



ANTIOCH COLLEGE PREP
MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK

2026-2027

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Welcome

Dear KIPPsters and Parents,

Welcome to KIPP Antioch College Prep Middle! As a proud principal and parent of two KIPPsters, I extend a warm and enthusiastic welcome to you and your family. We are thrilled to have you join our vibrant learning community. We are dedicated to providing an exceptional educational experience that promotes excellence in academics, the arts, and athletics.

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

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

With love and respect,

Ms. Kasie Lawrence
Principal, KACPM

School's Core Values

KIPP Antioch College Prep Core Values

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

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

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

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

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

KIPP Phrases

KIPP Credo

If there is a problem, we look for a solution.

If there is a better way, we find it.

If a teammate needs help, we give.

If we need help, we ask

Team & Family

The term is used to describe everyone involved with our school, including staff, students, parents, guardians, donors, etc. The concept of Team and Family is a critical component of the school culture. Students and staff at KIPP Nashville should understand that we are all a family working toward the same mission.

We Make Places Better

Leaving places better than you found them is the motto to describe how we would like students to clean up behind themselves and others when necessary.

Knowledge Is Power

Knowledge opens doors and creates access to the world and choice-filled lives.

School Operations

Staff Contact Information

Title/Position		Name	Phone Number	KIPP Email
Principal	Ms.	Kasie Lawrence	(615) 981-4947	klawrence@kippnashville.org
Director of Operations	Ms.	Hilda Elvir	(615) 856-0861	hilda.elvir@kippnashville.org
Assistant Principal - Humanities	Ms.	Jackie Nentwick	(615) 669-5719	jnentwick@kippnashville.org
Assistant Principal - STEM	Mr.	Devin Brown	(843) 860-1416	dbrown@kippnashville.org
Assistance Principal of Student Support Services	Mrs.	Rose Tolton	(931) 674-1678	rtolton@kippnashville.org
Assistant Principal of Culture	Ms.	Meco Polk	(615) 999-7971	misadore@kippnashville.org
Behavior Support Specialist	Ms.	Kirston Reltherford	(615) 852-5083	kirston.reltherford@kippnashville.org
Counselor	Mrs.	Sarah Pullen	(615) 266-6416	slature@kippnashville.org
Behavior Support Specialist	Mr.	Chris Pryor		cpryor@kippnashville.org
Vanderbilt Therapist	Ms.	Diana Handal	(629) 777-6710	diana.handal@vumc.org
Operation Coordinator	Mr.	Rafael Paredes	(615) 829-6612	washington.paredes@kippnashville.org
Office Manager	Ms.	Kaleda Bentley	(629)208-7525	kbentley@kippnashville.org

5th ELA Teacher	Ms.	Brooke Valentine		brooke.valentine@kippnashville.org
5th Math Teacher	Mr.	Craig Allen		craig.allen@kippnashville.org
5th Science Teacher	Mr.	Braylon Chaffin	(615) 669-8572	braylon.chaffin@kippnashville.org
5th History Teacher	Mr.	Sam Gyllenhaal	(305) 613 - 3012	samuel.gyllenhaal@kippnashville.org
5th Grade EE Learning Specialist		TBD		
5th Multilingual Interventionist, 5th Grade Level Chair	Ms.	Saylor Sniatecki	(615) 410-2226	ssniatecki@kippnashville.org
6th ELA Teacher	Mr.	Sean Beach		sean.beach@kippnashville.org
6th Math Teacher	Mr.	Abdul Sadiqi		abdul.sadiqi@kippnashville.org
6th Science Teacher	Ms.	Jasmine Beck	(615) 208-2147	jasmine.beck@kippnashville.org
6th Multilingual Interventionist	Ms.	Eshe Robinson		eshe.robinson@kippnashville.org
6th History Teacher, KIPP Nashville Master Teacher	Mr.	Daniel Rivera	(615) 601-1856	drivera@kippnashville.org
7 Multilingual Interventionist	Mr.	Priya Venkadesh	(520) 261-5489	priya.venkadesh@kippnashville.org
7th ELA Teacher, KIPP Nashville Master Teacher	Mr.	John Stayskal	(615) 500-4860	jstayskal@kippnashville.org
7th Math Teacher	Mrs.	Brittany Thomas	(615) 200 -8424	brittany.thomas@kippnashville.org

7th Science Teacher	Ms.	Harley Vaughn	(615) 988-0283	harley.vaughn@kippnashville.org
7th History Teacher, 7th Grade Level Chair, KIPP Nashville Master Teacher	Ms. .	Maggie Argent	(615) 384-7673	margent@kippnashville.org
8th ELA Teacher, 8th Grade Level Chair, KIPP Nashville Master Teacher	Mr.	Josh Bolden	(615) 510-7110	jbolden@kippnashville.org
8th Math Teacher, KIPP Nashville Master Teacher	Ms.	Keren Elvir	(615) 383-7013	kelvir@kippnashville.org
8th Science Teacher	Mr.	Jermani Floyd		jermani.floyd@kippnashville.org
8th History Teacher	Ms.	Beth Smith	(615) 592-6233	beth.smith@kippnashville.org
7th and 8th Learning Specialist	Mr.	Quinn Champagne	(615) 592-0762	qchampagne@kippnashville.org
8th Multilingual Interventionist	Mr.	Literrius Miller	(931) 378-1440	litterius.miller@kippnashville.org
Theater Teacher	Ms.	Glenna Koeberl	(615)592-6233	gkoeberl@kippnashville.org
Physical Education Teacher	Ms.	Deanna Willis	(615) 200-8179	dwillis@kippnashville.org
Music/Choir Teacher	Mr.	Brian Dollaway	(615) 398-0422	bdollaway@kippnashville.org
Computer Science Teacher	Mr.	Michael Tribue	(615) 823-7685	michael.tribue@kippnashville.org
Support Teacher	Mr.	Tyrone Patterson	(615) 208-9857	tyrone.patterson@kippnashville.org

