designated bus stop.

Parents/Guardians may sign up for bus transportation at enrollment or at any point during the school year. Route and stop information, along with bus expectations, will be shared during the enrollment process.

Student Safety & Bus Expectations

Student safety is the top priority of the Transportation Team. All students are expected to follow bus expectations at all times. Failure to do so may result in consequences, including possible loss of bus privileges.

The Transportation Team will assign students to the most appropriate and safe bus stop based on their home address and established routes. Bus Drivers will pick up and drop off students only at their assigned stop.

Parents/Guardians are responsible for their student's safety while traveling to, from, and while waiting at the bus stop.

Students must:

- Arrive at the bus stop 10 minutes before the scheduled arrival time
- Be waiting outside (not inside a home or vehicle)
- Avoid running to the bus, as this is dangerous and may result in serious injury

Route or Stop Change Requests

Parents/Guardians who wish to request a route or stop change must contact transportation@kippnashville.org.

- Processing new route/stop requests may take up to 72 hours
- To request a one-day alternate drop-off stop, Parents/Guardians must:
 - Submit the request in writing at least 24 hours in advance
 - Receive approval from the Transportation Team
 - Wait for confirmation that the driver has been notified

Students will not be dropped off at a different stop without a written parent/guardian request and prior Transportation approval.

Bus Safety Complaint Process

In the event of a bus safety complaint, KIPP Nashville follows the process below:

1. Complaint submitted via email to transportation@kippnashville.org.
2. Within 24 hours, the Transportation Manager begins an investigation.
3. Within 48 hours, the Transportation Manager submits a preliminary report to the Chief Operating Officer, including:
 - Date and time the complaint was received
 - Name of the bus driver
 - Summary of the complaint

- Any prior complaints or disciplinary actions
4. Within 10 days, the Transportation Manager submits a written report to the Chief Operating Officer detailing findings and actions taken.

Same-Day Transportation Changes

Parents/Guardians should arrange transportation plans before dropping students off each morning.

If transportation plans change during the school day:

- Parents/Guardians must call the school by 2:00 p.m.
- The school will notify the student of the change

Food Services

KIPP Nashville participates in the National School Lunch and School Breakfast Program. Our schools also participate in Community Eligibility Provision (CEP). This means that all enrolled students are eligible to receive a healthy breakfast and lunch at school at no cost. We have partnered with a food management company, SLA, and Metro Nashville Public Schools (MNPS), to provide breakfast and lunch services for our students. It is important for students to arrive on time to receive breakfast. Families may send students with their own meals to eat during designated times. Students are not allowed to share food brought from home with other students due to potential allergies. Families are not permitted to bring outside meals for student lunches (i.e. fast food like Wendy's, McDonald's, etc. or via food delivery services, such as DoorDash and Uber Eats) which are not in compliance with state guidance and requirements.

For questions about menus, dietary accommodations, or meal services, please contact your student's school front office.

Visitor Code of Conduct

KIPP Nashville Public Schools is dedicated to a student-centered community. Student safety is our number one priority; therefore, we expect all visitors to work with us in the best interests of our students. KIPP Nashville Public Schools has an obligation to protect and safeguard the wellbeing of every student and staff member.

KIPP Nashville Public Schools' visitor code of conduct. All visitors must:

- Sign in at the front office and provide state issued identification.
- Respect and contribute to our calm, quiet and orderly learning environment.
- Model appropriate (kind and polite) behavior in front of staff and students.
- Be polite and respectful to all school users.
- Refrain from loud or offensive language or behavior.
- Refrain from using physical aggression or chastising any adult or student (including your own)
- Behave in a way that does not disrupt the operation of any aspect of the school.
- Follow all staff instructions while on campus.

Visitors will refrain from engaging in the following unacceptable behaviors (this list is not exhaustive):

- Smoking, vaping, consuming alcohol or using any illegal substance (this includes being under the influence) while on campuses
- Rude, bullying, offensive or loud language or behavior, either in person, over the telephone, or through written communication to staff or members of our school community
- Approaching someone else's child in order to question or chastise them
- Physical abuse, threats, or aggressive behavior
- Use of any offensive or discriminatory language
- Soliciting
- Political campaigning
- Any behavior that could reasonably be interpreted as decreasing the orderly operation or safety of our school community

Any visitor who fails to uphold our community standards will be asked to leave our premises and may be prohibited from returning onto our property.

Visitor Extracurricular Guidelines

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by families. As a KIPP Nashville Parent/Guardian, it is imperative that you understand how important extracurricular activities are for students and the growth and development your student's participation fosters. At KIPP Nashville our families are expected to provide the coaching staff with respect and the authority to coach the team. In addition, when interacting with staff, other families and other students, proper conduct is expected at all KIPP Nashville campuses.

Parent/Guardian Agreement

I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.

I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.

I will refrain from coaching my child from the stands during practices or meets. I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating student will not be tolerated.

I will respect the integrity of the officials.

I will direct my concerns first to my student's coach; then, if not satisfied, to the appropriate supervisor. I understand the above expectations and that my failure to adhere to them may result in disciplinary action

Chaperone Policy

All chaperones and volunteers must complete required safety screenings before participating in school activities.

PENCIL Background Check is required when a parent/guardian is chaperoning or supervising students other than their own (for example, overnight field trips, out-of-state trips, or any situation where you are responsible for additional students). This process can be completed directly with the school.

- Families will be provided the PENCIL link.
- Volunteers complete the online form and then receive an email to finalize the background check.
- Typical turnaround time: 24-48 business hours.

Raptor Screening is required for all school visits and for volunteering at your child's school (including sports, clubs, and local field trips). If you have any questions, please contact your student's school front office.

Attendance Expectations

Every school day matters. Students who attend school consistently feel more connected to their community, build strong relationships, and achieve more academically. Missing even two days a month can lead to academic risk and disengagement. We expect all students to attend school every day, on time, and ready to learn.

In accordance with state law, children ages 6-17 are required to attend school. Parents/guardians are responsible for ensuring their child attends regularly and arrives on time.

A student with five or more unexcused absences is considered truant. A student who misses 10 consecutive unexcused school days may be unenrolled. If a student accumulates excessive absences, the state truancy office may monitor attendance and take further action as needed.

To support strong attendance, families should avoid scheduling appointments or vacations during school hours whenever possible and instead plan them during school breaks or after dismissal. Attendance directly impacts academic achievement, repeated absences may affect a student's grades. Students with excessive absences may also be at risk of not being promoted to the next grade.

Excused Absences

Absences will be excused only if documentation is submitted within one week of the absence and falls into one of the following categories:

- Illness or medical appointments (with a provider or parent note; **max 5 parent notes/year**)
- Religious holidays
- Death in the family or funeral attendance
- US armed forces documentation regarding parent/guardian deployment
- Homelessness, foster care transition, or other protected McKinney-Vento circumstance
- Court documents mandating a court appearance – student will be excused only for the day(s) indicated on the documentation.

We will only accept up to **5 parent notes**. Any additional notes beyond this limit will result in absences being marked as unexcused.

Unexcused Absences

Absences are unexcused when:

- No documentation is received within one week
- The absence does not meet excused criteria

- The family has exceeded the five parent note limit

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.

Attendance Notification and Interventions

We proactively communicate with families to prevent chronic absenteeism.

Intervention Steps may include:

- 3+ Unexcused Absences: Family contacted by school.
- 5+ Unexcused Absences: Official truancy letter sent; student considered truant.
- 5+ Unexcused Absences: Official truancy letter sent; student considered truant.
- 6-9 Unexcused Absences: Attendance assessment, support plan, and Attendance Review Board (ARB) meeting with family.
- 10 Consecutive Unexcused Absences: Students may be unenrolled from KIPP Nashville.
- 15+ Total Absences: Triggers retention review process.

Retention Review Process

Excessive absences may contribute to retention decisions, though they will never be the sole reason for a student to be retained. If a student accumulates 15 or more total absences (excused or unexcused), the school will:

- Initiate the retention review process.
- Review the student's academic standing and progress.
- Evaluate whether the student has met promotion benchmarks.
- Offer a promotion meeting with the student's parents / guardians.
- Consider mitigating factors, such as illness, housing instability, or other extenuating circumstances.

A student will be retained if:

- They have not demonstrated sufficient academic progress or grade-level performance.
- Retention is determined to be in the student's best academic interest.

Appeals Process

Families may appeal a retention decision within one week of receiving notice. Appeals must:

- Be submitted in writing.
- Include any documentation families would like considered.
- Be reviewed by the principal or Head of Schools.

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.

Any child missing 15 or more days (i.e. 15 or more absences) will be held back (retained in their current grade) unless the child's parents / guardians ask for and receive an exception approved by the school's principal and head of schools within one week of the last day of the school year.

Tardies and Early Dismissals

School hours are generally between 8:00 a.m. and 3:30 p.m. (consult with individual schools for exact hours). 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. There is no staff supervision before doors open for arrival. Students must arrive by a school designated time or they are considered and marked tardy. Once doors close for arrival, students will need to check in through the main office.

Students are dismissed around 3:30 p.m. (consult with individual schools for exact hours). Please do not take your child out of school earlier than the dismissal time.

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 any missed class work.

Early pick-up is not allowed after a certain time, close to dismissal, so please consult with your school.

Student Privacy

Student Records

A cumulative record is kept for each enrolled student. The record's contents will include academic, attendance, and health records. The record will be kept current and confidential and will accompany the student through his/her school career.

The school administration is responsible for all student records. They will discuss, explain, and/or make available to an eligible student (i.e., 18 years of age or older) or parents/guardians any records on file. If a parent/guardian would like to examine a child's record, the parent/guardian should submit a request in writing to the Principal. Within 10 days, the eligible student or parent/guardian will be allowed to inspect the file and may request a copy of some or all the information contained in the record. There are two different types of student records, directory information and confidential records, and each will be treated differently.

Directory Information

Directory Information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent/guardian. For example, teachers may distribute class lists to everyone in the class so that students may help each other with homework. If a parent/guardian would not like such information released, he/she should submit a request in writing to the Principal.

Confidential Records

Confidential Records include current or final grades, disciplinary actions, and health records. Confidential records will not be made available to any non-school or non-KIPP Nashville personnel without written consent by the parent/guardian.

Access to Student Records

Authorized school officials may release information from a student's education record if the student's parent/guardian or the eligible student gives written consent for the disclosure. Such written consent must include:

1. A specification of the records to be released.
2. The reasons for the disclosure.
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made.
4. The signature of the parent/guardian or eligible student.
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent/guardian or the eligible student may obtain a copy of any records disclosed under this provision.

Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes. A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks.
2. Perform a supervisory or instructional task directly related to the student's education.
3. Perform a service or benefit for the student or the student's family such as health care, counseling, or student job placement.

In certain cases, school officials are permitted to release information from or permit access to a student's education record without prior written consent of the parent/guardian or eligible student, including:

1. To comply with a judicial order or lawfully issued subpoena. The school will make a reasonable effort to notify the student's parent/guardian or the eligible student before making a disclosure.
2. If the disclosure is an item of directory information.
3. To comply with the requirements of child abuse reports to the extent known by the school officials, including the name, address, and age of the child; the name and address of the person responsible for the care of the child; and the facts requiring the report.
4. When a student seeks or intends to enroll in another school district or a post-secondary school. Parents/Guardians of students or eligible students have a right to obtain copies of records transferred under this provision.
5. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
6. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.

Technology & Internet Policy

The use of technology resources by students, staff members, or visitors to KIPP Nashville schools is a privilege and is subject to all applicable federal, state, and local laws and regulations. Students are responsible for their ethical and educational use of the technology devices and services in the school.

The following are prohibited activities and may result in the student temporary or permanent loss of technology privileges, or further disciplinary actions: the use of offensive language or images, profanity, harassment or bullying, impersonation of another, and hacking/damaging a system or network. This list is not comprehensive.

Internet Safety Measures

KIPP Nashville is committed to ensuring internet safety for our students. Through widespread use of content filtering, we are controlling access by students to inappropriate content matter, the online spaces for direct communications (e.g., chat/email), and preventing unauthorized access including hacking from internal or external sources. We will monitor internet use vigilantly to ensure students do not access materials that may be harmful to them.

Social Media Expectations

To maintain professional boundaries and ensure student safety, KIPP Nashville requires clear guidelines for online interactions between students, families, and staff.

Students should **not connect, follow, message, or engage with KIPP Nashville staff through personal or non-school-affiliated platforms**, including:

- Personal social media accounts (e.g., Instagram, Facebook, TikTok, etc.)
- Staff-owned business or organization pages
- Personal email accounts or non-KIPP email addresses

- Any other non-KIPP digital communication channels

Communication with staff should occur only through **official KIPP Nashville platforms and channels**.

An exception may be made **only when a prior, documented relationship exists between the staff member and the student/family outside of KIPP Nashville** (e.g., family member, family friend, community connection). In these cases, interactions must remain appropriate and professional at all times.

Failure to follow this policy may result in appropriate disciplinary action to protect the safety and integrity of the KIPP Nashville community.

School-Issued Technology Devices

All school-issued technology devices — including but not limited to Chromebooks, iPads, MiFi hotspots, and chargers — are owned by KIPP Nashville and are loaned to students for use throughout the school year and are expected to be kept in good working order at all times.

