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NASHVILLE COLLEGIATE HIGH SCHOOL

# **STUDENT & FAMILY HANDBOOK**

**2026-2027**

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# Welcome

Dear Students and Families,

Welcome to the 2026-2027 school year at Collegiate! As we embark on this new academic journey, I am thrilled to extend my warmest greetings to both our returning families and those who are joining us for the first time. The start of a new school year always brings a sense of excitement and anticipation, and this year is no exception.

Our dedicated team of educators has been working diligently to prepare an engaging and dynamic learning environment that fosters growth, creativity, and success for every student. We are committed to providing a supportive atmosphere where students can explore their interests, develop new skills, and achieve their highest potential.

This year, we have several exciting initiatives and programs designed to enhance the educational experience for our students. Our focus on academic excellence, combined with our commitment to building a strong positive school culture, ensures that our students are equipped with the tools they need to thrive both in and out of the classroom.

Communication and collaboration between home and school are vital to the success of our students. We encourage you to stay engaged with us throughout the year by attending school events, participating in parent-teacher conferences, and staying informed through our regular updates and newsletters. Together, we can create a nurturing and inspiring environment where every student can succeed.

I invite you to review our Student and Family Handbook, which provides important information about our school policies, procedures, and expectations. It is a valuable resource that will help guide you through the school year and ensure a smooth and productive experience for all. Thank you for entrusting us with your child's education. We look forward to a year filled with learning, growth, and memorable experiences. Let's make this school year the best one yet!

With love and the highest hope for our collective future!

Halima Labi

Principal, KIPP Nashville Collegiate High School

# School's Core Values

Collegiate will continue to be an elite, non-admissions-based, public high school providing a college-prep education to (primarily Black and Latinx) students in East, North, and South Nashville, and continue to establish the character and academic skills necessary to be successful in college and in life.

KIPP Collegiate is built around three core values: Excellence, Heart, and Growth. At Collegiate, our values guide our actions and decisions by grounding us in a common set of beliefs and principles:

**Growth** | We get better every day and seek to use every moment as an opportunity to improve our practice and increase our impact.

**Excellence** | We set the bar high for ourselves and others, and find the necessary resources in order to meet the bar.

**Heart** | We look out for each other's well-being and champion our individual and collective identities.

Within our core values, Collegiate seeks to employ additional traits and behaviors as we fulfill our ambitious mission.

**Accountability** | We follow through on our commitments and obligations.

**No Fear, No Embarrassment** | We let our light shine and embrace taking risks.

**Joy** | We seek to find positive moments and interactions that make us smile and laugh.

**Resilience** | We are solutions-oriented in the face of challenges.

**Sustainability** | We seek richness and fulfillment in our professional and personal lives.

## 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.

### **Climbing the Mountain To and Through College, Career & Beyond**

This is an analogy for the journey that we expect all students to make. The mountain is college graduation.

### **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.

### **“Shine”**

This action is used to affirm or encourage other students when sharing answers or ideas during class or full group time.

### **Shout-outs**

Shout-outs are opportunities for KIPPsters to recognize each other for something positive they observed.

## **School Operations**

### **Staff Contact Information**

|                     |                                                            |                                                                                                                  |
|---------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Dr. Halima Labi     | Principal                                                  | <a href="mailto:halima.labi@kippnashville.org">halima.labi@kippnashville.org</a><br>770-312-9809                 |
| Ivonne Santos       | Director of Operations                                     | <a href="mailto:ivonne.santos@kippnashville.org">ivonne.santos@kippnashville.org</a><br>615-964-1135             |
| Craig Ferguson      | Assistant Principal of<br>Academics Operations +<br>Health | <a href="mailto:craig.ferguson@kippnashville.org">craig.ferguson@kippnashville.org</a><br>818-284-3370           |
| Jordyn Scheler      | Assistant Principal of<br>Student Supports                 | <a href="mailto:jordyn.scheler@kippnashville.org">jordyn.scheler@kippnashville.org</a><br>818-665-9699           |
| Diamond Tedford     | Assistant Principal of<br>Culture                          | <a href="mailto:diamond.tedford@kippnashville.org">diamond.tedford@kippnashville.org</a><br>502-387-9437         |
| Danielle Gaddy      | Assistant Principal of<br>Humanities                       | <a href="mailto:danielle.gaddy@kippnashville.org">danielle.gaddy@kippnashville.org</a><br>601-493-4294           |
| Shandra West-Currie | Assistant Principal of<br>Electives + Foreign<br>Language  | <a href="mailto:shandra.west-currie@kippnashville.org">shandra.west-currie@kippnashville.org</a><br>615-533-1899 |
| Michael Melvin      | Assistant Principal of ELA                                 | <a href="mailto:mmelvin@kippnashville.org">mmelvin@kippnashville.org</a>                                         |