Support Teacher	Mr.	Kenneth Mangrum		kenneth.mangrum@kippnashville.org
Interventionist	Ms.	Shawntay Laster		shawntay.laster@kippnashville.org
Interventionist	Mr.	Christian Gordon	(931) 602-6939	cgordon@kippnashville.org
Paraprofessional	Ms.	Miriam Ayop	(931) 922-2940	mayop@kippnashville.org
Paraprofessional		TBD		

School Contact Information

Address: 3661 Murfreesboro Pike | Antioch, TN 37013

Main Office Number: 629-208-7525

School Email: kacpm@kippnashville.org

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

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

Tennessee Public Charter School Commission

The Tennessee Public Charter School Commission is the authorizer for KIPP Antioch College Prep Elementary School. Click the link to review the [Commission Student Handbook Addendum](#).

School Hours

7:40-8:00 am (Arrival & Breakfast)

8:00-8:05 am (Homeroom)

8:10-3:10 pm (Class)

3:15-3:45 pm (Dismissal)

School Schedule

Monday - Thursday

5th Grade					6th Grade					7th Grade					8th Grade							
HR Name	Whitman	UAPB		University of Cincinnati		Alabama A&M		MTSU	Lipscomb		Oral Roberts University (ORU)	Jacksonville State University (JSU)	Arizona	TSU		Montclair State University (MSU)	University of La Verne	Vanderbilt University	TNU			
HR Teacher	Valentine	Chaffin	Gyllenhaal	Allen		Beach	Sedlqj	Beck	Rivera		Stayskal	Vaughn	Venkadesh	Thomas		Lozada	Smith	Miller	Elvir			
7:40 - 8:05	Arrival / AM HR 7:40 - 8:05					Arrival / AM HR 7:40 - 8:05					Arrival / AM HR 7:40 - 8:05					Arrival / AM HR 7:40 - 8:05						
8:07 - 9:07	ELA	Science	History	Math		ELA	Math	Science	History		Intervention(30/30) and LT Lab (20)					Intervention(30/30) and LT Lab (20)						
9:09 - 10:09	Math	ELA	Science	History		History	ELA	Math	Science		Electives (42) + Recess (18)					Math Science History ELA						
10:11 - 11:11	History	Math	ELA	Science		Science	History	ELA	Math		Math	ELA	Science	History		Electives (42) + Recess (18)						
11:13 - 11:38	Lunch (25) LT + Rethelford					Math	Science	History	ELA		11:33 - 12:11	History	Math	ELA	Science		ELA Math Science History					
11:40 - 12:40	Electives (42) + Recess (18)					Lunch (25) LT + Rethelford					12:13 - 12:38	Lunch (25) LT + Rethelford					12:35 - 12:40	History ELA Math Science				
12:42 - 1:42	Science	History	Math	ELA		Math	Science	History	ELA		12:40 - 1:02	History	Math	ELA	Science		12:42 - 1:07	Lunch (25) LT + Rethelford				
1:45 - 3:05	Intervention(30/30) and LT Lab (20)					12:44 - 1:44	Electives (42) + Recess (18)					1:04 - 2:04	Science	History	Math	ELA	1:09 - 2:04	History	ELA	Math		
3:05 - 3:13	PM Homeroom					1:45 - 3:05	Intervention(30/30) and LT Lab (20)					2:06 - 3:06	ELA	Science	History	Math	2:06 - 3:06	Science	History	ELA		
3:13 - 3:38	Dismissal					3:05 - 3:13	PM Homeroom					3:06 - 3:13	PM Homeroom					3:06 - 3:13	PM Homeroom			
						3:13 - 3:38	Dismissal					3:13 - 3:38	Dismissal					3:13 - 3:38	Dismissal			