Such devices must not be left unattended at any time. They must be in a student's possession or secured in a designated location within the classroom. If a device is found unattended, it will be turned in to the school administrator. Technology devices loaned to students must always be carried and transported appropriately, including but not limited to:

- Chromebooks should be closed when carried in order to avoid damage to the hard drive resulting in the permanent loss of data.
- No food or beverages should be in the vicinity of technology devices.
- Technology devices should be handled with respect and care and are not to be defaced or damaged in any way. Inappropriate treatment of school-issued devices will result in school repossession of these devices for a period of time determined by the administration. Removing keys from Chromebook keyboards and placing stickers on devices are examples of inappropriate treatment.
- In the case of theft of a school-issued device, a police report must be filed, and a copy of the police report (including the device's serial number) must be submitted to the Director of Operations.
- The school reserves the right to remove any software that has been installed on school owned devices that impedes the educational purposes of the school's technology program.

Consequences - Technology & Internet Policy

KIPP Nashville reserves the right to enforce appropriate consequences for the violation of any section of the Technology & Internet Policy. Such consequences could include the loss of the use of any school-owned electronic device for a specific amount of time determined by the administration and members of the technology department and may include possible disciplinary action and possible legal action. These consequences apply to all students using any electronic devices on the school's campus, whether these devices are personally owned or school-issued.

Any electronic device used on the school network, even if privately owned, is subject to possible consequences, including the school's rights to search the device, to remove content from the device, and to retain the device in the school's possession, if there is an infraction of the Technology & Internet Policy.

In the case of repeated abuse and/or damages to a device, the school has the right to revoke a student's privilege of using a device. Any change of the operating configuration or settings is subject to disciplinary measures by school administrators.

Damage or Lost Device

Consequences will be imposed for any damage or loss of school-issued technology devices that is the result of intentional damage or negligence. Consequences for these actions will include the student paying for the repair or replacement of the device, as well as other disciplinary actions as determined by the school administration.

Examples of school-issued electronic devices may include Chromebooks, iPads and chargers.

Should the repair or replacement of a device be required, the student's family shall be responsible for supporting that cost as follows for accidental damage. *Please note: lost or damaged chargers will incur a \$25 replacement fee.*

- First incident per year: \$100
- Second incident per year: \$150
- Third incident per year: \$175 or loss of use

KIPP Nashville reserves the right to charge families for the full cost of repair or replacement of devices at its discretion. Instances where this may be applicable could include:

- Loss of a device
- Intentional damage to a device
- Gross negligence when handling a device
- Repeated damage to a device

Student Wireless Device Policy

All KIPP Nashville schools are "No Phone Zones." Students must turn in cell phones and portable wireless devices (tablets, laptops, gaming devices) upon arrival. Devices are stored securely and returned at dismissal. After three confiscations in a quarter, a parent must pick up the device. Refusal to turn in a device will result in insubordination consequences. Refer to KIPP Nashville's Wireless Communication Device Policy.

Downloading and Installing Software

- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc., through the school's network is prohibited unless it is part of an assigned, in-class activity.
- Applications, software, movies, songs, and other materials protected by copyright law may not be transmitted or duplicated. This includes copyrighted movies, which may not be "ripped" from DVDs or downloaded from the Internet and copied onto laptops.
- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

Copyright Law

Copyright law protects the ownership of a person's creative works. In an educational setting, students are permitted to use others' works under the Fair Use Clause, if they meet the restrictions and cite the work.

Student AI Usage Guideline

- Generally, students may not use AI platforms for any assignments. Students may **only use AI platforms for an assignment if given expressed, written permission from a teacher**. If so, they can only access and appropriately use AI platforms deemed safe by KIPP Nashville’s Academic and Technology teams.
- In assignments where AI is allowed:
 - Students may not submit any work created by an AI platform as their own. Students who do so are subject to their school’s plagiarism policy.
 - Students must cite their usage of AI when submitting work (teachers will decide which format these citations will take).
 - Students are responsible for their own work; therefore, they are responsible for verifying content generated by AI platforms.

Students should not share personally identifiable information (including names, addresses, and images) with AI platforms or personally identifiable information of other staff or students.

Academic Program and Policies K-12

Here is a [link](#) to KIPP Nashville’s curriculum.

In KIPP Nashville schools, students receive grades based on the following grading scales:

K-2 Grading Scale	3-12 Grading Scale
Exceeds Target (90-100%) Meets Target (70-89%) Approaching Target (50-69%) Below Target (0-49%)	A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (0-59%)

*High School only - TN Uniform Grading Policy

According to the TN Uniform Grading Policy, additional percentage points are awarded to any grade that contributes to a student final semester grade IF the course is classified in any of the following categories:

Honors Courses	Local and Statewide Dual Credit Courses, and Industry Certification-Aligned Courses*.	Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses*.
Shall include the addition of 3 percentage points to the grades used to calculate the semester average.	Shall include the addition of 4 percentage points to the grades used to calculate the semester average. <i>*Dual Enrollment Courses completed in the 2022-23 and 2023-24 school years shall include the addition of 4 percentage points to the grades used to calculate the semester average.</i>	Shall include the addition of 5 percentage points to the grades used to calculate the semester average. <i>*Dual Enrollment Courses completed in the 2024-25 school year and thereafter shall include the addition of 5 percentage points used to calculate the semester average.</i>

At KIPP Nashville, grades are primarily entered quarterly. Each quarter grade, and exam grades if applicable, should receive an apportioned percentage bump. The HS academic dashboard takes into account adding 5 percentage points to the gradebook grade each quarter when adding the final quarter grade into the SIS.

Ex 1: A student is enrolled in an AP course and will take the AP Exam at the end of the year, so they are excused from a final exam. Teachers will enter one grade for each quarter. **If the student’s final Q1 grade in the gradebook is 87%, teachers must enter a 92% as the final Q1 grade in the SIS. If that grade is not entered, it will show a mismatch error in the HS Academic Health dashboard.** This will automatically calculate the Semester grade correctly, no additional points should be added.

Ex 2: A student is enrolled in a Dual Enrollment course. No current gradebook is kept and quarter grades aren’t given, only a final semester grade is received from the Post-Secondary Institution. The student earns a final S1 grade of 75% for a student from the primary institution, staff should enter an 80% as the final S1 grade for the student.

Students are required to sit for associated external exams or pass dual enrollment courses in order to receive the corresponding percentage points. This applies to all semesters for the relevant course.

Students receive quarterly report cards with numerical scores representing mastery of concepts measured. This score aligns to a letter grade. Gradebooks have the following categories:

K-4	5-8	9-12
CONTENT CLASSES Summative Assessments → 35% Formative Assessments → 35% Classwork → 30% ELECTIVES Participation → 50% Classwork → 50%	Summative Assessments → 30% Formative Assessments → 30% Classwork → 30% Homework → 10%	Summative Assessments → 50% Formative Assessments → 20% Classwork → 20% Homework → 10%

Each gradebook category may include the following items, depending on grade level:

Summative Assessments	Formative Assessments	Classwork
End of Unit/Module Assessments Writing Rubric Scores Interim Assessments Major papers, Performance tasks/projects	Reading Checkpoints Math Topic Assessments Quizzes	Daily Assessments Classwork

In addition to student grades, report cards may include:

- mCLASS (K-8):** An assessment tool that provides information about a student’s literacy skills. This level of performance is indicated by a composite score that combines performance in several foundational

literacy skills. Student levels are indicated with the following labels: “well below benchmark,” “below benchmark,” “at benchmark,” or “above benchmark.”

- **iReady (K-8):** i-Ready Math is an assessment tool that provides information about a student's mathematical ability. They will take the benchmark assessment three times a year to determine their composite performance level based on a combination of mathematical skills. On this report card, you'll see one of the following placement levels for your child: "Mid or Above Grade Level" means the student is meeting or exceeding grade expectations. "Early On Grade Level" indicates the student is beginning to meet grade-level expectations. A placement of "1," "2," or "3 or More Grade Levels Below" means the student needs support with skills from earlier grades.
- **Social Skills (K-2):** KIPP Nashville teachers teach and evaluate social skills for students in K-2 because they are a key part of a child's overall development and school success. Social skills help students build positive relationships and adapt to the school and classroom environment in order to find academic success. The skills are listed below:

K-2	3-4
Accepts responsibility for choices & actions Is considerate of others' feelings Resolves conflict appropriately Stays on task Follows routines Transitions from one activity to another Follows directions	Works well independently Works cooperatively in a group Completes work/assignments on time Uses time productively and stays on task

Final grades are calculated in the following way:

3-8	9-12
Semester 1: 50% Quarter 1 + 50% Quarter 2 Semester 2: 50% Quarter 3 + 50% Quarter 4	Semester 1: 40% Quarter 1 + 40% Quarter 2 + 20% Midterm* Semester 2: 40% Quarter 3 + 40% Quarter 4 + 20% Final* *Midterm and Final may not be administered depending on the course. If a midterm/final exam is not administered, the semester grade will be a 50% split of the quarterly grades.

The grades on the final report card are adjusted to include the student's score on TNReady assessments. To determine a student's final grade, KIPP Nashville schools will apply a curve to a student's TNReady score. The TNReady score will be calculated as a percentage by dividing the points earned by the total points possible. Then, the percentage will be curved, using guidance from either the TDOE or MNPS, to determine a student's adjusted TNReady score. The KIPP Nashville Chief of Schools will approve the final TNReady scoring formula once guidance regarding the curve is received. A student's adjusted TNReady score will account for the minimum percentage required by the district of the student's final grade received in each tested course. These minimums vary by

grade level. For the 2026 - 2027 school year, the minimum required percentages are 0% for 3rd-5th grade, 10% for 6th-8th grade, and 5% for 9th-12th grade.

If TNReady assessment results are not received by the school at least five (5) instructional days before the end of the course, the school may choose not to include the state assessment score in the student's final grade calculation.

There is no grade floor in KIPP Nashville Schools. Per T.C.A. § 49-6-407(c)(2), KIPP Nashville may not establish a minimum grade above zero; the lowest grade a student may earn is 0. Students who receive a failing grade on any curriculum-based summative assessment may retake the assessment once for an additional grade.

KIPP Nashville Academic Policies are subject to change pursuant to state law and the KIPP Foundation.

Grade Point Averages (GPA)

GPA's are most often calculated in two different ways:

- Unweighted - all courses taken by students receive the same amount of credit in the GPA calculation
- Weighted - AP and Honors courses taken by students are awarded additional points in the GPA calculation to account for the higher level of rigor in the course, which all other courses receive the standard number of points.
- At KIPP Nashville, we assign the following point values for unweighted and weighted GPA's:

Make-up Policy

Absences significantly impact student learning. Students absent when an assignment is due are expected to submit that assignment upon their return. If students are absent the day an assignment is given, they should get an extra day to submit it for each day they are absent.

GENERAL GUIDANCE

- Teachers are expected to create a makeup / turn in system in their classrooms
- Teachers are expected to post assignments and due dates in any of the following locations: whiteboard, Google Classroom, DnA/Illuminate, syllabus, etc.
- Teachers should not enter grades for make-up work until the deadline to submit that work has passed so as not to give a falsely deflated grade.

SUMMATIVE ASSESSMENTS/MIDTERMS/FINALS:

- If a student is absent the day of an assessment, they must be provided an opportunity to sit for their first attempt within one week of the original assessment date.
- If a student is absent during their Midterm/Final, they must be provided an opportunity to sit for their first attempt before the end of the grading window for that quarter.
 - If a student is not provided an opportunity to sit for their first attempt before the grading window for that quarter ends, they will receive an "Excused" grade in the gradebook.
 - If a student is provided an agreed-upon date and time to make up their Summative Assessment/Midterm/Final, and they do not attend, they will receive a 0%.

- Students cannot retake or redo their Midterms/Finals assessments.

FORMATIVE ASSESSMENTS:

- If a student is absent the day of a formative assessment, the student has one week to make up the assessment for the initial attempt.
- If a student does not make up the formative assessment within one week, it will go into the gradebook as a missing and remain as a 0%.

HOMEWORK:

- If a student is absent the day homework is due, the student is expected to turn in the missed assignment upon their return to their next class. Failure to turn in their homework upon their return will result in possible daily percent deductions.
- If a student is absent the day homework is assigned, the student has the number of days they were absent to complete any work assigned for full credit; if a student misses two days of class, they have two days to turn in any missed assignments (eg: if a student misses Monday, their work will be due Wednesday; if a student misses Monday and Tuesday, their work will be due Friday). Failure to turn in their homework within the additional allowed time, will result in possible daily percent deductions.

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

Academic Integrity

KIPP Nashville expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. This provision covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others. Schools will investigate and assign consequences based on procedures found on the school specific handbook.

Assessments

2026-2027 Student Assessments

Name	Grades	Purpose and Use	Timing	Data & Gradebook Category
*mCLASS	K-8	Reading diagnostic used as a universal screener to identify student skill levels, set learning goals, and personalize instruction	Administered 3 times/year (Beginning, Middle, and End of Year) within a set two-week window.	Immediate online reports are provided for teachers and staff. Scores are on student report cards
*iReady	Math K-12 Reading 9-12	Adaptive diagnostic used as a universal screener to identify student skill levels, set learning goals, and personalize instruction	Administered 3 times/year (Beginning, Middle, and End of Year) within a set two-week window.	Immediate online reports are provided for teachers and staff. Scores are on K-8 student report cards
Interim Assessments	2-12	Assess progress on priority standards aligned to the curriculum and state assessments (e.g., TNReady, EOC); used to inform instruction and identify gaps.	Administered 3 times/year (October, December, February)	Reports available within days of test completion; include item analysis, standard-level performance, and comparison data across schools or classes. Summative Assessment (IA 1 and 2)
*TCAP / TNReady EOC	3-12	State assessments measure a student's skills in important content areas. Test results are used in teacher, school and district accountability with the State of Tennessee and the Federal Government. <i>K-8 Subjects:</i> ELA, math, science and social studies. <i>9-12 Subjects:</i> English 1 and 2, Algebra 1 and 2, Geometry, Biology, and U.S. History	State determined window in mid-April and early May.	"Quick score" results are typically available soon after the test is given so teachers can calculate final grades. Later the state releases more detailed individual student reports. These are distributed by district office staff to schools and shared with families in the fall. Results also may count for up to 15% of a student's final grade in those subjects.