|                   |                                           |                                                                                                              |
|-------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|                   |                                           | 203-500-8168                                                                                                 |
| Emily Smith       | Assistant Principal of STEM               | <a href="mailto:emilysmith@kippnashville.org">emilysmith@kippnashville.org</a><br>423-736-9683               |
| Derick Richardson | Assistant Principal of MATH               | <a href="mailto:derick.richardson@kippnashville.org">derick.richardson@kippnashville.org</a><br>615-715-2684 |
| David Groves      | Director of College and Career Counseling | <a href="mailto:david.groves@kippnashville.org">david.groves@kippnashville.org</a><br>708-669-9765           |

Please see the spreadsheet linked [here](#).

## School Contact Information

- **Address:** 123 Douglas Ave, Nashville, TN 37207
- **Main Office Number:** 615-514-6260
- **School Email:** [collegiate@knchs.org](mailto:collegiate@knchs.org)
- **Individual staff contact information can be found in our front office**
- **Social Media:**
  - Facebook: <https://www.facebook.com/KIPPCollegiate>
  - Instagram: @kippcollegiate

## School Hours

- Doors Open: 8:00 A.M.
- School Begins: 8:10 A.M.
- Dismissal: 3:30 P.M.
- Office Hrs: 8:00AM - 2:30PM

## School Schedule

| A/B Day - Monday - Thursday |                                                   | A/B Day - Friday     |                                                  |
|-----------------------------|---------------------------------------------------|----------------------|--------------------------------------------------|
| Arrival/Breakfast           | 8:00 A.M. - 8:10 A.M.                             | Arrival/Breakfast    | 8:00 A.M. - 8:10 P.M.A.M.                        |
| Advisory                    | 8:00 A.M. - 8:10 A.M.                             | Advisory             | 8:10 A.M. - 9:00 A.M.                            |
| 1A/1B                       | 9:05 A.M. - 10:30 A.M.                            | 1A/1B                | 9:05 A.M. - 10:30 A.M.                           |
| 2A/2B                       | 10:35 A.M. - 12:00 P.M.                           | 2A/2B                | 10:35 A.M. - 12:00 P.M.                          |
| 3A/3B (First Lunch)         | 12:35 P.M. - 2:00 P.M.                            | 3A/3B (First Lunch)  | 12:05 P.M. - 12:35 P.M.<br>1:05 P.M.- 2:00 P.M.  |
| 3A/3B (Second Lunch)        | 12:05 P.M. - 1:04 P.M. ,<br>1:37 P.M. - 2:00 P.M. | 3A/3B (Second Lunch) | 12:05 P.M. - 1:00 P.M.,<br>1:25 P.M. - 2:00 P.M. |

|                            |                       |                            |                        |
|----------------------------|-----------------------|----------------------------|------------------------|
| <b>3A/3B (Third Lunch)</b> | 12:05 P.M - 1:32 P.M. | <b>3A/3B (Third Lunch)</b> | 12:05 P.M. - 1:35 P.M. |
| <b>4A/4B</b>               | 2:05 P.M. - 3:30 P.M. | <b>4A/4B</b>               | 2:05 P.M. - 3:30 P.M.  |