Friday

5th Grade					6th Grade					7th Grade					8th Grade				
Whitman	UAPB	Elon	University of Cincinnati		Alabama A&M	Kabul Polytechnic University	MTSU	Lipscomb	Oral Roberts University (ORU)	Jacksonville State University (JSU)	CNU	TSU	Meharry	University of La Verne	Vanderbilt University	TNU			
Valentine	Chaffin	Gyllenhaal	Allen		Beach	Sedlqj	Beck	Rivera	Stayskal	Vaughn	Tribue	Thomas	Spops	Smith	Miller	Elvir			
Spops	Homeroom					Homeroom		Homeroom	Homeroom	Homeroom	Homeroom		Homeroom		Homeroom				
Arrival / AM HR 7:40 - 8:05					Arrival / AM HR 7:40 - 8:05					Arrival / AM HR 7:40 - 8:05					Arrival / AM HR 7:40 - 8:05				
ELA 8:05 - 9:05	Science 8:05 - 9:05	History 8:05 - 9:05	Math 8:05 - 9:05		ELA 8:05-9:05	Math 8:05-9:05	Science 8:05-9:05	History 8:05-9:05	ELA 8:05 - 9:05	Science 8:05 - 9:05	Intervention (Tribue) 8:05 - 9:05	Math 8:05 - 9:05	Science 8:05 - 9:05	History 8:05 - 9:05	ELA 8:05 - 9:05	Math 8:05 - 9:05			
Math 9:05 - 10:05	ELA 9:05-10:05	Intervention 9:05-10:05	History 9:05-10:05		History 9:05 - 10:05	ELA 9:05 - 10:05	Intervention 9:05 - 10:05	Science 9:05 - 10:05	Intervention 9:05 - 10:05	History 9:05 - 10:05	Science 9:05 - 10:05	ELA 9:05 - 10:05	Intervention 9:05 - 10:05	Science 9:05 - 10:05	History 9:05 - 10:05	ELA 9:05 - 10:05			
History 10:05-10:55	Math 10:05-10:55	Science 10:05-10:55	Intervention 10:05-10:55		Science 10:05 - 11:05	History 10:05 - 11:05	Math 10:05 - 11:05	Intervention 10:05 - 11:05	Science 10:05 - 11:05	Math 10:05 - 11:05	History 10:05 - 11:05	Intervention 10:05 - 11:05	Math 10:05 - 11:05	Intervention 10:05 - 11:05	Science 10:05 - 11:05	History 10:05 - 11:05			
Lunch 11:00 - 11:25 JN, Phys, Gordon					Intervention 11:05-11:25	Science 11:05-11:25	ELA 11:05-11:25	Math 11:05-11:25	History 11:05 - 11:55	ELA 11:05 - 11:55	Math 11:05 - 11:55	Science 11:05 - 11:55	ELA 11:05 - 12:05	Math 11:05 - 12:05	Intervention 11:05 - 12:05	Science 11:05 - 12:05			
Recess 11:25 - 11:40 JN, Sniatecki, STEM/Humanities Rotations					Lunch 11:30 - 11:55 MP Phys, Gordon					Lunch 12:00 - 12:25 DB Laster, Rethelford					History 12:05 - 12:25	ELA 12:05 - 12:25	Math 12:05 - 12:25	Intervention 12:05 - 12:25	
History 11:45-11:55	Math 11:45-11:55	Science 11:45-11:55	Intervention 11:45-11:55		MP Robinson, STEM/Humanities Rotations					DB Venkadesh, STEM/Humanities Rotations					Lunch 12:30 - 1:00 Ops, Laster, Rethelford				
Intervention 11:55-12:35	History 11:55-12:35	ELA 11:55-12:35	Science 11:55-12:35		Intervention 12:15 - 12:35	Science 12:15 - 12:35	ELA 12:15 - 12:35	Math 12:15 - 12:35	History 12:45 - 12:55	ELA 12:45 - 12:55	Math 12:45 - 12:55	Science 12:45 - 12:55	Recess 12:55 - 1:10 Ops, Miller, STEM/Humanities Rotations						
Science 12:35-1:35	Intervention 12:35-1:55	Math 12:35-1:55	ELA 12:35-1:55		Math 12:35 - 1:55	Intervention 12:35 - 1:55	History 12:35 - 1:55	ELA 12:35 - 1:55	Math 12:55 - 1:55	Intervention 12:55 - 1:55	ELA 12:55 - 1:55	History 12:55 - 1:55	History 1:15 - 1:55	ELA 1:15 - 1:55	Math 1:15 - 1:55	Intervention 1:15 - 1:55			
PM Homeroom 2:00 - 2:10										PM Homeroom 2:00 - 2:10					PM Homeroom 2:00 - 2:10				
Team Time 2:10 - 3:05					Team Time 2:10 - 3:05					Team Time 2:10 - 3:05					Team Time 2:10 - 3:05				
Clean Up / Transition back to HR 3:05 - 3:13					Clean Up / Transition back to HR 3:05-3:13					Clean Up / Transition back to HR 3:05 - 3:13					Clean Up / Transition back to HR 3:05 - 3:13				
Dismissal 3:13 - 3:38					Dismissal 3:13 - 3:38					Dismissal 3:13 - 3:38					Dismissal 3:13 - 3:38				

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 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.

Academic Calendar

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

Important Dates/Calendar

School will provide a monthly newsletter via email to families with important dates/events for students and families.

Arrival & Dismissal Information

Arrival Procedures

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

Dismissal Procedures

Sibling car rider students are dismissed to KACPE at 3:13pm. At 3:15, middle school car riders are dismissed to the cafeteria to begin pick up on the front side of the school. At 3:18, students who ride the bus will exit the rear of the school to load buses. Staff will monitor dismissal and pick-up until 3:45 p.m. Following that time, any remaining students are considered late pick-ups and will transition to the cafeteria to wait. When a guardian arrives, he/she must come to the cafeteria door and sign their student out. We encourage parents to arrange pick-up of their children prior to dropping them off in the morning. If transportation plans shift throughout the day, parents must call the office by 1:30 p.m. to inform the school of the change. We will make the adjustment in our dismissal tracker. Students who are being dismissed from school early must be picked up by 2:30 pm. Parents who come after that time will be asked to wait in the car line.