TCAP Alt. / MSAA Assessment.	3-11 (per IEP)	This assessment is designed for students with significant intellectual disabilities. It is based on a different set of content standards than the TCAP test. Students only take the TCAP-Alt assessment when parents/guardians and educators decide it is appropriate according to their needs.	State determined window in March-May.	The state releases individual student reports with details of performance. These are distributed by district office staff to schools and then shared with families
ELPA21 Screener Initial English Proficiency test	K-12 (as needed)	The ELPA21 Screener is given to students, upon enrollment in their first TN public or charter school, whose original Home language survey indicates their native language is other than English or if a language other than English is spoken in the home. This assessment determines a student's level of Academic and Social English Language Proficiency in reading, writing, listening, and speaking.	Administered to identified students at the time of enrollment	Tests are scored and the results are given to parents/guardians immediately. Not part of a student's grade.
* ELPA21 Summative	K-12 (for ML students)	The ELPA21 Summative assesses Active and Waived multilingual learners' social and academic English language proficiency in reading, writing, listening, and speaking. Student's scores on this assessment determine their service plan for the following school year. Students meeting the proficiency score requirements will exit ESL services.	State determined window in Feb-March.	Tests are scored by the ELPA21 consortium and given to schools in the last week of May. Scores are sent to parents in the first 2 weeks of the following school year. For example, Scores released May 2026, will be sent to parents August 2026. Scores are not part of the student's grade.
*U.S. Civics Exam	9-12	Students are required to take a United States civics exam in order to graduate with a regular high school diploma.	School schedules	School schedules as necessary. Results are available soon after the test is given.

*ACT	11-12	The ACT is a college readiness test utilized by hundreds of colleges and universities. It also helps determine which students are eligible for the HOPE Scholarship from the state.	Spring of 11th grade Fall of 12th grade	Student-level reports are provided by the College Board about 3-8 weeks after the test is given.
PreACT	8-10	Predictive ACT assessment that simulates the ACT test experience; helps students gauge readiness and plan for college admissions testing.	September-December Or March-April	Results are returned within 2–4 weeks; includes predicted ACT composite score range, subscores, and college readiness indicators.
ASVAB	10-12	Measures aptitude in various skill areas; used for military entrance qualification and career exploration for non-military pathways.	Flexible — schools can schedule it throughout the year in coordination with a military test coordinator	Results are available within a few weeks. Scores are shared with students, schools, and optionally with military recruiters. The Career Exploration Score Report includes strengths and suggested career pathways.

*Required exams for mandated reporting or requirements.

**If applicable, in addition to the notification of district/state mandated tests, parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question.*

Summative Retake Policy

OVERVIEW

KIPP Nashville will offer students in K-12 the opportunity to retake any summative unit or module curriculum-based assessment if a failing grade is initially earned.

- In K-4, the assessment will be offered to students automatically upon receiving a failing grade.
- In 5-12, the assessment will be offered to students who have received a failing grade by student or parent request and/or teacher recommendation.

IMPLEMENTATION GUIDANCE

- A “failing grade” is a number grade of 0-59 as per the Tennessee State Uniform Grading System.
- The format of summative retakes will be determined at the discretion of the school and/or teacher.
- Original assessment scores will not be deleted. The new retake score will be entered into gradebooks as an additional grade.
 - If a child scores lower on the retake than on the original assessment, the new grade will not be included in gradebooks.

- Any assessment may only be re-taken once.
- In 9-12, students may not retake midterms, finals, interims, or ACTs.

IMPLEMENTATION GUIDANCE FOR TEACHERS + SCHOOLS

- A “failing grade” is a number grade of 0-59 as per the Tennessee State Uniform Grading System.
- The format of summative retakes will be determined at the discretion of the school and/or teacher.
- Original assessment scores will not be deleted. The new retake score will be entered into gradebooks as an additional grade.
 - For assessments administered or entered in Illuminate, the data must be entered into a new link, labeled RETAKE. This will be available on the Launch Page.
 - If a child scores lower on the retake than on the original assessment, the new grade will not be included in gradebooks.
- Summative retakes will be given within one month of original assessment administration or by the end of the academic quarter in which the assessment was given, whichever comes first.
- Retake administration should not disrupt the scope and sequence of core instruction. Retakes should be given during flex days, responsive instruction blocks, or other supplemental instruction blocks.

Honor Roll

The KIPP Nashville Honor Roll recognizes students who demonstrate academic excellence each grading period. Honor Roll eligibility is based on final grades each quarter. Students must also be in good standing regarding attendance and conduct to be recognized.

Grades	Distinctions
K-2	Principal’s Honor Roll: Student is exceeding the target in all core classes (ELA, Math, Science, Social Studies) Honor Roll: Student is meeting or exceeding the target in all core classes (ELA, Math, Science, Social Studies)
3-4	Principal’s Honor Roll: Student has A’s in all core classes (ELA, Math, Science, Social Studies) Honor Roll: Student has all A’s or B’s in all core classes (ELA, Math, Science, Social Studies)
5-8	Principal’s Honor Roll: GPA of 4.0 in all core classes (ELA, Math, Science, Social Studies) High Honor Roll: GPA of 3.5–3.99 in all core classes (ELA, Math, Science, Social Studies) Honor Roll: GPA of 3.0–3.49 in all core classes (ELA, Math, Science, Social Studies)
9-12	Principal’s Honor Roll: GPA of 4.0 overall (includes all courses) High Honor Roll: GPA of 3.5–3.99 overall (includes all courses) Honor Roll: GPA of 3.0–3.49 overall (includes all courses)

Promotion & Retention

Elementary & Middle Schools

At KIPP Nashville, our ultimate goal is to ensure that all of our KIPPsters are prepared to succeed on their path to college and beyond. By the time our students leave us, we want to ensure they have the academic knowledge, skills, and habits to succeed. For some students, repeating a grade level may change their trajectory on their path to and through college by providing an opportunity to close a gap in the knowledge, skills, and habits needed to succeed. In these situations, we consider retention in the current grade level to be an option that aligns with our mission and goals for our KIPPsters.

The following criteria are considered for a student’s promotion or retention.

- **Mastery of essential competencies:** Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level. KIPP Nashville considers for retention any student who is:

K-2	Scored well-below on MOY DIBELS assessment
3-4	Have below 70% in both ELA and math
5-8	Are failing 2+ core content classes (ELA, math, sci, SS)

- **Attendance:** Any child missing 15 or more days (i.e. 15 or more absences) will be held back (retained in their current grade) unless the child’s parents / guardians ask for and receive an appeal approved by the school’s principal and head of schools within one week of the last day of the school year.
- **Conduct:** Retention shall not be used as a disciplinary measure. A student’s social-emotional development, however, will be considered when making a retention decision.
- **Previous retention:** Students shall not be retained more than once in the same grade.
- **Special Education:** Students who have Individual Education Plans (IEPs) will be promoted to the next grade based on successful completion of the goals on the IEP.
- **Multilingual Learners:** Retention of Multilingual Learner students shall not be based solely on English language proficiency.

KIPP Nashville will identify students who demonstrate difficulty in achieving the requirements for promotion to the next grade level and therefore may be considered for retention no later than February 1. However, a student may be identified for retention after February 1 if the delay is due to:

- Date of enrollment; or
- Additional information acquired after results of local assessment, screening, or monitoring are released.

Once a student has been identified as having a “promotion-in-doubt” status, the school team will notify the parent/guardian to develop a promotion plan. This plan shall be provided to the student’s parent/guardian, and the school shall offer to hold a parent-teacher conference to discuss the promotion plan.

If a student qualifies for retention, they will repeat the same grade the following year. They may only be promoted at the discretion of the Principal. Parents/Guardians may appeal the retention decision to KIPP Nashville's Head of Schools. The Head of Schools will review the student's data and the recommendation and make the final appeal decision.

KIPP Nashville does not offer summer school for elementary or middle school students, but partners with Metro Nashville Public Schools to provide additional learning for eligible students. Summer school is not something KIPP Nashville considers when making promotion decisions.

At KIPP Nashville, we also follow the policies and procedures of the Tennessee 3rd and 4th grade promotion law as described here: [Promotion & Retention Guidelines and Toolkit - Third & Fourth Grade](#).

High School

All 9th grade students entering high school are assigned a graduation class in the month of May four years after they enter high school (e.g., freshmen entering high school during the school year are assigned the graduation designation of May 2025). "On track to graduation" requires a student to earn 7 credits per year. If a student does not end the summer with their 7, 14, etc. credits, they are considered "unclassified," instead of "promoted," until they earn the correct number of credits.

Student Status	Promotion Policy
Student fails 1 course	No change; however, students will recover the credit through the online recovery platform
Student fails 2 courses	Students will have the opportunity to recover both credits in one summer session through the online recovery platform.
Student fails 3 courses	Students will have the opportunity to recover all three credits in one summer session through the online recovery platform; if a student does not recover all three credits, he/she will be required to retake the course that he/she failed in the next academic school year.
Student fails 4 or more courses	Students will have the opportunity to recover three credits in one summer session through the online recovery platform; the student will be required to retake the additional course(s) that he/she failed and are deficient in the next academic school year.

**On a case-by-case basis, a student may retake a course through an online recovery platform during the school year in place of the student's study hall or another course that will not impact the student's graduation status.*

At the end of the Fall semester, students' grades and credits are evaluated for promotion eligibility. Students who have failed three (3) or more classes are not on track to being promoted. At the start of the Spring semester, a "promotion-in-doubt" meeting is scheduled with families whose students are in danger of being retained. This meeting is held both to inform the family of the student's "promotion-in-doubt" status and to help families

action plan interventions and commit to supporting their student in achieving promotion eligibility. At the end of the spring semester, once grades have been finalized, the summer school director in partnership with the Shared Leadership Team will curate the final summer school list.

High School Graduation Requirements

The Tennessee Department of Education and KIPP Nashville have raised standards and aligned graduation requirements to best prepare students for success in college and beyond.

Following the implementation of the Tennessee Diploma Project in 2009, high school students must complete 22 credits to graduate. They will also be tested in core subject areas with End of Course exams, part of the Tennessee Comprehensive Assessment Program, or TCAP. Their performance on these exams will factor into their semester grade for the course.

To receive a traditional high school diploma, all students enrolled in a Tennessee public school during their eleventh (11th) grade year must take either the ACT or SAT. Students must also take and pass the civics test with at least a 70%.

In addition, KIPP Nashville requires students to complete 40 hours of community service (10 hours per year). This allows students to develop a sense of civic duty while gaining valuable, real-world experience outside of the classroom. KIPP Nashville students also complete KIPP's two-year college readiness course sequence, which supports students through the college application process

The following are the Tennessee required 22 credits for graduation with a traditional diploma:

- **Math:** 4 credits, including Algebra I, II, Geometry and a fourth higher level math course
- **English:** 4 credits
- **Science:** 3 credits, including Biology, Chemistry or Physics, and a third lab course
- **Computer Science (CS):** 1 credit
- **Social Studies:** 3 credits, including U.S. History and Geography, World History and Geography, U.S. Government and Civics, and Economics
- **Physical Education:** 0.5 credit
- **Wellness:** 1 credit
- **Personal Finance:** 0.5 credits
- **World Language:** 2 credits
- **Fine Arts:** 1 credit

Elective Focus: 3 credits consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP)

Summer School and Credit Recovery

At KIPP Nashville high schools, the close of Summer School (typically in June) marks the end of the academic year, and credits earned during Summer School apply to that school year. For example, credits earned in June 2026 will apply to the 2025–2026 school year. As such, final promotion decisions are made by July 1 each year. Summer School is offered at Global High School. Collegiate High School offers credit recovery through the Edgenuity platform throughout the year, including during Maymester and Summer School.

Students who fail a course during the regular school year (August–May) with a final average between 50–59, and who are in good standing with regard to both attendance and conduct, are eligible to recover up to three (3) credits through Summer School.

Students must attend every day of the three-week summer school and, by the end, must earn a passing grade of at least 60 and pass any required final exams to receive credit. The highest possible grade a student can earn through Summer School is a 60, and transcripts will indicate that the grade was earned through credit recovery. Once a student successfully completes a Summer School course, the original failing grade will no longer factor into the student’s cumulative GPA, as it will be replaced by the Summer School grade. Students who successfully complete a credit recovery course will earn full credit, with a recovery grade of 60% (D) recorded on their transcript. The transcript must indicate the grade was earned through credit recovery. The original failing grade remains visible but is excluded from all GPA calculations, including HOPE Scholarship eligibility.

Seniors who fail any courses during their senior year are not eligible to receive their diploma in June and must attend and successfully complete Summer School in order to receive their diploma at the end of the summer.