| <b>Monday - Thursday Lunch</b> |               | <b>Arrival Start Time</b> | <b>Arrival End Time</b> | <b>Dismissal Start Time</b> | <b>Dismissal End Time</b> |
|--------------------------------|---------------|---------------------------|-------------------------|-----------------------------|---------------------------|
| <b>First Lunch</b>             | 12:05 - 12:30 | <b>12:00</b>              | <b>12:05</b>            | <b>12:25</b>                | <b>12:30</b>              |
| <b>Second Lunch</b>            | 1:07 - 1:30   | <b>1:07</b>               | <b>1:12</b>             | <b>1:30</b>                 | <b>1:35</b>               |
| <b>Third Lunch</b>             | 1:35 - 2:00   | <b>1:35</b>               | <b>1:40</b>             | <b>2:00</b>                 | <b>2:05</b>               |
|                                |               |                           |                         |                             |                           |
| <b>Friday Lunch</b>            |               | <b>Arrival Start Time</b> | <b>Arrival End Time</b> | <b>Dismissal Start Time</b> | <b>Dismissal End Time</b> |
| <b>First Lunch</b>             | 12:40 - 1:00  | <b>12:35</b>              | <b>12:40</b>            | <b>1:00</b>                 | <b>1:05</b>               |
| <b>Second Lunch</b>            | 1:07 - 1:30   | <b>1:07</b>               | <b>1:12</b>             | <b>1:30</b>                 | <b>1:35</b>               |
| <b>Third Lunch</b>             | 1:35 - 2:00   | <b>1:35</b>               | <b>1:40</b>             | <b>2:00</b>                 | <b>2:05</b>               |

## 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 the school year.

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, the student will automatically be dropped from enrollment at KIPP Nashville and will be required to enroll in another 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 parent or guardian asks 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

August 11 - First Day of School

September 7 - Labor Day - Staff and Students do not report.

October 8 - First Quarter Ends

October 12 - 16 - Fall Break - Staff and Students do not report.

October 19 - Second Quarter Begins

October 21-23 - Report Cards Issued

November 3 - Parent-Teacher conference day - Students do not report

November 11- Veterans Day - Staff and Students do not report.

November 23-27 - Thanksgiving Holiday - Staff and Students do not report.

December 15 -17- Half Day - Semester Exams

December 18 - Half Day for Students. Second Quarter Ends.

Dec 21 - January 1 - Winter Holiday- Staff and Students do not report.

January 4- Staff PD. Students do not report.

January 5- Third Quarter Begins. Students return from Winter break

January 13-15 - Report cards issued

January 18 - Dr. Martin Luther King, Jr. Holiday - Staff and Students do not report.

February 15 - Staff PD- Students do not report.

March 5 - Third Quarter Ends.

March 8 - Fourth Quarter Begins.

March 17 - 19 - Report Cards Issued.

March 19 - Half Day for Students.

March 22-26 - Spring Break. Staff and Students do not report.

May 20-24 - Half Day for Students. Semester Exams.

May 25 - Last day of school. Half Day for Students. Fourth Quarter Ends. Report Cards Issued.

May 26 - Staff PD- Students do not report.

## Arrival & Dismissal Information

### Arrival Procedures

Students enter through the front doors facing Douglas Ave. beginning at 8:00 A.M.. Breakfast ends at

8:07 A.M. Scholars are considered late at 8:10 A.M.. They report to the cafeteria to pick up breakfast and from there, students report their first class, advisory. Dress code should be checked and cell phones securely locked in Yondr pouches before entering the school building.

### **Dismissal Procedures**

Students must exit through the front door facing Douglas Ave. All students must exit the building by 3:45 P.M. and be picked up by 3:45 P.M.. Any scholars remaining at the school at 3:45 P.M. will be escorted into a classroom where they will be supervised by a staff member. If a student is not picked up by 5:30 P.M., a staff member will contact the Department of Children's Services and Metropolitan Nashville Police Department to assist with getting the student home.

## **Bathroom Policy/Hall Passes**

Students are permitted to use the restroom during arrival and during transitions without the use of a bathroom pass. If using the restroom during these times, students are still required to arrive at their next class on time (before the bell).

Students are also allowed two agenda bathroom passes per day to use for any restroom needs during class time. If the student needs to use this pass, they will inform their teacher and wait for an appropriate moment in class to use this pass (such as after the completion of a graded assignment or at a natural pause in the lesson) as indicated by teacher permission.