Bathroom Policy / Hall passes

Students have four restroom breaks per day: during AM homeroom, once during the morning classes, once during lunch, and once during the afternoon classes. Students are encouraged to use the restroom during intervention and electives, as restroom passes during content classes are for emergencies only. If a KIPPster needs to use the restroom during class, they request to use the bathroom with the hand signal, and once the teacher says the KIPPster may go, the teacher marks the student on the bathroom tracker. The student takes the hall pass, and goes to the restroom. If a student has an emergency in class, the teacher will give the student permission to go during independent work time, and then the student will sign out and carry a pass to the restroom. Families will be updated on the amount of restroom passes used and instructional minutes missed due to restroom/water use on the weekly paycheck.

Classroom Visitor Procedure

We have an open-door policy at KIPP Nashville and are excited when visitors want to see our school. Parents must provide a 24 hour notice prior to visiting a classroom. This is to ensure that they do not disrupt the academic environment. We also take school security very seriously. KIPP Nashville contracts with Raptor Technologies to ensure a strong screening process for every visitor. This also applies to parents/guardians who visit our school.

- Upon entering a building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge, in accordance with state law.
- A visitor's badge will be provided and must be worn at all times while in the building.
- A member of the leadership team will escort and remain with the family member while they are in the building at all times.
- A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.
- When a visitor leaves the building, they must return to the office to sign out.

Student Cell Phone Procedure

To create a focused, safe, and distraction-free learning environment, **KIPP Nashville is a "No Phone Zone" during the instructional day.**

- **Phones Must Be Off and Stored:** Students are required to turn off and store cell phones upon arrival. Each campus will designate a secure storage process (e.g., lock box, Yondr pouch, main office bin) during homeroom.

- **Not Permitted for Personal Use:** Phones, smartwatches, wireless headphones, or other electronic devices may not be carried or used by students during the day.
- **Emergencies and Family Contact:** Students may request to contact home using a school phone. Office staff will support urgent communication needs. Teachers should not allow students to use personal or classroom phones without prior approval.
- **Student Refusal to Comply:** If a student refuses to turn in or store their phone appropriately, this is considered **Insubordination** and will result in consequences aligned with the KIPP Nashville Code of Conduct.

Confiscation Procedure

If a student is found using or carrying a phone:

1. Staff will request the phone and issue a deduction or referral as appropriate.
2. The phone will be turned into the main office and stored securely.
3. A parent or guardian will be notified within an hour.
4. Devices may be returned at the end of the day or held for **parent pickup**, depending on offense history. If the parent cannot be reached within a timely manner before dismissal, the phone will be sent home with the student for safety purposes however consequences will still be issued.

Confiscation & Consequences

Any student who violates the school's cell phone policy will be considered in violation of KIPP Nashville's expectations for student conduct. Refusal to comply with the cell phone policy will be categorized as insubordination and will result in consequences aligned to that behavioral infraction as outlined in the KIPP Nashville Student Code of Conduct and behavior matrices.

Student Chromebooks/ Internet Monitoring Expectations

Based on the different needs for technology access in different subject areas, chromebooks are provided in certain classrooms at KACP. Students are expected to treat them with respect and meet the expectations of use.

- Students are expected to view school appropriate websites at all times, failure to do so will result in consequences.
- Chromebooks are expected to stay at school, and must not be taken home under any circumstance.
- In the event a chromebook is damaged due to student negligence or vandalism; if so, the teacher will issue a consequence for vandalism in Deanslist. (Examples: Removing asset tags, writing on computers, removing keys, lifting the frame, using pencil/erasers on the screen, lifting the screen frame, etc.)

- If the Chromebook is damaged due to student negligence or vandalism and must be repaired, the student/family will be responsible for paying \$100 in damages for the first incident, \$150 second incident, third incident \$175 or loss of privilege to use.
 - A lost or broken charger is a \$25 fee

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 Supply Expectations (Lockers ,Binders, Calculators)

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

Quantity	Item
1	Pencil pouch (with rings to insert in binder)
10	Sharpened #2 wooden pencils or mechanical pencils
2	Big pink erasers
1	Highlighter
1	Pair of headphones (small earbuds preferred, no bluetooth headphones)
1	Any color 2 inch binder (minimum size), this will be used for all classes
1	Package of 6 dividers and labels: Math, ELA, Science, History, Intervention, Electives

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

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

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

Item
Homework folder

Uniform Policy

Buying Uniforms

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

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

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

The student uniform at KIPP Antioch College Prep consists of:

Uniform Item	Details
KACP uniform shirt -Polo (long or short sleeve) -Oxford (long or short sleeve)	• The shirt is always unaltered (i.e., the logo is not colored in with marker or missing KACP logo). • The shirt is always tucked in.
Navy Blue or Tan khaki bottoms	• Bottoms may be pants, capri pants, shorts, skorts, jumpers, or skirts. • Bottoms must be loose fitting and comfortable; however, they may not be sagging. • Designs on pants and cargo pants are not allowed. • Sweats, jogging pants, leggings, jeggings, and jeans are <u>not</u> allowed. • Skirts and shorts must <u>not</u> be shorter than 1 inch above the knee when standing. • Leggings can be worn under skirts. They must be solid white, black, gray, or navy blue.