Student Culture & Conduct

Student Code of Conduct

Our Core Values: Growth, Shine & Team

Students at KIPP Nashville are expected to live out our core values every day by demonstrating:

- Respect for self and others
- Responsibility for choices, actions, learning and growth
- Perseverance, resilience, and commitment to learning
- Bringing a positive attitude to school every day, and by being a good teammate

Student Expectations

- Be Present & Prepared
- Attend school daily and arrive on time
- Miss school only when unavoidable and complete required make-up work
- Come to school prepared and ready to learn

Demonstrate Respect & Integrity

- Follow school and classroom expectations and adult directions
- Use respectful language and actions toward peers and adults
- Act honestly, take responsibility for choices, and repair harm when mistakes occur

Commit to Academic Excellence

- Engage actively in learning and complete assignments on time
- Take ownership of academic progress and seek support when needed

Uphold School Norms & Safety

- Follow uniform, technology, and safety expectations
- Care for school property and materials

Family Partnership Expectations

Families play a critical role in supporting student success. By enrolling at KIPP Nashville, families agree to:

- Ensure students attend school daily and arrive on time
- Support completion of homework and preparation for school
- Communicate regularly and respectfully with school staff
- Participate in conferences, meetings, and engagement opportunities when possible
- Reinforce school expectations and values at home

Discipline Philosophy & Consequences

KIPP Nashville uses a **restorative, instructional, and developmentally appropriate approach** to discipline that teaches expected behaviors, supports growth, and protects the learning environment.

When expectations are not met, consequences may include restorative conversations, loss of privileges, behavioral interventions, suspension, or other actions outlined in the KIPP Nashville Student & Family Handbook. **In cases of serious or repeated violations, a student may be remanded or expelled from KIPP Nashville Public Schools.**

Personal Belongings

KIPP Nashville is committed to creating a joyful, academically excellent environment that prepares our students for success in college and beyond. To ensure every student can focus entirely on their growth and learning without distraction, personal belongings outside of those used for instructional purposes are not permitted at school and should remain at home. This will help with maintaining an environment where students can fully engage with their teachers and peers. KIPP Nashville is not liable for the loss, theft, or damage of personal property.

Safe and Orderly Environments

At KIPP Nashville, we are committed to developing the whole child—academically, socially, and emotionally—within a safe, calm, and joyful learning environment. We believe every student and staff member has the right to a school experience that is orderly, respectful, and focused on learning.

To ensure this, all KIPP Nashville schools uphold a shared behavior framework that promotes responsibility, respect for self and others, and active engagement in learning. Students are expected to follow directions, contribute positively to the school community, and demonstrate behaviors that support both their own success and the success of others. We explicitly teach these expectations and the reasons behind them so students build ownership of their actions and their impact on the community.

A strong, consistent approach to discipline is essential to maintaining this environment. When student behavior does not meet clearly defined expectations, it will be addressed in a fair and consistent manner. Consequences are implemented to reinforce accountability, protect instructional time, and ensure that no student's learning is disrupted.

Through this balance of clear expectations, student ownership, and consistent accountability, we create schools where all KIPPsters can thrive.

Clubs, Extracurricular Activities & After School Programs

KIPP Nashville schools offer a variety of clubs, extracurricular activities, and after school programs. Please see your school-specific handbook for your school’s offerings

Athletics

Please refer to the [KIPP Nashville Regional Athletics Handbook](#).

Student Behavior System

The KIPP Nashville behavior and discipline system is designed to support our mission by ensuring all school environments are safe, orderly, and focused on learning. This system reinforces our shared values by promoting positive behavior, building student accountability, and addressing misconduct in a consistent and developmentally appropriate manner.

Across all KIPP Nashville schools, student behavior is supported through a range of responses and interventions that may include, but are not limited to, behavior redirection, restorative practices, loss of privileges, detentions, suspensions, and, when necessary, expulsion. These responses are applied in a tiered approach to reinforce expectations, maintain a strong learning environment, and support student growth.

Students may be subject to disciplinary action for violations of the KIPP Nashville Code of Conduct that occur in any school-related context, including:

- While on school grounds
- During school-sponsored activities
- On the school bus or at a bus stop
- During events or circumstances sufficiently connected to school

This consistent and structured approach ensures that all students understand expectations, experience fair and predictable responses, and are supported in meeting the standards of the KIPP Nashville community.

Student Suspension Policy (Aligned to KIPP Behavior Matrices)

At KIPP Nashville, student discipline is guided by our Behavior Matrices, which outline expectations and tiered responses based on the **severity, frequency, and impact** of student behavior.

Suspension is a **serious intervention** and is used only when necessary to ensure safety and maintain a strong learning environment.

Behavior Tiers & Responses

Student behaviors are categorized into four tiers:

Behavior Tiers	Some Examples of Behaviors	Potential Consequences
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Tier 1: Low-Level Behaviors (Classroom Managed)	• Off-task behavior • Minor disruption • Non-compliance	• Redirection, reteaching expectations • Restorative practices • Teacher-manager interventions
Tier 2: Repeated or Escalating Behaviors	• Ongoing disruption • Inappropriate language • Minor disrespect	• Administrative support • Parent/guardian communication • Behavior interventions (RTI-B, check-in/check-out, etc)
Tier 3: Serious Behaviors	• Repeated disregard for school expectations • Verbal threats or intimidation • Property damage or theft (below expulsion threshold) • Leaving class or campus without permission • Harassment or bullying (non-expulsion level) • Continued disruption after interventions	• In-School Suspension (ISS) • Out-of-School Suspension (OSS): 1-3 days (typical) • May escalate based on severity of behaviors (s)
Tier 4: Severe or Dangerous Behaviors	• Fighting or physical aggression • Threats of harm • Sexual, racial, or protected-class harassment • Group fighting • Extreme disruption of the school environment • Repeated Tier 3 behaviors with no improvement	• OSS: 2-5+ days depending on severity • Possible referral for expulsion or remand

Use of Suspension

Suspension decisions are based on:

- Severity and safety risk
- Student intent
- Impact on the school community
- Prior interventions and behavior history

The School Leadership Team reserves discretion in assigning consequences aligned to the Behavior Matrix.

Re-Entry Meeting Requirement

Before returning from OSS:

- The student, parent/guardian and Assistant Principal of Culture **MUST** meet to:
 - Review incident
 - Identify root cause
 - Establish a behavior improvement plan
 - Clarify expectations and supports

Commitment to Progressive Discipline

KIPP Nashville is committed to:

- Prioritizing **restorative and instructional responses**
- Using suspension only when necessary
- Ensuring consistency, fairness, and alignment to the Behavior Matrix

Connection to Expulsion Policy

Behaviors meeting expulsion criteria may result in removal and formal referral. See Expulsion Policy for full details.

Expulsion Policy

Expulsion is the **removal of a student from KIPP Nashville schools for more than ten (10) school days**.

Expulsion is reserved for **Tier 4 (Severe) behaviors** that:

- Pose a serious threat to the safety of students or staff
- Cause extreme disruption to the school environment
- Meet state-defined Zero Tolerance criteria

Within the KIPP Behavior Matrices:

- **Tier 4 behaviors** may result in expulsion when:
 - The severity warrants removal beyond suspension, or
 - There is a pattern of repeated severe behavior, or
 - The incident meets Zero Tolerance criteria under Tennessee law

Not all Tier 4 behaviors result in expulsion; decisions are based on **severity, intent, impact, and safety risk**.

Zero Tolerance Offenses (State Law)

In accordance with **Tennessee law**, the following behaviors require **mandatory action** and may result in expulsion and referral to law enforcement:

Zero Tolerance Behaviors Include: • Possession of a firearm or deadly weapon • Aggravated assault resulting in serious bodily injury • Unlawful possession, use, or distribution of drugs • Explosives or destructive devices • Credible threats of mass harm (mass threat)	For these offenses: • The student will be immediately removed from the school setting • Law enforcement will be notified as required • The school will initiate expulsion proceedings
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Other Expellable Behaviors

In addition to Zero Tolerance offenses, students may be recommended for expulsion for severe behaviors including, but not limited to:

- Assault of a student or staff member
- Sexual assault or severe sexual misconduct
- Repeated fighting or group fighting
- Gang-related intimidation or threats
- Extreme disruption of the school environment
- Threats that pose credible harm to the school community
- Theft or vandalism exceeding significant value thresholds
- Repeated Tier 4 behaviors despite interventions
- Off-campus behavior that poses a direct safety threat to the school community

Expulsion Decision Criteria

Expulsion decisions are made by the School Leadership Team in collaboration with regional leadership and are based on:

- Severity and nature of the incident
- Credibility of threat and level of risk
- Student intent and circumstances
- Impact on students, staff, and school environment
- Prior disciplinary history and interventions
- Legal requirements (including Zero Tolerance laws)
- Tennessee law
- Authorizer procedures

Disciplinary Hearing Authority

Additional Behaviors Leading to Expulsion

The Principal has the authority to request remand for a student to preserve the sanctity of the learning environment and protect the student body from behavior that is so repeatedly disruptive as to prevent the orderly operation of the school. The Principal has the authority to request a remand of a student should they engage in egregious behaviors that seriously impairs the ability of the school to function. A student who has been remanded from KIPP Nashville Public Schools is not eligible to enroll in any KIPP Nashville school for the duration of the remand period. The student remains eligible to enroll in another school of choice. In addition to any of the preceding infractions, any breaches of Federal law, Tennessee State law, or laws of Metropolitan Nashville and Davidson County, may be handled in cooperation with the Nashville Police Department and may result in expulsion.

Expulsion Process

When a student has committed an action that warrants an expulsion, the school Principal will begin an investigation. The Principal will contact their manager to provide context for the investigation. Students will be placed on suspension during the investigation process of expellable offenses and be afforded due process (the opportunity to give his/her written account of what happened). The investigation process may last no more than two (2) days. After the investigation, a KIPP Nashville Principal will contact their manager to share the findings of the investigation. If the Principal decides to expel a student, with the approval of their manager, the student's parent/guardian shall be given a Notice of Expulsion letter including written notice of the charges and the right to either:

1. Accept the expulsion from KIPP Nashville; or
2. Request an Expulsion Appeal Hearing in front of KIPP Nashville's Disciplinary Hearing Authority ("DHA").

Requesting and Scheduling a Remand/Expulsion Appeal Hearing

If a student is expelled from a KIPP Nashville school, the student's parent/guardian has the right to request an expulsion appeal hearing. The request for a hearing must be in writing and occur within five (5) school days of the receipt of the Notice of Expulsion letter by the Principal to expel the student.

KIPP Nashville will hold the expulsion appeal hearing within ten (10) school days from the beginning of the suspension proceeding the notice of expulsion in which the investigation was conducted. In addition, KIPP Nashville will provide the student's parent/guardian with a written Hearing Notice including the following, which will be translated into the student's and/or parent's/guardian's primary language as necessary:

- Date, time and place of the hearing
- Charges and a summary of the evidence against the student, which will include the substance of the allegations
- Agenda for the hearing

Proceedings of the Remand/Expulsion Appeal Hearing

Notice that the student has the following rights at the hearing:

- The student may be represented by a parent/guardian, a legal representative, or other representative at the student's expense. If the student and/or parent/guardian wish to bring legal representation to the meeting they must notify the Principal, in writing, at least 72 hours prior to the meeting.
- Due to the potential sensitivity of issues addressed, the expulsion hearing is a closed hearing; only the student, the student's family/representatives, the school administration, witnesses, legal counsel, and the DHA may attend; provided, however, that the student may request an open, public meeting by informing the school of the request in writing, within five (5) days after receipt of the Notice of Expulsion.
- The student's parent/guardian, upon request, may review the student's records from the school in accordance with applicable law.
- The student has the right to present witnesses and arguments in the student's defense and to ask questions of school administrators who present information at the hearing, within the process and time constraints set forth in the agenda.
- The school may present information collected from student witnesses through school administrators, in lieu of calling the student witnesses themselves, to the extent permitted by applicable law and due process. The school will be represented by the Principal or Assistant Principal.
- Proceedings will be translated into the student's and/or parent's/guardian's primary language if necessary for their understanding.

Deliberation and Decisions

The decision maker at the hearing will be the DHA, which will consist of an odd number of and no fewer than three (3) persons chosen from among the following: KIPP Nashville regional directors, Chief of Schools, the Principals of any KIPP Nashville school, and the Assistant Principals of any KIPP Nashville school; provided, however that the Principal, Assistant Principal or Assistant Principal of Culture that the student attended at the time of the incident will not be a member of the DHA for that student's expulsion appeal hearing. At the conclusion of the hearing, the DHA will deliberate and issue a decision. The following procedures apply to the deliberation and decision:

- During deliberations, all parties will be excused excluding the DHA.
- In its fact-finding, the DHA will decide based upon the information presented at the hearing whether it is "more likely than not" that certain alleged incidents occurred.
- The vote of a majority of the members of the DHA will constitute the decision of the DHA.
- The DHA may order removal of the expulsion, may suspend the student for a specified period of time, or may uphold the expulsion.
- During its deliberations, the DHA may consult the Principal who recommended expulsion solely for discussing appropriate sanctions that are less severe than expulsion, provided, however, that:

- The student's representative may be present while the DHA is consulting lesser sanctions with the Principal.
- In no event will the Principal during these discussions provide new evidence for expulsion that was not presented at the expulsion hearing.

The DHA's decision will be issued in writing to the student within three (3) school days of the hearing. The written decision will be translated into the student's and/or parent's/guardian's primary language if necessary for their understanding.

In addition to the above stated policies, any breaches of federal, state, or local laws may be handled in cooperation with the local police department.

Zero Tolerance

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings. Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school. Students who refuse search for drugs with probable cause shall be expelled for a period of not less than one (1) calendar year.

Firearms

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year.

Explosives

In accordance with state law, any student who possesses any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, fireworks altered to constitute an explosive, mines and similar devices, shall be expelled for a period of not less than one (1) calendar year.

Drugs

In accordance with state law, any student who unlawfully possesses, uses or distributes drugs on school grounds, including any controlled substance, controlled substance analog or legend drug (prescription drug) shall be expelled for a period of not less than one (1) calendar year. Prohibited drugs include, but are not limited to, ketamine, bath salts and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug for money or other benefit.