Students who do not have a pass to display in their agenda may be asked to wait until after class to use the restroom. In cases of emergency, students may use the classroom provided temporary agenda, but will incur one demerit.

In the event that a student needs to go to the office or another room for any reason outside of the regular transition time, the student should use their student agenda as a pass. If they do not have a pass, they will use the classroom provided temporary agenda, but will incur one demerit.

Non-essential errands (ex: calling home for an after school activity) should be completed during lunch or before or after school. Students must have a pass from a teacher to use the office phone.

## **Classroom Visitor Procedure**

Classroom visitors must sign in through the front office. Parents who wish to observe their students must notify the school 48 hours in advance. The Dean of Students will coordinate with the parents and teachers to create a schedule for observation. A member of the culture team (or leadership team) will accompany the parents during the observation.

## **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. Students will receive a Yondr Pouch to store the phone and any other personal electronics.
- **Not Permitted for Personal Use:** Phones, smartwatches, wireless headphones, or other electronic devices may not be carried or used by students during the day unless specifically directed by a teacher for learning purposes.
- **Emergencies & 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 referral.
2. The phone will be turned into a reset room until the end of the day.
3. A parent or guardian will be notified.
4. Devices may be returned at the end of the day or held for **parent pickup**, depending on offense history.

### 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 Supply Expectations (Lockers, Binders, Calculators)

### Chromebooks

All students that turn in a technology form will be assigned a Collegiate Chromebook. The Ops Team will do periodic checks to ensure students are taking care of their Chromebooks. There is a fee for all damaged or missing chromebooks at the time of year when they are damaged or lost.

Charge for damaged or missing Chromebooks per school policy.

1st incident \$75

2nd incident \$150

3rd incident loss of use

Loss of charger: \$25

### Calculators

Calculators will remain in the classroom and students will be able to use them during class. If needed, students may check out a calculator for use at home, to be returned on the next day. There is a \$50 fee

for all unreturned calculators at the end of the school year.

### **Student Agendas**

All students will receive a student agenda at the beginning of the year. This agenda should be used in all classes so that students have one place to keep up with all prepwork assignments and important dates throughout the school year.

### **Locks & Lockers**

All students are assigned a locker and given a school lock to use throughout the year. It is the student's responsibility to keep the locker locked and combination safe. Students may not share lockers with other students. Collegiate staff may search lockers at any time, for any reason.

## **Uniform Policy**

At Collegiate, our school dress code is a tangible representation of our collective mission. It is an expectation that all staff uphold the uniform policy with fidelity. Through our dress code, we seek to achieve the following:

1. Our dress code is intended to create a semi-professional environment as indicated by our physical appearance each day. We believe that a semi-professional presentation allows our students to emulate the expectations of a work environment while maintaining a developmentally appropriate dress code expectation. Additionally, we believe that our students' adherence to this dress code empowers our academic efforts by helping to create focused and disciplined learning environments.
2. Our dress code is a visual representation of our students' commitment to our school mission, expectations, and shared values. As such, it is a tool used to cultivate and promote school pride and shared purpose.
3. Our dress code helps to reduce distractions often brought about through clothing expectations, competition, or pressure. It ensures students are able to reserve their focus for learning and socializing productively. In a similar vein, our uniform helps to promote a united community by reducing the impact of socioeconomic status on one's presentation.
4. Our dress code aids in ensuring we maintain a safe environment for students and staff. Because of our uniform, we are able to identify non-members of our school community with greater ease, reduce incidents of thefts of expensive clothing/accessories, and minimize opportunities for prohibited objects to enter the school building.
5. At Collegiate, the dress code is a non-negotiable part of our commitments, norms, and culture. We believe that this commitment assists in our mission to accelerate learning for students, cultivate good character habits, and ultimately set our students on a path to and through college, career, and beyond. We also believe our dress code assists in maintaining the safety of our school environment. Therefore, we require our students' and families' adherence to this policy. If a student is in need of dress code item support, our school is committed to providing assistance.

While we seek to minimize the opportunity for a student to incur dress code infractions within our dress code, disciplinary consequences will result for repeated violations of a dress code violation.