Solid white, black, gray, or navy blue undershirt	• Undershirts may be short or long-sleeved under the polo. • Undershirts must be plain with no writing or designs. • Hoodies and sweatshirts are not allowed under polo shirt
Closed-toed shoes	• Shoes may be tennis shoes, flats, flat boots below the knee, or dress shoes. • Shoes may be any color. • Shoes may not be sandals, heels, crocs, birkenstocks, or wedges.
KACP Pullover Sweatshirt Sweater (optional)	• KACP navy blue pullovers, crewnecks, sweaters, and zip-ups are available for purchase from our online vendor, French Toast. They cannot have a hood. • If a student chooses not to purchase a sweatshirt or sweater from French Toast, he or she may wear a long-sleeve shirt white, black, gray, or navy-blue shirt under the polo. • Personal sweaters or hoodies are not allowed. They can be worn to school but then stored during class.
Accessories	• Students are allowed to wear watches and earrings. • Smart watches, bluetooth headphones, and other electronic devices are not allowed and must be kept in a bookbag and powered off if brought to school. • Students may not wear hats, caps, bandanas, or other non-religious headgear in the building.
Friday	• KIPP shirts (graduation class, honor roll, or the one found on French Toast website), or College shirts with regular school bottoms.

Jeans Day

Throughout the year, students will have the opportunity to earn jeans day or dress down day. In the event that jeans day is earned, students must follow the entire dress code above and can substitute jeans for the school-style pants. Holes in jeans must be past fingertips.

Uniform Check

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

Student uniforms are checked by the door greeters in the morning. Late students will have uniforms checked by KACP staff. When students are not in the correct KIPP uniform, KACP staff will supply students with loaner shirts or pants until the end of the day. Students will also receive a deduction for loaner items. KACP will not loan shoes to students who have shoes that do not meet uniform requirements; parents will be asked to bring an alternative that meets the uniform requirement.

What Staff Will Look For During the Day:

- Sweatshirts around waists, hoodies
- Shoes that do not meet above requirements
- Sweaters and sweatshirts that do not meet uniform expectations
- Pants that do not meet expectations
- Shirts tucked in

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

Late Pick Ups

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

Notification of Transportation Changes

If transportation plans shift throughout the day, parents must call the office by 1:30 p.m. to inform the school of the change (i.e. a bus rider will be picked up in the car rider line, an athlete will not have someone to pick him up after practice and must ride the bus home, etc.)We will make the adjustment in the dismissal tracker. Students who are being dismissed from school early must be picked up before 2:30 pm. Parents who come after that time will be asked to wait in the car line. **Students may not ride a bus they are not assigned to.**

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.

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

- Toy weapons or unauthorized manipulatives (i.e. stuffed animals, dolls, action figures, Legos, etc.)
- Any illegal substance/Vapes
- Gum/Candy/Chips
- Slime
- Tablets and game electronics
- Cell phones, smart watches, bluetooth headphones and speakers
- Purses, fanny packs
- Hats, head scarves that are not religious in nature

The school reserves the right to add to this list.

Academic Program

Please refer to the [KIPP Nashville Student & Family Handbook](#) for more information about our academic policies.

List of Clubs, Extracurriculars & After School Programs Available to Students

Athletics: for 6th-8th grade only

- Girls and Boys Soccer
- Volleyball
- Cross Country
- Track and Field
- Girls and Boys Basketball
- Cheer
- Girls Flag Football

Performing Arts

- Performance Choir
- Drama Club
- Disney Jr. Musical

Academic Clubs:

- Math Club
- History Fair
- Science Fair
- Tutoring

- RockLife Youth (NAZA)

Athletics Information

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

Homework Procedure

There will be homework every night. The purpose of homework is to reinforce the skills taught in class and to review them over time. Homework also helps establish healthy study and organization habits. Students can expect to have an average of 45-60 minutes of homework each night. The specific assignments will be recorded in the weekly planner and distributed on Fridays. Students will have ELA and Math homework every night, History homework on Tuesdays and Thursdays, Science homework on Mondays and Wednesdays.

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

If a student needs help on homework, they can call a teacher up until 7 p.m. on any given weekday. Students are encouraged to do this in order to be proactive and get help when they need it.

Make-Up Work Procedure

To support student access to missed assignments, each grade-level team will maintain a centralized system for distributing make-up work to students who are absent.

Grade-level team leads will determine the specific process and location for accessing make-up work. Team leads are also responsible for ensuring that any materials or supplies needed to support the system are available and maintained.

- Teachers are responsible for updating the named system in their classroom
- Students are responsible for requesting make-up work when they return from an absence.
- Teachers are responsible for grading the make-up work and updating the grade book.

This system ensures students can consistently locate and retrieve missed work in an organized manner.