Although possession of drugs is a zero tolerance offense, first time offenders are eligible for a modification of expulsion as they can enter the First Time Drug Offenders Program. The school reserves the autonomy to determine if the student will be allowed to complete the first time offenders program or if an expulsion will be recommended. A student who is found to have intent to distribute any drug with or without monetary exchange is not eligible for the First Time Drug Offenders Program.

Aggravated Assault

In accordance with state law, any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, Principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year.

Electronic Threats

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled, but it is not required that the expulsion last the entire year.

Notification

When it is determined that a student has violated this policy, the Principal of the school shall notify the student's parent/guardian and the criminal justice or juvenile delinquency system as required by law.

Modifications

The KIPP Nashville Executive Director or Chief of Schools shall have the ability to modify zero-tolerance disciplinary actions on a case-by-case basis in accordance with state law and district policy.

Drug Testing

The possession and/or use of illegal drugs, and the misuse of prescription drugs is prohibited. The distribution, abuse, or misuse of over the counter medications or other chemicals or substances is likewise prohibited. Students will be notified in writing at the beginning of each school year or at the time of enrollment that they may be subject to testing for drugs and alcohol during the school year. A parent/guardian of a student shall be notified before any drug test is administered to a student. KIPP Nashville will pay costs of any testing required pursuant to this policy.

Reasonable Suspicion Drug Testing

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

- A KIPP Nashville policy on alcohol and drug use has been violated;
- A search of lockers has produced evidence of the presence of drugs and/or alcohol;
- A search of persons and containers has produced evidence of a presence of drug and/or alcohol;
- A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or
- Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using and/or under the influence of drugs and/or alcohol on school property.

Prior to performing a drug test on a student based on reasonable suspicion, the following conditions must be met:

- A particular student has violated school policy;
- The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;

- The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
- The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
- Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be designated by the Principal.

Upon receiving reasonable information, the Principal or designee shall take the following steps:

1. Call the student into the Principal's office or another private place;
2. Summon an appropriate qualified witness;
3. Discuss with the student the basis for the determination that a test is necessary;
4. Inform the student of the procedures which shall be followed in administering the test;
5. Notify the parent/guardian of the student of the impending test; and
6. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority.

Random Drug Testing of Students Participating in Extracurricular Activities

Students involved in any voluntary extracurricular activities may be subject to random drug tests.

Parents/Guardians and students will be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation.

Extracurricular activity is defined as voluntary participation in activities not falling within the scope of regular curriculum and carrying no academic credit. This includes participating in athletic programs, cheerleading, band, clubs, student leadership positions, etc.

Prior to performing a random drug test on a student participating in extracurricular activities, the following conditions must be met:

1. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;
2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
3. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be designated by the Principal.

No student who tests positive under a random drug testing program shall be suspended or expelled from school solely as the result of the positive test. The Principal shall develop procedures establishing a random process for the selection of students to be tested.

Drug Testing Process

The appropriately qualified and trained witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide maximum privacy to the tested student.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the Principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The Principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by KIPP Nashville. Specimens shall be retained for ten (10) days.

Upon receiving a written, certified copy of the analysis from the laboratory, the Principal shall do one of the following:

1. If the results of the analysis are negative, they shall be reported as negative and all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed and expunged.
2. If the results of the analysis are positive, the student and parent/guardian shall be given the written notice of the result. All records of the test, request for a test or indication a student has been tested shall be confidential student records in accordance with state law.

KIPP Nashville will provide students testing positive an assessment to determine the severity of the student's alcohol and drug problem and a recommendation for referral to intervention or treatment resources as appropriate.

Reporting of Crimes, Interrogations, and Searches

Reporting of Crimes

School Officials' Duty to Report Drug or Weapon Offenses. It is the duty of a Principal or designee who has reasonable suspicion to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of a drug offense or unlawful carrying or possession of a weapon, upon the school grounds or within any school building or structure under the Principal's supervision, to report the reasonable suspicion to the appropriate law enforcement officer.

"Reasonable suspicion" is defined as circumstances based on statements or facts that would lead a person of ordinary care and prudence to believe and consciously entertain an honest and strong suspicion that a person or persons have done a specific act.

School personnel have the duty to report any reasonable suspicion that a student is committing or has committed any violation of a drug offense or unlawful carrying or possession of a weapon to the Principal, or, if the Principal is not available, to the Principal's designee. If neither the Principal nor the designee is available, school personnel may report violations of a drug offense or unlawful carrying or possession of a weapon committed on school property to the appropriate authorities.

School Officials' Duty to Report Other Student Offenses. A teacher observing or otherwise having knowledge of an assault, battery, or vandalism endangering life, health, or safety committed by a student on school property shall report such action immediately to the Principal. A Principal having direct knowledge of an assault, battery, or vandalism endangering life, health, or safety committed by a student on school property or receiving a report of such action shall report the action immediately to the municipal or metropolitan police department or sheriff's department having jurisdiction. Any fight not involving the use of a weapon, or any fight not resulting in serious personal injury to the parties involved, shall be reported only to the Principal. Authorized charter schools shall also report violent and disruptive incidents to the district through the student information system.

KIPP Nashville will report violent and disruptive incidents to the Commission through the student information system.

[Interrogations](#)

Police-Initiated Interrogations. If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the Principal regarding the planned interrogation and inform them of the probable cause to investigate. The Principal has discretion in deciding whether to allow the interrogation on school property, unless immediate police access to the student is required by law, court order, warrant, or an exigent circumstance justifying dispensation with the requirement to obtain a warrant. The Principal shall make reasonable effort to notify the parent/guardian of the interrogation unless circumstances require otherwise.

Interrogations by Police (At Administrator's Request). If the Principal has requested assistance from law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The Principal shall make reasonable effort to notify the parent/guardian of the student. However, the interrogation may proceed without attendance of the parent/guardian, and the Principal or designee shall be present during the interrogation.

Interrogations by School Personnel. Students may be questioned by teachers or administrators about any matter pertaining to the operation of the school or school district and/or the enforcement of its rules, policies, and procedures.

[Searches](#)

Search of Lockers, Vehicles, and Other Property. When individual circumstances in a school dictate, a Principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers, or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the Principal's presence or in the presence of other members of the Principal's staff. In particular, the locations listed above are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property that is not properly in the possession of the student or visitor.

A notice shall be posted in the school that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs paraphernalia, dangerous weapons, or any property that is not properly in the possession of the student.

A notice shall be posted where it is visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.

Students who refuse search for drugs with probable cause shall be expelled for a period of not less than one (1) calendar year.

Search of Persons and Containers. A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if such action is reasonable to the Principal. Every effort will be made for the search to be conducted in private and in the presence of two (2) adult witnesses. In situations where there is an immediate threat to the safety and welfare of students and staff, and in the school official's judgment the immediate control of the student and item(s) that are subject of the search is necessary, a search may be conducted in a non-private setting and without an adult witness, provided all of the requirements of reasonableness above are met.

All of the following standards of reasonableness shall be met:

1. A particular student has violated school policy;
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia, drug, or stolen item;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and,
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

Use of Metal Detectors. To facilitate a search that is found to be necessary, metal detectors and other devices designed to indicate the presence of dangerous weapons, drug paraphernalia, or drugs may be used in searches, including hand-held models that are passed over or around a student's or visitor's body, and students, visitors, containers, and packages may be required to pass through a stationary detector.

Use of Animals. To facilitate a search that is found to be necessary, dogs or other animals trained to detect drugs or dangerous weapons by odor or otherwise may be used in conducting searches, but the animals shall be used only to pinpoint areas needed to be searched and shall not be used to search the persons of students or visitors.

Disposal of Contraband. Any dangerous weapon or drug located by the Principal or other staff member in the course of a search shall be turned over to the appropriate law enforcement officer for proper disposal.

Training Program for School Leaders - Notice of Policies to Parents and Students. The school and local law enforcement agency shall establish and maintain an orientation and training program designed to familiarize school leaders with the School Security Act of 1981 and with district and school policies and procedures.

KIPP Nashville will provide parents and students with reasonable notice of this policy and procedure.

[Safe Harbor Provision](#)

A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds

(such as a pocket knife) and is not a firearm. This safe harbor provision does not apply if a search is in progress at the school.

If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to any disciplinary action under these rules. The Principal or designee will make arrangements to return the object to the student's parent/guardian, when applicable.

If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g., tobacco, alcohol) on school property, or a school bus, or at a school bus stop, the student may approach a school official and report the discovery. A student will not automatically be in violation of school codes by solely making such a report.

School officials will use discretion in determining whether the circumstances surrounding the report warrant further investigation of the reporting student.

Bullying, Cyber-Bullying, Discrimination, Harassment, and Hazing Policy & Investigation Procedures

KIPP Nashville is committed to providing all students a safe and supportive learning environment. In order to maintain a safe and supportive school environment, acts of bullying, cyber-bullying, discrimination, harassment (including sexual harassment), hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy addresses KIPP Nashville employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is applicable if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

It is the Principal's responsibility to ensure that all staff and students are educated and trained on the policy, reporting procedures, and bullying and harassment prevention. Information about disciplinary consequences will be published annually in the Staff Handbook and Student & Family Handbook.

Definitions

"Bullying/Intimidation/Harassment" is an intentional act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students;
4. Creating a hostile educational environment, or;
5. Creating unwelcome conduct based on a protected class (race, nationality, ethnicity, gender/sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

“Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, computers, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

“Hazing” means any intentional or reckless act on or off school property, by (1) student acting alone or with others, that is directed against any other student(s) that endangers that mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her own mental or physical health or safety. Coaches and other school employees shall not encourage, permit, condone, or tolerate hazing activities. “Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. KIPP Nashville will distribute its hazing policy at the beginning of each school year. During the first month of each new school year, time will be set aside to specifically discuss the hazing policy and its ramifications as a criminal offense and the penalties that may be imposed by the school and/or State Board.

Complaints and Investigations

Any individual who witnesses or has knowledge of behaviors that may constitute a violation of this policy should report such information promptly to the Principal or designee (e.g., Assistant Principal of Culture). Students or staff may report however necessary, including verbally, in writing, or anonymously. KIPP Nashville requires any KIPP employee who witnesses or has knowledge of behavior that may constitute bullying, cyber-bullying, discrimination, intimidation, harassment, and/or hazing to report such information immediately to the Principal or designee, but not later than 24 hours after witnessing or learning about the incident.

Once a complaint has been reported to the Principal, the Principal or designee will begin an investigation within 24 hours. The investigation may include talking with other students and staff members, requesting written reports or artifacts regarding the alleged incident(s), reviewing school cameras, etc. Once a conclusion has been made, the Principal or designee will determine the necessary next steps, including, but not limited to, contacting all parties involved to report final findings, notifying parents/guardians, issuing appropriate consequences, notifying authorities, etc. Disciplinary action is dependent upon each individual complaint and subsequent findings from the investigation, but may include demerits, loss of privileges, in-school or after-school detention, in-school or out-of-school suspension, or expulsion. Both victims of and perpetrators of bullying may also be referred for counseling services.

Any investigation involving conduct reported as child abuse or child sexual abuse or another criminal matter shall not commence until authorization to proceed with the investigation has been received from the Department of Children’s Services or local law enforcement.

Response and Prevention

KIPP Nashville staff will take all complaints, reported incidences, and observed infractions of this policy seriously. When a staff member observes acts of bullying, cyber-bullying, discrimination, intimidation, harassment, and/or hazing they should intervene immediately, issuing a demerit for gross disrespect and following the school site’s procedure for removing a student from the classroom/reporting to ISS. Once in ISS, the Assistant Principal of Culture will follow through with the investigation and appropriate consequences and notification of the incident. If a staff member does not witness the act, but receives a complaint from a student, he or she should follow the complaint procedure outlined previously.

Each school will develop its own prevention plan, led by the Principal and Assistant Principal of Culture, but also involving other relevant individuals (e.g., counselors, Grade Level Leaders, teachers, parents/guardians, students,

etc.). Each plan must include staff training of the policy during summer professional development, student training of the policy during orientation or beginning of the year, and notification of staff, students, and families. In addition, prevention efforts include ongoing discussions and lessons in homeroom/advisory, the merit/demerit system, student advising, and school culture efforts led by the Assistant Principal of Culture.

Reports

When a complaint is filed alleging a violation of state or the school's policy where there is physical harm or the threat of physical harm to a student or student's property, the Principal or designee of each school will report the findings and any disciplinary actions taken to the Executive Director of KIPP Nashville or designee. By July 1 of each year, the Executive Director or designee will prepare a report of all the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be submitted to the Department of Education by August 1.

Retaliation and False Accusations

The administration of KIPP Public Nashville Schools prohibits reprisal or retaliation against any person who witnesses and/or reports a violation of this policy. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designees after considering the nature, severity, and circumstance of the act, in accordance with case law and board policies and procedures. Intentionally making false reports about bullying, discrimination, harassment, hazing, cyber-bullying or other similar behavior to school officials shall be prohibited conduct. Any act of retaliation or reprisal or intentional false report against any person who reports a violation of this policy will not be tolerated. Any student or adult who engages in the act of retaliation or reprisal or who intentionally makes a false report against another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal criminal law has allegedly been violated, the local law enforcement agency shall be notified.

Sexual Discrimination and Title IX Policy

Sexual Harassment as Sexual Abuse

Under certain circumstances, sexual harassment of a student may constitute sexual abuse as defined under Title IX of the Education Amendments of 1972 20 U.S.C. §§ 1681–1688 . In such situations, KIPP Nashville will comply with federal and state laws as well as district and school policies regarding the reporting of suspected abuse to appropriate authorities.