### **Purchasing KIPP Collegiate Collared Shirts & Outerwear**

Families can purchase KIPP Collegiate collared shirts and outerwear online at the following website: <https://www.frenchtoast.com/schoolbox/schools/kipp-nashville-collegiate-high-school-QS61L4M#>. If a family does not have a credit card to make a purchase, have them contact the Office Manager. If a student expresses that they cannot afford a dress code item, families should share this information with the operations team to provide assistance in obtaining needed dress code items.

### Dress Code Check

Collegiate staff hold consistent dress code expectations from the beginning to the end of each school day. Though we have systems in place to help our students be in dress code at all times, upholding consistent dress code expectations is required of all.

### Collegiate Dress Code 2026-2027

Tops: Students must be in a KIPP branded top, as the outermost layer.



Jackets & Sweaters: All jackets worn in the school building are required to be KIPP branded.



Bottoms: All students must wear full-length khaki-style pants or skirts in black, blue, or khaki. Students may also wear BLACK jeans. All bottoms worn to school MUST have pockets. Shorts and capri pants are not permitted. Athletic pants, leggings, pyjama pants, yoga pants and sweatpants are not permitted. Athletes may wear warmups on days that they have games. Pants and skirts may not contain rips or fray. Skirts must be no higher than 3 inches above the knee.





Shoes: Students may wear any color/pattern closed-toed sneaker or dress shoe. Slides, sandals, flip flops, crocs, house-shoes, and open-toed shoes are not permitted.

| Approved                                                                            | Not Approved                                                                         |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |

#### Accessories:

- Students may wear any jewelry, so long as it is not a distraction to themselves or others
- Students may not carry purses or backpacks throughout the school
- Phones are not permitted and must stay in Yondr pouches at all times.
- Belts are optional

## Notification of Transportation Changes

We encourage parents/guardians to arrange pick-up of their children prior to dropping them off in the morning. If transportation plans change, parents/guardians must call the office by 2:30 p.m. to inform the school of the change. We will then notify the student. Students are not allowed to change buses, as

each bus has a pre-determined approval list. If your student needs a new permanent bus change, please contact the office to submit an official request. Please allow 3-5 business days for the transportation team to process. If change is approved the school office will contact you with a start date for the new stop.

## **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.

Collegiate will not be held responsible for items that were stolen from lockers that were not assigned or locked. Students should not share their locker or locker combination with any other students, and this often results in items going missing or ending up damaged.

## **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**

Collegiate offers numerous after school clubs and sports. In addition, students may stay after school for detention, study hall, volunteering, or tutoring. While staying after school, students must be with an adult at all times and are not permitted to roam the hallway without a pass. When a sport, club, or other activity ends, the coach, advisor, or staff member should escort students to the exit and ensure they leave the building

Collegiate also offers many after school clubs as well such as:

- Just Keep Living
- DECA
- Advocacy for Girls
- HOSA: Future Health Professionals
- Dungeons and Dragons
- Black Student Union
- Spanish Club
- BETA Club
- Student Government Association
- Robotics
- Student Ambassadors Club

- Pep Club
- National Honors Society

Our clubs list is evolving, as new clubs are formed each year.

## Athletics Information

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

According to TSSAA, the governing body for high school sports in the state of Tennessee, athletic eligibility is determined by:

### Enrollment and Attendance

- To be eligible, students shall be regularly enrolled, in regular attendance, and carrying at least five full courses or the equivalent. A student is eligible to participate in football, volleyball, cross country, golf, and girls' soccer prior to the beginning of school if the student is enrolled at the school and meets all other eligibility requirements.
- A student shall not participate in athletics during any semester unless he/she is duly enrolled on or before the 20th day of the semester. This rule shall not apply to transfer students who have met the attendance requirements in the school last attended.