Academic Integrity Procedure

All students at KACP are held to high standards of academic ethics, personal honesty, and moral integrity. Academic dishonesty such as plagiarism (using another's statements or thoughts without giving the source appropriate credit), cheating on an exam, possessing and distributing answers (paper/digital), unauthorized communication between peers during an examination, and falsifying documentation.

If the Teacher/Dean finds there was an attempt at plagiarism or cheating on test		
Offense	Behavioral Consequence	Academic Consequence
First Offense	Level 3 issued, (debrief with APC), parent phone call, next-day detention	Retake test, 70% is the highest grade student can earn on the assignment
Second Offense	Level 3 issued + 1 day ISS (parent meeting)	Retake test, 70% is the highest grade student can earn on the assignment
Third Offense	Level 3 issued, 1 day OSS (parent meeting)	50% is the highest grade student can earn on the assignment

Cheating on Homework, Classwork or Quizzes		
Offense	Behavioral Consequence	Academic Consequence
First Offense	Level 3 issued, (debrief with APC), parent phone call, next-day detention	0 on assignment
Second Offense	Level 3 issued + 1 day ISS (parent meeting)	0 on assignment
Third Offense	Level 3 issued, 1 day OSS (parent meeting)	0 on the assignment

Weekly Planner Expectations

Students will receive a weekly planner worksheet every Friday with homework assignments, upcoming assessments for the following week, as well as space to set goals and check in on their current grades. This planner will also be included in the weekly family newsletter. Students are expected to check their grades in Illuminate regularly and email their teachers if they have low grades or missing assignments.

Student Culture & Conduct

Value Aligned Culture

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

Three Legs of the Stool

Education is a three legged stool held up by the commitments of families, schools, and students. When KIPPsters and their families sign the Commitment to Excellence form, they establish the three legs of the stool. Families commit to reading with their child, making sure they complete their homework, getting their child to school on time every day, and advocating for the needs of their child. KIPPsters commit to learning and working hard to gain skills and knowledge. They are not passive in their learning, but active participants invested in their education and intrinsically motivated to achieve. Finally, teachers commit

to preparing engaging and challenging lessons every day, coming to school on time, and giving precise feedback to students so they can grow as much as possible. When each part of the stool is doing its part, KIPPster growth and success is possible.

Homeroom/College

All students are assigned to a homeroom, which we call their college. Students start each morning in their homeroom/college class from 7:40-8:05 a.m. School starts at 8:00 a.m. and students must be in their homeroom on time. During homeroom, teachers take attendance, check for homework, and ensure students have what they need for the day. Students then travel with the students in their homeroom to all core classes throughout the day.

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

Team Time: Clubs & Community Meeting

Every Friday, the school day ends with Team Time. Once a month, on a rotating schedule, each Friday KIPPsters attend advisory, grade level team time, and whole school community meeting. KIPPsters must earn the opportunity to attend Team Time with paycheck dollars. The threshold is typically \$50/week.

KACP Culture in Action

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

100%

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

Academic Posture

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

Tracking

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

Shoutouts

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

Getting Student Attention

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

- **We are TEAM.** Teacher calls out *We are*, and students respond by saying *Team* and moving directly into a good posture.

- **Hand clap.** Teacher initiates the clap and students complete it.
- **Teacher issues the silent sign (fist in the air).** A teacher may hold up a silent sign in order to gain the attention of the students; students should respond by 100% of them also raising a silent sign and preparing for the next instructions.
- **Countdown.** Teacher says, “I need voices off and eyes on me in three, two, one.” Students reach level 0 and track the teacher.

Culture Systems

Hand Signals

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

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

Voice Volume

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

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

Student Behavior Information

The Paycheck

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

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

- \$1 for arriving at school on time
- \$1 for complete uniform
- \$1 all materials and organized binder/HW folder
- \$5 for returning their signed weekly paycheck (paper copy OR e-sign in Dean's List app)
- \$2 for each subject of completed homework

\$2 Bonus Behaviors			
 EXCELLENCE	 COURAGE	 TEAM	 GROWTH
● Met Goal ● Organization ● Excellent Hallway Transition ● Exemplary Work Quality ● Shirts tucked	● Reported vandalism ● Peer advocacy ● Ownership ● Self-Advocacy ● Participation/Volunteered	● Helping a teacher/teammate ● Lead by example ● Appropriate voice volume ● Love and respect language ● Including others	● Making places better (<i>cleanliness</i>) ● Bounce back ● Respond respectfully ● Accept & Applies feedback ● Reader Leader

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

\$2 Deduction			
● Tardy to class ● Running in the hallway ● Leaning on the walls ● Unclean space ● Gum/food/drink ● Missing materials	● Minor Vandalism ● Dishonesty ● Unassigned website	● Excluding others ● Excessive time out of class ● Profane/indecent language directed toward peers ● Inappropriate physical contact	● Inappropriate response to feedback ● Not following directions