KIPP Nashville Public Schools is committed to providing a learning environment that is free from all forms of sexual discrimination, harassment, and misconduct. Sexual discrimination includes any unequal treatment or harassment based on a student's sex, gender identity, or sexual orientation. These behaviors violate school policy and may also violate federal law under Title IX.

Sexual discrimination includes, but is not limited to:

- Unwanted sexual comments, jokes, or gestures
- Sexual rumors or name-calling
- Physical actions like brushing up against someone on purpose
- Spreading rumors about a student's sexuality or gender identity
- Bullying or excluding someone because of how they identify

We believe every student has the right to feel safe, included, and respected at school.

Title IX Notice

In accordance with Title IX of the Education Amendments of 1972, KIPP Nashville Public Schools does not discriminate on the basis of sex in its educational programs or activities. This includes admissions, access to programs, and all school operations.

The following individual has been designated as the Title IX Coordinator:

Lameika Pegues
Managing Director, Student Experience
lpegues@kippnashville.org
615-669-5404

Any person may report sex-based discrimination, including sexual harassment, at any time using the contact information above, in person, by mail, by telephone, or by email.

Reporting Procedures

If a student or parent/guardian believes they or someone else has experienced sexual discrimination or harassment at school, they should report the concern as soon as possible. Reports can be made to:

- A teacher or school counselor
- An administrator or school leader
- The school's Title IX Coordinator

What happens after a report is made?

- The school will take all reports seriously.
- An investigation may be conducted to understand what happened.
- The school will take steps to ensure student safety and support for everyone involved.

If a student has been harmed, the school will take appropriate action to stop the behavior and prevent it from happening again.

Students who report concerns will not face retaliation, and their privacy will be protected to the greatest extent possible.

Community Resources

- **Department of Children's Services**
289 Plus Park Blvd, Nashville, TN 37215
(615) 360-4200
- **Tennessee Child Abuse Hotline**
(877) 237-0004
- **Middle Tennessee Mental Health Cooperative**
Mobile Crisis Unit
275 Cumberland Bend, Suite 237, Nashville, TN 37228
(615) 726-0125

- **Sexual Assault Center**
101 French Landing Drive, Nashville, TN 37228
(615) 259-9055

Student Survey, Analysis and/or Evaluation

KIPP Nashville values the feedback of our families and students as an essential part of continuously improving the school experience. In alignment with Tennessee Code Annotated 49-2-211, families must provide written, informed, and voluntary consent prior to a student's participation in any survey, analysis, or evaluation.

These surveys are designed to gather meaningful insights about students' academic experiences, well-being, and school culture. Surveys may include, but are not limited to:

- Sown to Grow, which provides students an opportunity to reflect on and share their social, emotional, and academic well-being
- School Culture Surveys, which allow students to provide feedback to school leaders about their academic and overall school experience
- TNTP Healthy Schools and Region Survey, administered by the KIPP Foundation, which gathers student feedback on their learning environment, instruction, and school climate

In addition, schools may administer periodic surveys such as family feedback surveys (e.g., Possip), club and activity interest surveys, and end-of-quarter surveys to better understand and respond to the needs of students and families.

All survey participation is voluntary, and responses are used to strengthen school practices, enhance student experiences, and ensure alignment with the needs of the KIPP Nashville community.

Exceptional Education (Special Education)

KIPP Nashville is proud to offer a full continuum of Exceptional Education (Special Education) services, which are available to students with disabilities. To be eligible for Exceptional Education, a student must be evaluated and meet Tennessee criteria for at least one state-recognized educational disability: Autism, Deaf Blindness, Deafness, Developmental Delay, Emotional Disturbance, Functional Delay, Hearing Impairment, Intellectual Disability, Intellectual Giftedness, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and/or Visual Impairment. In addition, the IEP team must certify that the student's needs cannot be met without specialized instruction. KIPP Nashville uses an individualized mix of inclusion, co-teaching, intervention, and related services to support students with IEPs. We are committed to supporting all KIPPsters in their least restrictive environment.

Child Find

Under the Individuals with Disabilities Education Act (IDEA), Child Find requires all school districts to identify, locate, and evaluate all children with disabilities from birth through age twenty-one (21), regardless of the severity of their disabilities.

Child Find Points of Contact

Parents are encouraged to speak with any KIPP Nashville staff if they have concerns about their child. The Principal and Assistant Principal of Student Support Services (APS3) are the primary points of contact for Child Find at each campus. Contact KIPP Nashville Director of Student Support Services with questions, concerns, or feedback on Child Find:

Lindsey Hornbuckle

Director of Student Support Services

lindsey.hornbuckle@kippnashville.org

Screenings

KIPP Nashville screens all students every year in reading, math, and behavior/social emotional skills. We compare your student to other students across the U.S. This helps us understand the “just right” level of support each KIPPster needs. If we suspect your student may have a disability based on their screening results or for any other reason, we will inform you and reach out with next steps. We also carefully monitor their progress and growth throughout the year. If your child is not making adequate progress, we will inform you.

Requests for Evaluation

Parents ALWAYS have the right to request an evaluation. The best way to request an evaluation is to email the APS3 at your student’s school. That way your request is time-stamped and in writing. KIPP may grant or deny your request for an evaluation. If your request is denied, we will provide you with a Prior Written Notice explaining why, and you have the right to due process, outlined in the Procedural Safeguards. Please note it can take up to **130 days**, or a little over **4 months**, from the day you submit a request for evaluation to the day the IEP is finalized.

Within **10 days** of a request for evaluation: the Assistant Principal for Student Support Services or Principal Designee will convene a Support Team Meeting to consider the request for evaluation. The Support Team will meet and analyze existing data to determine if there is reason to suspect an educational disability.

- If the Support Team determines there is **no** reason to suspect an educational disability, the Support Team will deny the request for evaluation and provide a Prior Written Notice explaining why an educational disability is not suspected at this time.
 - The Support Team may address concerns that do not rise to the level of a suspected disability by putting in place targeted interventions and scheduling a follow-up Support Team Meeting to evaluate the student’s progress.
- If the Support Team determines there is **reason to suspect an educational disability**, the Support Team will initiate a referral for special education evaluation and seek parental consent for evaluation within **30 days** of the referral.
 - Within **60 days** of receiving parental consent for initial evaluation, the school will complete the evaluation and share the results with parents. If the child is determined to be eligible for special education services, an IEP will be written and finalized within **30 days** of the initial eligibility date.

Parent/Guardian Rights & Procedural Safeguards

Parents’ legal rights are defined by IDEA and Tennessee law. Parents can learn more about their rights under IDEA by referring to the Procedural Safeguards, available in multiple languages at

<https://www.tn.gov/education/legal-services/special-education-legal-services.html> or by contacting the Director of Student Support Services.

Schools offer parents of students with disabilities a copy of the Notice of Procedural Safeguards at every IEP meeting, and parents are invited to ask questions. Parents may request an explanation of their rights at any time.

Parent Concerns

Parents who are concerned about their student's education may take the following steps to resolve concerns AND strengthen the family-school partnership:

1. Contact the teacher or service provider and discuss the concerns.
2. Request an IEP team meeting.
3. Notify the principal and request their assistance.
4. Contact the Director of Student Support Services, notify them of the concerns and provide the results of any contact with the teacher, principal

IDEA Dispute Resolution

Parents always have legal remedies available to them. The regulations for Part B of the federal Individuals with Disabilities Education Act (IDEA 2004), Tennessee law, and the Tennessee State Board of Education rules and regulations set procedures for the three (3) dispute resolution options available to families: Administrative Complaint, Mediation, and Due Process.

Complete information on each option is available at:

<https://www.tn.gov/education/legal-services/special-education-legal-services/legal-dispute-resolution-processes.html>

Complaints may be directed to the following:

Tennessee Department of Education
Office of General Counsel
9th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee 37243

Telephone: (615) 741-2921

Email: IDEAdisputeresolution@tn.gov

Exceptional Education Program

At KIPP Nashville, IEPs propel students toward the future they imagine. Exceptional Education levels the playing field for students with IEPs by providing equitable access to rigorous grade level instruction alongside intensive intervention that yields path-changing growth and puts ambitious futures within reach. Collaborative, data-based IEPs fulfill the spirit of IDEA by making a free and appropriate public education in the least restrictive environment a reality. Students with disabilities are educated alongside their general education peers to the maximum extent possible, and IEP Teams determine the individualized mix of services and supports needed for full access and participation.

Services Provided at All Campuses

All KIPP Nashville campuses offer an individualized mix of co-teaching, intervention, and related services, along with some nursing and behavior support.

Services Provided at Selected Campuses

Select KIPP Nashville campuses offer the Access Plus Program (APP), which provides intensive communication, behavior, and academic support for students with the most significant cognitive and/or developmental disabilities. The Access Plus Program prepares students with the most significant intellectual and developmental disabilities with the skills and confidence to pursue the paths they choose—college, career, and beyond—so they can maximize their independence within the community. If your child's IEP includes alternate academics and intensive communication and/or behavior support, they will need to attend a campus with APP (below) to access those services at KIPP Nashville.

- North/East Nashville
 - KIPP Kirkpatrick Elementary School (KIRK)
 - KIPP Nashville College Prep Middle School (KNCP)
- Antioch
 - KIPP Antioch College Prep Elementary School (KACPE)
 - KIPP Global Elementary School (KGES)
 - KIPP Antioch Global Middle School (KGMS)
 - KIPP Antioch Global High School (KAGHS)

If you initially enroll your child at a KIPP Nashville school that does NOT offer those services, your child will be offered a seat at a school that does. Special transportation is available to students whose IEP services are provided through APP.

More Restrictive Settings (public separate school, homebound or hospital)

As a public charter school, KIPP provides Exceptional Education services comparable to those available at your MNPS school of zone. If data suggest the services KIPP offers are inadequate to support a student's access to their education, the IEP team may decide that a student's least restrictive environment is a public separate school or homebound. Public separate schools have highly trained staff, specialized academic programming, skilled nursing on site, and a much lower staff to student ratio. As a public charter school, KIPP does not offer services comparable to those available at public separate schools such as Cora Howe, Harris Hillman, and Genesis Academy.

Response to Instruction and Intervention (RTI²)

KIPP Response to Instruction and Intervention (RTI²) efforts will not be used to delay the initial evaluation of a student who may be a child with a disability in need of special education and/or related services. KIPP Nashville implements Response to Instruction and Intervention for academic and behavior concerns with students. KIPP Nashville will use diagnostic and curriculum based measures as the academic Universal Screeners. Students who fall below the 50th percentile in reading on the Universal Screener will be further screened for Characteristics of Dyslexia as well as students falling below the 30th percentile in math. KIPP Nashville will gather baseline data and progress monitor with other appropriate measures. Parents/Guardians will be informed if/when students are moved into or out of Tiers, how the student is progressing in the intervention, and if/when interventions are changed. If a student does not show adequate progress the school will convene a Student Support Team

(S-Team) meeting to determine next steps in supporting the student and/or whether a referral for a special education evaluation is warranted. Please see the [TN RTI2 Framework](#) for more detailed information.

Student Support Team (S-Team) Process

There are times when students exhibit repeated patterns of behaviors that interfere with the learning for themselves or other students. If a parent/guardian or other person would like to make a referral for a Student Support Team (S-Team) meeting to discuss their concerns, please contact the APS3. All KIPP staff must accept an oral or written referral for an S-Team Meeting. Upon receiving an oral referral, KIPP staff must document an oral referral in writing within (3) business days of receipt.

The S-Team consists of the S-Team Coordinator, Principal or designee, teachers, counselors, and parents/guardians and may also include nurses, mental health clinicians, psychologists and external agency representatives who help develop prevention and intervention techniques and alternative strategies that ultimately lead to student success. When student behavior requires intervention, the S-Team develops and documents a plan to address the behavior.

If the interventions are successful, the S-Team will document and may continue to monitor as needed. If the behaviors continue after interventions and a disability is suspected, the appropriate assessment specialist is invited to a meeting by the S-Team. If a disability is suspected at any point in this process, the school and parent/guardian should convene a meeting within 10 days to obtain written parent/guardian consent to conduct an evaluation for special education services or a 504 plan.

Multilingual Learners

Schools' Civil Rights Obligations to Multilingual Learner Students (ML) and Limited English Proficient Parents under Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunities Act of 1974 (EEOA), public schools must ensure that ML students can participate meaningfully and equally in educational programs.

The U.S. Department of Education (ED) and the U.S. Department of Justice (DOJ) have issued joint guidance to remind state education agencies (SEAs), public school districts, and public schools of their legal obligation to ensure that ML students can participate meaningfully and equally in educational programs.

- Dear Colleague Letter, English Learner Students and Limited English Proficient Parents (01/7/2015) <https://www2.ed.gov/about/offices/list/ocr/letters/colleague-el-201501.pdf>
- Fact Sheet, Ensuring English Learner Students Can Participate Meaningfully and Equally in Educational Programs (Jan. 2015) [English EL DCL Fact Sheet \(ed.gov\)](#)
- English Learner Tool Kit Updated with ESSA references. OELA's EL Tool Kit was published in 2015 as a companion to support the 2015 Dear Colleague Letter (DCL) produced by the Department of Education, Office for Civil Rights, and the Department of Justice, outlining legal obligations for ELs. https://ncela.ed.gov/files/english_learner_toolkit/OELA_2017_ELsToolkit_508C.pdf

Rule of the State Board of Education Chapter 0520-01-19 English as a Second Language Programs States, local education agencies (LEAs), and schools are required to provide specialized programs for limited English

proficient (LEP) students to comply with Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act (EEOA), and the guidelines published by the Tennessee Department of Education.