### Academics

- To be eligible to participate in athletic contests during any school year, the student must earn five credits the preceding school year if less than 24 credits are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year.
- Students who are ineligible the first semester may gain eligibility the second semester by passing five subjects (1/2 credit) or three blocks (one credit per block) or the equivalent. Students on trimesters who are ineligible at the beginning of the school year may gain eligibility by passing five subjects (1/2 credit) or three blocks (one credit per block) or the equivalent the first trimester. Those students will be eligible to participate
- If a student is forced to withdraw from school, or is prevented from enrolling in school, due to the student's illness, his/her accident, or his/her disability, the principal may request a ruling in regard to the student's eligibility, provided the student was eligible at the time the illness or accident forced the student to withdraw or prevented the student from enrolling in school. If ruled eligible, such a student shall be charged with a semester of attendance for athletic purposes for the semester of non-attendance or withdrawal.
- A student who returns to a member school after attendance at a school of correction or alternative school may be eligible for athletic participation provided the school of correction or alternative school is accredited by the Tennessee State Department of Education and provided the student returns to the school attended before entering the school of correction or alternative school.

- For athletic purposes the scholastic record filed in the office of the principal or superintendent at the end of a semester shall be final. Credits earned in a summer school accredited by the State Department of Education shall be recognized for eligibility purposes provided the student was enrolled during the spring semester immediately preceding the summer session and attended at least 40 days of that spring semester.
- A student who drops out of school before the end of the semester shall be ineligible to participate in secondary school athletics until the student has been in school a semester and has passed in at least five full unit subjects or the equivalent. (To become eligible under this regulation, a student must attend school for at least 40 days of the semester, but in no case shall the eligibility become effective until the beginning of the succeeding semester)

## Homework Procedure

Homework consists of the assignments given to students to be completed after school in preparation for the next day's content lesson. At Collegiate, we believe homework is a tool which prepares students to engage thoughtfully and purposefully in academic content. Additionally, completing homework establishes a habit of preparation and organization. Therefore, we assign great importance to homework, and hold students accountable for its completion.

We believe that it is important when students first arrive that we help to cultivate homework completion as a habit for students. In these formative years, students are working to solidify their GPA and academic standing, and homework is integral to this. As students progress at our school, we believe in emphasizing homework completion not just as a habit, but as a tool internalized for academic success.

## Academic Integrity Procedure

### Academic Integrity

KIPP Nashville defines plagiarism and cheating as acts of academic dishonesty or knowingly supporting another person in committing academic dishonesty. Examples of academic dishonesty include, but are not limited to:

- Copying another person's work.
- Allowing another student to copy your work.
- Using another person's ideas, words, or intellectual property without appropriate acknowledgment or citation.
- Submitting work completed by another individual as your own.
- Intentionally providing false or fabricated information on an assignment or assessment.
- Using online, digital, or artificial intelligence (AI) tools (e.g., ChatGPT, Google Translate, or similar platforms) to complete assignments or assessments unless explicitly authorized by the teacher.

When a potential violation of this policy is identified, school administration will review all available information related specifically to the assignment or assessment in question to determine whether a

violation occurred. This determination will be based on the evidence of the current incident. Consequences for academic dishonesty are determined by the number of confirmed violations within a school year. Each confirmed violation will be documented, and repeated violations will result in progressively more serious consequences in accordance with the school's academic integrity consequence ladder:

| If the AP finds there was an attempt at plagiarizing: |                                                                                                                      |                                                                                                                         |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Offense                                               | Behavioral Consequence                                                                                               | Academic Consequence                                                                                                    |
| First Offense                                         | <ul style="list-style-type: none"> <li>- Referral to Reset Center</li> <li>- Parent Phone Call</li> </ul>            | 48 hours to redo the assignment for partial credit with a maximum grade of 80%.                                         |
| Second Offense                                        | <ul style="list-style-type: none"> <li>- 1 Day in Reset Center</li> <li>- Parent Meeting with Academic AP</li> </ul> | 48 hours to prepare and present an oral presentation for the assignment for partial credit with a maximum grade of 60%. |
| Third Offense                                         | <ul style="list-style-type: none"> <li>- 1 Day OSS</li> <li>- Parent Re-Entry Meeting</li> </ul>                     | No Credit (0%) → students forfeit opportunity to make up assignment                                                     |

#### ChatGPT & AI Software:

As outlined in KIPP Nashville's definition of academic dishonesty, any unsanctioned use of ChatGPT or other AI Software is considered cheating and strictly prohibited. Any student suspected of using such platforms will be subject to the integrity violation protocol above.