• Minor dress code violation • Horseplay • Uniform Rental (Polo or pants)		• Inappropriate sounds • Talking out of turn • Unkind interactions	
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Referral
Staff members input referrals when they need assistance from a member of the Culture Team or Leadership Team. Not all referrals mean a loss of paycheck dollars. Examples: Counselor Request, Teachable Moment, Investigation Request, Positive Behavior Referral. KACP follows the KIPP Nashville Discipline Matrix when writing referrals for behavior infractions and determining consequences for those incidents. Below are examples, but not an exhaustive list: ROAR Time: -\$5 • Unauthorized Location • Major unkind interactions • Repeated violations of the same value (200) • Possession of Tobacco Products (202) • Electronic Devices (203) • Skipped Class (211) • Major Inappropriate Physical Contact (212) Investigation, Consequence determined by LT: -\$10 • Repeated Violation (200 behaviors) - (300) • Profane or indecent language toward staff member (301) • Leaving building/school grounds without permission (302) • Major Vandalism (304) • Theft Under \$1000 (305) • Offensive Touching (309) • Fighting (311) • Threats (313) • Use of Tobacco Products (321) • Assault of a Student (401) • Harassment (400s)

Student Response to a Deduction

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

- Saying: "But I didn't do anything ..."
- Raising voice at the teacher

- Pushing furniture out of the way
- Rolling eyes, mumbling under their breath
- Intentional delayed compliance with instructions

...is interpreted as an improper response to feedback and results in a \$5 deduction (referral). Students may be frustrated, but they should control their frustration as best as possible and be respectful to the teacher and/or teammates.

The Paycheck Process

Students can earn up to \$10 a day for meeting basic expectations, totaling \$50 a week. In addition, students can earn bonuses for \$2 for the values-aligned behaviors. This money adds to the total throughout the week. Students can also lose \$2 - \$10 if they earn a deduction or referral from the list above. This money is subtracted from the total for the week. Paychecks run on a Friday-Thursday cycle. They reset for the week at 4:45 p.m. Thursday. Daily progress reports and weekly paychecks are emailed automatically via DeansList at 4:45 p.m. A paper copy of the paychecks are also sent home every Friday. The paycheck can also be viewed at any time on DeansList as reference. In order to help maintain the integrity of the paycheck system, here are a few guidelines that must be used when issuing paycheck bonuses or deductions:

Paycheck Incentives:

KIPPsters can use paycheck dollars for the following items:

- **Quarterly Field Lessons:** At the beginning of the quarter, the school will announce the total amount of money needed in the bank account to earn each quarter's trip. The earning starts over every quarter. If a student earns a suspension during that quarter and/or more than three referrals, they are ineligible to attend the trip. If the student does not earn enough paycheck dollars, they are ineligible to attend the trip.
- **School Store:** Students can use their earned money to purchase items from the School Store. School store activities will run once a month.
- **Team Time:** Friday Team Time celebrations (Grade Level Team Time and Community Meeting) must be earned based on that week's paychecks. A schedule of which Team Time events are earned will be released at the beginning of each quarter.

ROAR Time (Reflection, Ownership, Accountability, Restoration)

Students can earn ROAR Time for earning a referral.

All referrals are entered into the paycheck (Dean's List) by 4:45 p.m. the day they are earned. A text message and email goes out at 5:00 p.m. to inform parents their student has ROAR time the next day from 3:00 pm to 3:45pm. Teachers are also expected to call the family to inform them of the referral by 4:45pm nightly.

We believe ROAR time is an important system because it allows students the chance to reflect on their behavior and make change for next time. Parents, teachers, and students are all partners in supporting

the change. Therefore, teachers will call home after assigning a student a referral. This communication is important to inform the parent of the behavior and find ways to support the student moving forward.

Removal From Class

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

- Teachers calls for support from a member of the leadership team or culture team if there are safety concerns or the disruption is so great that learning and instruction has been interrupted.
- Students remain in class until the BSS, APC, or member of the leadership team comes to check in with the student and teacher.
- The BSS, APC, or a member of the leadership team will communicate next steps to the teacher and student. The culture team or leadership team member may push in to class to reset the class and the student or remove students until they are regulated and ready to return to class successfully.

Birthday Celebrations

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

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

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

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

Examples	Non-Examples
• Fruit cups • Fruit snacks • Cupcakes - store bought • Cookies - store bought • Cake pops - store bought • Candy (starburst, skittles, sour patch kids)	• Birthday Cakes • Toys (yo-yos, bracelets, journals, pencils, pens, etc.) • Pizza • Catered meal or buffet style meal or snack • Homemade food items

• Juice boxes • Donuts	
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Classroom celebrations are allowed during non-instructional times such as recess and team time. Lunch time is not an allowable time for these celebrations as all students are required to go to the cafeteria and have the option of a lunch offering. One - two parents or family members are allowed to join the student classroom or recess birthday celebration. Please inform the operations team if a parent reaches out and schedules a celebration.

Parent Involvement

Accessing School Systems

Dean's List

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

Parent/Guardian Engagement Opportunities

Parent Involvement Committee

KACP supports a Parent Involvement Committee, composed of parent-led positions and any caregivers who wish to attend. The PIC sponsors school-led events, such as the choir performances, field trips, & field lessons. The PIC also hosts community meetings and family engagement activities that strengthen the connection between KACP and families.

Parent Surveys

Parent feedback is very important for our school to ensure we are meeting all students' needs. KACP

sends parent surveys at the beginning of each month via Possip. This is distributed via text message and email.