For the most current Rule [0520-01-19.20240910.pdf](#) Revised September 2024
For the most current [5PERFORMANCE MODEL 2003](#) Revised 5/21/2024

Anti-Discrimination Policies and Practices

KIPP Nashville must have anti-discriminatory policies that preclude denial of equal education opportunities to individuals based on race, color, or national origin. In addition, KIPP Nashville must ensure that students with IEPs can meaningfully participate in their educational programs and services. KIPP Nashville practices must not result in the inappropriate placement of MLs in or the exclusion from special opportunity programs (for example, related arts) or activities based on English language proficiency or national origin. KIPP Nashville shall not deny enrollment on the basis of the students’ or their parents’ or guardians’ actual or perceived citizenship or immigration status.

Screening and Identification

KIPPsters, who are identified as Non-English Learner Background (NELB) based on their home language survey (HLS) submitted upon initial enrollment to Tennessee schools. Families should not receive a Home Language Survey more than once in the student’s educational career. The ELPA21 Screener will be administered; a criterion referenced English Language Proficiency assessment designed to measure English learners’ social and academic proficiency in English. This assessment, known as the ELPA21 Screener assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains: reading, writing, listening, and speaking. These KIPPsters must be screened using the ELPA21 Screener or ELPA21 ALT screener. Parents are notified within 30 calendar days of enrollment and are given the option to accept or decline direct services. All students screened as limited English proficient will receive an Individualized Learning Plan (ILP) outlining classroom and testing supports. Students whose parents have waived services will still receive an ILP, but will not receive direct services.

English Language Proficiency Screener			
Student Grade Level	Name of Required Screener	Domains Screened	Cut Scores (i.e., scoring below this point indicates the student qualifies as an English learner(EL)/Multilingual Learner
Kindergarten (first semester)	ELPA21	Reading Writing Listening Speaking	Below three (3) in any assessed domain

Kindergarten (second semester) through Grade 12	ELPA21	Reading Writing Listening Speaking	Below four (4) in any assessed domain
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Based on a KIPPster's screener score, he or she may be identified as ML and parents will be notified immediately (See Parental notification and rights below). If identified as ML, the KIPPster will receive an ILP and are eligible for appropriate learning services, supports and/or accommodations, which must begin immediately if the parents have accepted the services by signing the parent notification letter. They will be entered into the Multilingual Learner program, which utilizes a standards-based curriculum emphasizing academic and social development in the English language. ML coursework is based on ELPA21 [English Language Standards \(ELP\) standards](#). Content teachers and ML Teachers integrate these standards with the Tennessee Performance standards to enable ML KIPPsters to demonstrate their academic, social, and cultural proficiency. Student ILPs are monitored throughout the school year and determinations of off-track or on-track to meet language goals occur once each quarter in an effort to track student progress and determine the most effective and appropriate accommodations, scaffolds, and Service Models.

ML students will be assessed annually in February–April on their English Language Proficiency. They will be administered a standards-based, criterion referenced English language proficiency assessment designed to measure English learners' social and academic English proficiency and progress. This assessment, the ELPA21 assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains: reading, writing, listening, and speaking. If there are any clarifying questions or concerns around ML services, please contact the Assistant Principal Student Support Services at your child's school or call KIPP Nashville Public School's Regional Office and ask to speak with the Regional Director of ML Services.

Parental Notification and Rights

In accordance with Rule of the **State Board of Education Chapter 0520-01-19**

English as a Second Language Programs (ESL) LEAs shall communicate information related to identification, screening, and service delivery to the parent(s) or guardian(s) of EL students in the language and method that the parent(s) or guardian(s) can understand, to the extent practicable.

- Parent(s) or guardian(s) shall be informed of the ESL program type to be used
- Length of time expected for completion of ESL services
- How the ML student was assessed for entrance to services
- Options related to program types, if available

Parents or guardians of ML students shall be informed of:

- Their right to waive placement of their student in ESL programs;
- Their right to remove their student from Direct ESL Service at any time;
- The scaffolding and accommodations to be provided in the general education setting via Indirect ESL Services if the parent(s) or guardian(s) waives Direct services.

504 Plans

The Assistant Principal of Student Support Services and School Counselor will oversee the implementation of all 504 plans. General education teachers will be primarily responsible for executing all accommodations included in a KIPPster's 504 Plan. These plans follow state regulations for requests, evaluations, and implementation. If there are any clarifying questions or concerns, please contact the Assistant Principal of Student Support Services or School Counselor.

Homebound Services

There may be cases when a KIPPster requires hospital or homebound (HHB) services as designated by an Educational Service Plan (ESP), which may include accommodations and/or modifications from an applicable Section 504 plan or Individualized Education Program (IEP). During the time a KIPPster needs HHB services, academic instruction and other services will be provided to the KIPPster in an alternate location, identified by the KIPPster's licensed, treating physician or psychiatrist, if their specific need would prevent normal school attendance. If there are any clarifying questions or concerns with respect to HHB services, please contact the School Counselor for students without an IEP or the Assistant Principal of Student Support Services if your child is a student with an IEP.

Counseling

Individual Counseling

Individual counseling is where a student meets one-on-one with the KIPP counselor/social worker or counseling intern for counseling on specific or more general issues that are impeding their learning. Students in individual counseling are pulled out on a weekly or bi-weekly basis as needed. Although professional school counselors can counsel all students without parent/guardian consent, parents/guardians do have the option to opt out of individual counseling services. However, Social Workers and Licensed Professional Counselors must have consent to provide services for students identified as needing counseling services.

Group Counseling

Students who may need extra support, but do not necessarily need the level of support consistent with individual counseling, can become involved in group counseling. Group counseling usually involves between three and seven students who are all struggling with similar issues (examples include anger management, grief, test preparation, resiliency, etc.). Students meet with the counselor/social worker in a group setting in regular intervals. As with individual counseling, Social Workers and Licensed Professional Counselors must have consent to provide group counseling services for students.

Families Consent for Counseling Services

At KIPP Nashville, we are committed to ensuring that every student has access to the support services they need throughout their time with us. To provide counseling services, KIPP Nashville is legally required to obtain consent from families. Families will receive an electronic acknowledgement form, which must be submitted to the school. If you have any questions or need further assistance, please contact your school's counselor.

Health, Wellness, and Safety

Physical Examinations and Immunizations

Prior to each student entering a public school for the first time AND prior to participating as a member of any school sponsored athletic team, students must provide proof of a complete physical examination.

According to TCA § 49-6-5001 (or According to the TN State law), students are not permitted to enroll or attend school without proof of up to date immunizations. Required immunizations for children attending school must be documented on the Official TN Immunization Certificate. Students may be granted an exemption from immunization requirements if a qualified physician certifies that administration of immunizations would be in any manner harmful to the child. Students may also be granted an exemption from immunization requirements if a parent/guardian files with proper authorities a signed, written statement affirmed under penalties of perjury that such immunization and preventive measures conflict with the religious tenets and practices of the parent/guardian. No student determined to be homeless shall be denied admission to school if the student has not yet been immunized or is unable to produce immunization records due to being homeless. Students that show up for school without up to date immunization records must be sent home immediately until updated immunization records are shared with the school.

Student Health Services

School nurses are responsible for gathering health information for each student in the school system and identifying students' health needs at school. The school nurse communicates with parents regarding the health information received and develops an Individualized Health Care Plan (IHP) for the student based on parent input, orders received from health care providers, and knowledge of the disease process.

The school nurse's primary objective is to improve the health of all students, thereby improving their ability to succeed. KIPP Nashville is committed to ensuring that every student has access to supported services. The nurse will see sick and/or injured students during school hours and will provide health-related services to students with chronic health needs. If a parent/guardian is contacted by the nurse for dismissal due to illness/injury, the parent/guardian should pick up within 1 hour after communication is completed. If the parent/guardian has any questions or needs further assistance, please contact your school's nurse.

Student Medications

The purpose of administering medications in school is to help each child maintain an optimal state of health to enhance his or her education. Medications should be limited to those required during school hours and necessary to provide the student access to the educational program. The intent of the guidelines is to reduce the number of medications given in school, yet assure the safe administration of medications for those students who require them. The school may work with the licensed prescriber and the parent(s) or guardian to adjust medication administration time so that administration is not needed during the school hours. All prescription medications given at school must be prescribed by a licensed prescriber and requires a doctor's signature on the consent form. Over-the-counter medications are medications that do not require a prescription, but do require signed consent from a parent. All medications are held in the main office and/or care room. A student must meet the following conditions to self-administer medication at school with assistance:

- Student must be competent to self-administer non-prescription or prescription medication
- Student's condition, for which the medication is authorized and prescribed, must be stable
- Assistance with self-administration shall primarily include storage, timely distribution of medication, and properly documented

Prior to the administration of any medication (prescription and non-prescription medications), the school must receive a completed and signed copy of the "Request for Assisted Self-Administration of Medication" as well as the medication in its original container with the student's name, name of medication, dosage, time and route of administration. As required by the State, medications shall be stored in a secure, separate, locked drawer or cabinet. The Director of Student Health will provide required annual medication assistance training for all designated staff members (minimum of two per school) to assist students in self-medication. A parent/guardian may administer medication only to his/her child. All unused medication must be collected at the end of the school year by a parent or guardian, or it will be destroyed after 14 days. The Medication Disposal Log will be completed and the Director of Student Health Services will arrange for pick-up and disposal.

Diabetes

Diabetes is a chronic disease in which the body does not make or properly use insulin, a hormone that is needed to convert sugar, starches, and other food into energy by moving glucose from blood into the cells. Insulin lowers blood glucose. People with diabetes have increased blood glucose (sugar) levels for one or more of the following reasons:

- Little or no insulin is being produced.
- Insulin production is insufficient.
- The body is resistant to the effects of insulin.

Type 1 diabetes is usually diagnosed in children and young adults. In Type 1 diabetes, the body does not produce insulin. In type 2 diabetes, the body does not use insulin properly. For more information, please review KIPP Nashville's policy on Diabetes.

Click [HERE](#) for more information about diabetes.

Influenza & Meningococcal Disease & Vaccination

The school shall provide parents/guardians with information about influenza and meningococcal disease and the effectiveness of vaccination against influenza and meningococcal disease at the beginning of every school year. This information will include the causes, symptoms, and means by which influenza and meningococcal diseases are spread and the places where parents and guardians may obtain additional information and vaccinations for their children.

Emergency Preparedness

KIPP Nashville is committed to the safety of every student and staff member on campus. Safety is a shared responsibility across staff, students, and families.

All staff play an integral role in maintaining a safe environment and are responsible for actively supporting the safety and well-being of all students at all times. Staff are expected to remain vigilant, follow all safety protocols, and respond promptly in any situation.

Students are expected to follow all safety procedures, participate seriously in drills, and report any concerns to a staff member. Families play a critical role by keeping emergency contact information up to date, reinforcing the importance of school safety expectations, and following school guidance during emergencies.

Regional and school-based operations teams are responsible for the creation and implementation of safety plans, and all members of the school community are expected to adhere to established protocols.

Safety Drills

Safety drills are an important aspect of all KIPP Nashville schools' emergency preparedness readiness. Safety drills allow staff and students to practice the appropriate response to any emergency and/or natural disaster. We will complete the following drills consistently throughout the year as prescribed by our authorizing district:

- **Tornado/Severe Weather:** When a severe weather event that can immediately impact the safety of all within the building, all persons will take cover within the building.
- **Lockout:** When there is a threat in the area that could affect the school, all persons within the building are required to remain indoors. No one is allowed to enter/re-enter the building during this time.
- **Lockdown:** When there is a threat within the building that can immediately impact the safety of all within the building, all doors (internal and external) will be locked and all persons within the building should hide from sight.
- **Shelter in Place:** When there is an unforeseen circumstance that impedes anyone from exiting the building and/or classroom, all persons within the building must remain within their current location. No one is allowed to enter/re-enter the building during this time.
- **Fire/Evacuation:** When a fire is present in the building, all persons within the building are required to evacuate.
- **Fire Alarm Delayed Drills:** When a fire alarm is triggered it could be from smoke generated from ammunition fired within a school building. All persons in the building are required to stay in designated areas until an all clear has been established.

Non-Discrimination Statement

KIPP Nashville brings together a diverse group of people. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against, refuse admission into or exclude any individual based on race, color, religion, sex, nationality, sexual orientation, age, or disability status.

KIPP Nashville is not only obligated to uphold the law concerning equal opportunity in accordance with Title VI of the Civil Rights Act of 1964, but it regards the spirit of these laws to be the very core of its values. KIPP Nashville

wishes to stress that it is the responsibility of every member of the KIPP community to observe and uphold the principles of equal opportunity as they affect staff, faculty, and students in all aspects of school life.

The following person has been designated to handle inquiries regarding KIPP Nashville's non-discrimination policies:

KIPP Nashville Director of Human Resources
3410 Knight Drive
Nashville, TN 37207
615.852.8214

Child Abuse and Neglect

Reporting

All personnel shall be alert for any evidence of child abuse and/or neglect which includes psychological harm, physical and sexual abuse. If personnel know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately. Reports shall be made to the judge having juvenile jurisdiction, to the county office of the Department of Children's Services (DCS), to the sheriff of the county where the child resides, or to the office of the chief law-enforcement official where the child resides. The report shall include, to the extent known by the reporter:

1. The name, address, telephone number, race, school, and age of the child;
2. The name, telephone number, and address of the parent/guardian or persons having custody of the child;
3. The nature and extent of the abuse or neglect and any statement from the child; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise. Notice that a report was filed, and any other information relevant to the wellbeing of the child, shall be verbally provided to the parent/guardian within twenty-four (24) hours of filing. This notice shall be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe that the parent/guardian may be the perpetrator or in any way responsible for abuse.