## Student Culture & Conduct

### Culture Systems

#### Student Behavior Information

The KIPP Collegiate discipline system is designed to focus students on our mission by ensuring that class and school environments are safe, orderly, and investing. This system includes the following tiered incentives and consequences which reinforce our values and support the KIPP Nashville mission:

##### *Incentives:*

- Merits
- Major Merits
- Earned Opportunities

*Consequences:*

- Demerits
- Detentions
- Suspensions
- Expulsion

Below is a description of school-related disciplinary offenses for which a student may be subject to in-school suspension, out-of-school suspension, dismissal, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- while the student is on school grounds;
- during a school-sponsored activity;
- on the school bus or bus stop; or
- during events sufficiently linked to school.

**Opportunities & Earned Incentives**

Collegiate's Code of Conduct is one tool of many our school community employs to drive toward ideal outcomes. Through the implementation of this system and others, students can achieve the following:

| Merit System Incentives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Other Ideal Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Ready Warrior Status:</b> Students who demonstrate leadership, self-discipline, and academic achievement may apply for Warrior Ready Status. Students who meet the criteria and obtain the recommendation of staff members earn additional privileges, such as phone privileges, backpack privileges, and lunch privileges.</p> <p><b>Collegiate Ambassadors:</b> Students who demonstrate leadership, self-discipline, and academic achievement may apply to be a Collegiate Ambassador. Collegiate Ambassadors participate in leadership development, selective programming, and host events with community leaders.</p> | <p><b>Academic achievement*:</b> Research shows that behavioral outcomes are closely aligned with academic outcomes. At Collegiate, we find that students who excel behaviorally find greater opportunity to excel academically. The progress report provides feedback to students regarding behaviors and habits in order to maximize academic performance and cultivate strong character.</p> <p><b>Participation in Extracurricular Activities:</b> Collegiate provides students opportunities to become</p> |

|                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Grade-wide/School-wide Earned Opportunities:</b><br/>Throughout the year, various challenges, competitions, and programming exist to provide positive recognition and opportunities for student behavioral and academic achievement.</p> | <p>involved in clubs, sports, and student organizations. For many of these activities, behavioral and academic requirements exist for students to participate.</p> <p>*Schleicher, Andreas. <i>Programme for International Student Assessment</i>. Organization for Economic Co-operation and Development, 2018, <a href="https://www.oecd.org/pisa/">https://www.oecd.org/pisa/</a>. Accessed 20 Apr. 2020.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Interventions & Behavioral Supports

The Code of Conduct is one of many tools we use to influence student behavior. In conjunction with this, we also utilize various behavioral and social-emotional interventions for students who may benefit from these additional supports:

- Check-In/Check-Out
- Small Group Interventions
- Student/Caregiver Meeting
- Behavior Tracking Systems
- Skill Development Interventions (ex: social stories)
- Counseling
- Mentoring Program

## Yondr Cell Phone Pouch Requirement

To support a focused, safe, and distraction-free learning environment, all students are required to have their assigned Yondr pouch with them each school day. Each student will be issued one Yondr pouch for the school year.

Students are responsible for bringing their assigned Yondr pouch to school daily and ensuring that it remains in good working condition. The Yondr pouch must lock properly and function as intended. Students must return their assigned Yondr pouch at the end of the school year.

If a Yondr pouch is lost, damaged, or broken, the student is responsible for a **\$35 replacement fee**. Students who do not have a Yondr pouch that locks properly and functions as issued may be ineligible to participate in school incentives until a functioning pouch is obtained.

Students are expected to take responsibility for the care and proper use of their assigned Yondr pouch throughout the school year.

# Parent Involvement

## Communication Between Home & School

Collegiate is intentional about sharing information with students and families in a timely manner.