Communication Expectations - School & Family

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

Quarterly Report Cards

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

Positive Calls

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

Behavior Calls

Any time a teacher assigns a -\$5 or -\$10 referral to a KIPPster, he/she will call home to inform the parent of what happened. The purpose of this call is to also ensure the parent is working with the school to address the behavior and find a solution to change the behavior.

Low Performance Calls

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

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

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

Responding to Voicemail & Email

We respond to voicemails from parents within 48 hours (M-F) and until 7:00pm Monday-Thursday. We do not communicate on weekends, and will follow up with any messages the next school day. If you do not receive a response, please reach out to the Grade Level Chair or any member of the leadership team via email.

Phone Etiquette

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

Parent Meetings

Parents are encouraged to schedule meetings on the parent-teacher conference day. If a parent has additional concerns they want to discuss with members of the staff, that parent is encouraged to call or reach out to the

specific teacher involved or the grade level chair. Parent-Teacher Conference Days take place in the fall as a way to invite parents into the school and provide time to be updated on their child's progress (see calendar for specific dates). Although this is a scheduled conference day, a parent is allowed to reach out to the teachers at any point throughout the year to check in on progress.

Family Engagement Policy & Family Compact/Commitment

Family Engagement Policy

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

KIPP Antioch College Prep Middle School agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;
 - (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

In support of strengthening student academic achievement, KIPP Antioch College Prep receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

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

KIPP Antioch College Prep will provide the school parent and family engagement policy to parents multiple times a year.

Jointly Developed

KIPP Antioch College Prep will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Families will be invited to meetings throughout the school year designated to review, provide input and give feedback on the Family Engagement Policy.
- Families will also have an opportunity to provide ideas and adjustments to the school's leadership time at any time.

Annual Title I Meeting

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

- KIPP Antioch College Prep will hold its Annual Title I meeting during Orientation and Open House prior to the first day of school.

Communications

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

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

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

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

Family Commitment/Compact

KIPP Antioch College Prep will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

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

- I will arrive at school between 7:40-8:00 a.m. and remain at school until 3:15p.m. every day.
- I will make sure I only miss school when it is unavoidable and complete all required make up work.
- I will wear the KIPP Antioch College Prep uniform to school every day.
- I will ensure I leave electronics at home and/or follow the school cell phone policy daily.
- I will complete my homework every night and make sure I am prepared for school the next day.
- I will read, sign, and return my paycheck each week.
- I will follow all classroom rules and treat my teammates and teachers with respect at all times as we work to prepare for success in high school and life beyond.

- I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.
- I am responsible for my own achievement. I know that I can succeed with hard work and perseverance.
- As a member of the KIPP team and family, I will work every day to live out the KIPP Antioch College Prep school values: Excellence, Courage, Team, & Growth

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

- I will have outstanding attendance at work.
- I will communicate honestly and respectfully with students and students' families.
- I will return all parent and caregiver communication within 24 hours Monday-Thursday and by EOD Mondays for any communication sent over the weekend.
- I will protect the safety, rights, and interests of all students.
- I will hold all students accountable to the school-wide student code of conduct and all school-wide procedures.
- I will hold myself accountable for all students' learning.
- I will be prepared to teach well-planned, standards-aligned, and engaging lessons each day.
- I will represent KIPP Nashville both on and off campus and speak positively of my students, parents, and teammates.
- I will work to uphold the KIPP Antioch College Prep core values.

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

- I will take responsibility for my student's actions; I will ensure that my student serves all consequences.
- I will attend all required parent meetings and return all calls from the school within 48 hours.
- I will attend at least 1 Parent Involvement Committee event per semester.
- I will make sure my student arrives at school by 8:00 a.m. and is picked up by 3:45 p.m. Monday through Friday.
- I will make sure my student only misses school when it is unavoidable and completes all make up work on time.
- I will make sure my student upholds the KIPP Antioch College Prep dress code every day.
- I will ensure my student completes his/her prepwork and is prepared for school every day.
- I will ensure that my student takes care of both their KIPP Antioch College Prep Chromebook and calculator.
- I will review grades, attendance, and behavior reports on Deanslist and Illuminate/DnA with my student weekly.
- I will make sure my contact information (address, phone number, etc.) is accurate and update it whenever necessary.
- I will support my student's teachers and all KIPP Antioch College Prep staff members and communicate honestly and respectfully with them.
- I will be an active part of the KIPP Antioch College Prep Team and Family.

- I will work to help my student live out the school's core values.

Coordination of Services

KIPP Antioch College Prep will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

- Partner with local agencies to implement family nights; partner with community organizations.
- Will invite local businesses and community members to interact with grade levels and with special programs.

Building Capacity of School Staff

KIPP Antioch College Prep will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

- Teachers/staff will participate in specific training in professional development days geared towards these topics.
- Teachers/staff and parents will collaborate in planning and implementing school events and school leadership meetings.

Forms/Signatures

I understand that I have a team of people, including my teachers and family, to support me. If these commitments are not met, it may affect my future success and I will receive consequences, including loss of KIPP Antioch College Prep privileges, disciplinary consequences, and/or dismissal from KIPP Antioch College Prep.

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

Student's Name (First and Last):

Parent/Guardian Printed Name:

Parent/Guardian Signature: _____ Date: _____