Investigations

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations including permitting child abuse review teams to conduct interviews while the child is at school. The Principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The Principal is not in violation of any laws by failing to inform parents/guardians that the child is to be interviewed even if the suspected abuser is not a member of the child's household.

Bus Safety Complaints

Complaint Process

Each bus is equipped with a phone number posted on the rear bumper for reporting complaints.

In the event of a bus safety complaint, the following process is followed:

- (1) The complaint is submitted via phone call or email to the Transportation team at (615) 986-1467 or transportation@kippnashville.org.
- (2) Within 24 hours, the Director of Transportation will begin an investigation of the complaint.
- (3) Within 48 hours of receiving the complaint, the Director of Transportation submits a preliminary report to the Chief Operating Officer, including:
 - (a) The time and date the complaint was received;
 - (b) The name of the bus driver;
 - (c) A summary of the complaint; and,
 - (d) Any prior complaints or disciplinary actions taken against the driver.
- (4) Within 10 days of receiving the initial complaint, the Director of Transportation submits a written report to the Chief Operating Officer that details the investigation's findings as well as the action taken in response to the complaint.

Use of Photographs and Video Footage

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline. KIPP Nashville shall comply with all applicable state and federal laws related to photographs and video footage. Materials shall be maintained for three (3) business days. A parent/guardian may submit requests to view bus photographs or bus video footage triggered by a specific incident involving their child to the Chief Operating Officer, Principal, Director of Operations, or Transportation Manager, and, if the viewing can be done in compliance with applicable state and federal law, a time and location shall be arranged for viewing. The Chief Operating Officer, Principal, or Director of Operations shall be present when a parent/guardian is provided the opportunity to review photographs and video footage.

The parent/guardian may not record or otherwise copy the video footage or receive a copy of the footage without a valid court subpoena.

Asbestos Hazard Emergency Response Act

In accordance with state law, KIPP Nashville maintains an asbestos management plan for any of the buildings in which we operate, owned or leased, that have any asbestos containing materials. This includes regular inspection and proactive communication with families and staff of any asbestos related activity taken within the school. In these rare circumstances, professional abatement occurs and the activity is planned during school breaks.

Parent/Guardian Involvement

Family Engagement Policy

Each KIPP Nashville school shall develop a Title I school parent involvement policy, which must meet state and federal requirements, including a family commitment/compact. This school level policy shall be developed jointly with and distributed to parents of participating students. Refer to your school-specific handbook for more information on family engagement at your school.

Family Commitment/Compact

What is a School Compact?

A School Compact—also known at KIPP Nashville as the Commitment to Excellence—is an agreement that families, students, and teachers develop together. It explains how families and teachers will work together to make sure all students reach grade-level standards. Effective compacts:

- Focus on student learning skills
- Describe how teachers will help students develop skills using high-quality instruction
- Share strategies families can use at home
- Explain how teachers and families will communicate about student progress
- Includes the goals of the School Improvement Plan

Jointly Developed

The families, students, and staff of each KIPP Nashville will jointly develop the Family Commitment/ Compact. Meetings and events will be held each year to review the compact and make changes based on student and family needs.

Communication about Student Learning

KIPP Nashville is committed to frequent two-way communication with families about students' learning. Some of the ways parents will hear from us are:

- Daily agenda signature checks
- 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

Commitment to Excellence

At KIPP Nashville, all students, parents, and staff sign a Commitment to Excellence form which consists of the Family Commitment/Compact at the beginning of the school year. This commitment puts in writing the actions that are agreed upon in order to put the KIPPsters on the path to and through college. The Commitment to Excellence is referenced throughout the year in order to provide feedback on how students, staff, and parents are progressing in each of the areas. Refer to your school-specific handbook for your school's Commitment to Excellence.

Parent Involvement Committee

The Parent Involvement Committee (PIC) is a vital component of the KIPP Nashville educational community, fostering collaboration between parents, guardians, educators, and administrators. Committed to enhancing the educational experience of every student, the PIC serves as a platform for meaningful engagement, communication, and advocacy.

Mission Statement: At the beginning of the year the PIC establishes a clear mission statement outlining the PIC's purpose and goals, ensuring alignment with KIPP Nashville's vision and values.

Membership: The PIC school-based liaison and parent volunteers encourage diverse representation from parents, guardians, educators, and administrators to reflect the broader community. Membership is voluntary and inclusive and accessible for all stakeholders until the committee members are established in the fall.

Meetings: Regular meetings will be held to facilitate communication and collaboration. Meeting times will vary depending on the school to accommodate different schedules. However, an advance notice and agendas for effective planning will be provided to ensure the effective use of time and resources.

Roles and Responsibilities: Roles and responsibilities for PIC members, including leadership positions such as chairperson, secretary and committee members will be decided at the beginning of the year to clarify expectations and encourage active participation.

Communication: The PIC will foster an open dialogue to keep stakeholders informed through effective channels of communication, such as newsletters, emails, social media, and website updates.

Partnerships: The PIC is parent-led to cultivate partnerships with school staff, administration, and community organizations to maximize resources and support initiatives that benefit students and families.

Projects and Initiatives: The PIC will identify and prioritize yearly projects and initiatives that align with the PIC's mission and address the needs of the school community. The PIC is encouraged to be innovative and creative in project development as long as they remain within the guidelines of the KIPP Nashville policy and procedures. All PIC activities must be approved by principal/school-based liaison before they are planned and executed.

Feedback and Evaluation: We believe that feedback is kind. Therefore, the PIC will solicit feedback from stakeholders to assess the effectiveness of PIC activities and initiatives. The PIC will use the evaluation of the results to inform future planning and continuous improvement efforts.

Recognition and Appreciation: The school-based liaison and PIC will acknowledge and appreciate the contributions of PIC members through recognition events, awards, and public appreciation to foster a culture of gratitude and motivation.

Staying Connected with Your Child's School

We want to keep you informed and involved every step of the way. Here are some ways we will stay in touch with you about your child's grades, progress, and school life:

- Illuminate Parent Portal (online grade and progress tracking)
- Dean's List
- Phone calls, texts, and emails
- Parent-teacher conferences
- Mid-quarter progress reports
- Report cards
- Letters home
- Progress Monitoring Reports (for students receiving Special Education services)
- IEP Progress Reports (for students receiving Special Education Services)

Your Rights as a Parent or Guardian

Your Child's Education Records (FERPA)

Federal law — called the Family Educational Rights and Privacy Act (FERPA) — protects your child's educational records and gives you important rights. Here's what you can do:

1. Review your child's records. Submit a written request to the school Principal. We will arrange a time for you to review the records within 45 days.
2. Request corrections. If you believe something in your child's records is inaccurate or misleading, write to the Principal explaining what should be changed and why. If we decline your request, we will let you know why.
3. Control who sees your child's information. We will not share your child's personally identifiable information (such as their name, address, or ID number) with outside parties without your written consent — with limited exceptions allowed by law (for example, sharing information with school staff who need it to do their jobs).
4. File a complaint. If you believe KIPP Nashville has violated FERPA, you may contact:
U.S. Department of Education - Student Policy Compliance Office
400 Maryland Avenue SW, Washington, DC 20202

Surveys and Your Child's Privacy (PPRA)

Federal law also gives you rights around surveys, data collection, and certain physical exams through the Protection of Pupil Rights Amendment (PPRA). In plain terms:

- You must give consent before your child takes a federally funded survey that asks about sensitive topics (such as political beliefs, mental health, religious practices, or income).
- You can opt your child out of other sensitive surveys, non-emergency physical exams, and activities that collect personal information for marketing or distribution.
- You can review any survey materials or instructional content before they are used.

KIPP Nashville will notify you at the start of each school year about any planned surveys or activities that fall under these rules, and give you the opportunity to opt out. These rights transfer to your child once they turn 18 or become an emancipated minor.

If you believe your PPRA rights have been violated, you may contact the same office listed above.

Release of Student Information to Institutions of Higher Education and Military Recruiters

Federal law requires KIPP Nashville to provide institutions of higher education and military recruiters, upon request, the names, addresses, and phone numbers of high school students, unless the parent/guardian of a student under 18 years of age (or the student once they have reached 18 years of age) opts out of the disclosure of this information. Parents/guardians may opt out of the disclosure of this information on the permission form at the end of this handbook.

Requesting Staff Qualifications

Under federal law, parents/guardians have the right to request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and,
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents/guardians may request this information by submitting a written letter to the Principal or designee.

Review of Instructional Materials

You have the right to review any materials used in your child's classroom — including textbooks, handouts, digital materials, and teacher-created tests. To request a review:

- Contact the Principal
- Make your request by email, phone, or in writing
- The Principal will respond within 5 school days to arrange for you to review the materials

Families may request a student exemption from specific participation by submitting their request to the principal.

Parents Right-to-Know

The parent's right-to-know provision of Every Student Succeeds Act allows parents, guardians and stakeholders the ability to request information on the qualifications of their child's classroom teacher. KIPP Nashville, if applicable, will notify parents that they may request certain information regarding the professional qualifications of the student's teachers and paraprofessionals.

How to Raise a Concern or File a Complaint

We welcome your feedback and want to resolve issues quickly and fairly. There are two types of complaints:

- Informal complaints — everyday concerns like a grading question, uniform policy, or cell phone rule. Contact the appropriate staff member directly; most issues can be resolved quickly this way.
- Formal complaints — concerns that were not resolved through the informal complaint process.

For formal complaints, please follow the steps below in order. Leaders at each step will respond within 3 business days and issue a written decision within 10 business days.

Step 1 - Contact the Staff Member Involved

Call or email the staff member directly. Ask the front desk for contact information. Try to set up a phone or in-person meeting to work toward a resolution.

Step 2 - Write to the Principal

If Step 1 doesn't resolve the issue, send a written complaint (email, mail, or hand-delivery) to the Principal. This step may require an in-person meeting with the Principal. Even if your concern is about the Principal, this step is still required for documentation purposes.

Step 3 - Write to the Head of Schools

If you're still unsatisfied, write to the Head of Schools for your child's school level (Elementary, Middle, or High). Contact the front desk for their email or mailing address. This step may require an in-person meeting with the Head of Schools. Note: the Head of Schools will only review complaints that have completed Steps 1 and 2.

Step 4 - Write the Chief of Schools

If the issue remains unresolved, send a written complaint to the KIPP Nashville Chief of Schools. Contact the front desk for their information. This step may require an in-person meeting with the Chief of Schools. Note: the Chief of Schools will only review complaints that have completed Steps 1 through 2 and 3.

Step 5 - Write to the KIPP Nashville Executive Director

If still unresolved, send a written complaint to the Executive Director. Contact the front desk for their information. This step may require an in-person meeting with the Executive Director. Note: the Executive Director will only review complaints that have completed Steps 1 through 4.

Step 6 - Write to the KIPP Nashville Board of Directors

If still unresolved, write to the Board of Directors. The Executive Director will respond on the Board's behalf. Note: the Board will only review complaints that have completed Steps 1 through 5. Public comments at Board meetings will be acknowledged, but Board members will direct you to this process for a formal response.

Review of Student Permissions and Release Forms

Families may update their student's release form preferences annually with the school to opt out if desired.

Technology Agreement

KIPP Nashville provides students with access to technology and the internet to support their learning. We have safeguards in place to block harmful content, but no filter is perfect — which is why we ask every student and family to agree to use technology responsibly and with integrity.

What we expect

All members of the KIPP Nashville community must use technology honestly, follow U.S. and Tennessee law, and exercise good judgment online.

By signing the below, you can confirm that you have read and agree to the Technology & Internet Policy in the handbook.

Parent/Guardian

I agree to require my child to follow the [Technology & Internet Policy](#) in this handbook. I understand that violations may result in consequences including detention, suspension, loss of device privileges, repair or replacement costs, expulsion, or referral to law enforcement.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Agreement

I agree to follow the Technology & Internet Policy in this handbook. I understand that violations may result in consequences including detention, suspension, loss of device privileges, repair or replacement costs, expulsion, or referral to law enforcement.

Student's Full Printed Name: _____

Student Signature: _____ Grade: _____

Handbook Acknowledgement & Permission Form

By signing below, I confirm that I have read and understand the 2026-2027 KIPP Nashville Student & Family Handbook. I also indicate my preferences for the items below.

Note: If this form is not returned, KIPP Nashville will assume permission is granted for all items under Media & Photography, Higher Education, Military Recruiters, Health Screening, and Handbook Acknowledgement. You can update your preferences at any time by contacting the school.

Permission	Yes	No
Media		
KIPP Nashville may publicly honor my student (including sharing honors with the media).		
KIPP Nashville may photograph or video and/or voice record my student for school use (including print, web, social media).		
Outside news media may photograph, video and/or voice record my student.		
Higher Education		
KIPP Nashville may share my student's contact info with colleges and universities.		
Military Recruiters		
KIPP Nashville may share my student's contact info with military recruiters.		
Health Screenings		
My student may participate in hearing, vision, height, weight, and blood pressure screenings.		
My student has permission to receive nonemergency medical treatment or counseling. <i>*If no is selected, please ensure that your student understands they cannot go to the school nurse to receive treatment outside of an emergency. Parents will also be expected to ensure they are able to provide necessary treatment within 30 minutes of notification.</i>		
Acknowledgement		
I acknowledge that I have received and had the opportunity to review the KIPP Nashville handbook, and would like my child to participate in KIPP Nashville's program of studies.		

Student's Full Printed Name: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

NOTE: You must complete this form to enroll your child in a KIPP Nashville school.