### Student & Family Communication Schedule:

Below is a schedule of communications our families will receive throughout the year:

| Communication          | Description                                                                   | Frequency        |
|------------------------|-------------------------------------------------------------------------------|------------------|
| Dean's List Report     | Electronic individual student behavior summary.                               | Weekly on Friday |
| Attendance Calls       | Calls, voicemails, and text messages made to the families of absent students. | Daily            |
| Report Cards           | Final grades printed and sent home with students.                             | Quarterly        |
| Positive Calls & Texts | Each staff member makes and records positive family interactions.             | Weekly           |

### Accessing School Systems:

The systems listed below are available for students and families to track behavior and grades:

#### *DeansList*

Is the system Collegiate uses to track behavior and send home school wide communication. All parents/guardians will receive access to their DeansList portal at the beginning of the year.

#### *Illuminate*

Is the system Collegiate uses to track grades. All students will receive access to their Illuminate portal at the beginning of the year. Parents/guardians should work with their students to view Illuminate together.

## Family Engagement Policy & Family Compact/Commitment

### Family Engagement Policy

Our goal at KIPP Nashville Collegiate High School is for our families to participate in our school community. To foster this sense of community, we have created the following goals.

KIPP Nashville Collegiate High 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.

KIPP Nashville Collegiate High School will ensure:

- 25% of parents/guardians attend at least one Parent Involvement Committee (PIC) event
- 60% of parents/guardians attend at least one school event (outside of Parent Teacher Conferences and PIC meetings)
- 40% of parents/guardians attend at least one Parent Teacher Conference
- 50% of parents/guardians attend at least one sporting or other extracurricular event
- at least three parents/guardians per grade level to actively participate in our Parent Involvement Committee

### **Family Involvement Opportunities**

- **Parent Involvement Committee (PIC) Meetings:** KIPP Nashville Collegiate High School's PIC is an excellent way for parents and guardians to contribute to and provide feedback to the school on all topics ranging from student culture to academics. Our PIC is responsible for supporting and planning school wide culture events that create positive community-building experiences for all key stakeholders.

- **PIC Events:** The PIC often hosts school wide events such as Hispanic Heritage Month celebrations, Black History Month celebrations, game nights, and more.
- **Parent Teacher Conferences (PTCs):** PTCs are an opportunity for parents and guardians to connect with their students' teachers one on one and discuss their students' progress. PTCs occur in October and February.
- **Parent/Guardian Meetings:** KIPP Nashville Collegiate High School hosts a variety of parent/guardian meetings throughout the year.
  - Parent University for incoming 9th grade parents/guardians in July
  - Parent University for all 10th - 12th grade parents/guardians in August
  - Senior Caregiver Night in April
  - Junior Caregiver Night in April

### **Building Capacity of School Staff**

- KIPP Nashville Collegiate High School will provide assistance to families as appropriate in alignment our mission and vision
- KIPP Nashville Collegiate High School will provide training to teachers, principals and other staff on how to communicate and work with parents as valued partners.
- KIPP Nashville Collegiate High School will ensure information regarding programs, meetings and other announcements is sent to families in a format and language families can understand.
- KIPP Nashville Collegiate High School will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.

In support of strengthening student academic achievement, KIPP Nashville Collegiate High School 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).

KIPP Collegiate will implement the following:

- 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).

### **Jointly Developed**

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

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

### **Annual Title I Meeting**

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

- KIPP Nashville Collegiate High School will hold its Annual Title I meeting during the fall of each school year.

### **Communication**

KIPP Nashville Collegiate High School will take the following actions to provide families of participating children the following:

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

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

- KIPP Nashville Collegiate High School will send out a weekly newsletter.
- KIPP Nashville Collegiate High School 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 Nashville Collegiate High School 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 the pursuit of Excellence, Heart, and Growth so that I will be prepared with the skills and confidence to pursue any path - college, career, and beyond -that will lead to a fulfilling life after high school. While a student at KIPP Nashville Collegiate High School:

- I am responsible for my own achievement; I know that I can succeed with hard work and perseverance, and I will advocate for support whenever I need it.
- I will follow all school and classroom rules and expectations as outlined in the Student Code of Conduct, and I will treat my peers and teachers with respect at all times as we work to prepare for success in high school, college, career, and life beyond.
- I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.
- I will arrive at school early enough to be in class by 8:10 a.m. and be picked up by 3:50 p.m., unless staying for an extracurricular activity.
- I will make sure to only miss school when it is unavoidable and complete all required make up work.
- I will uphold the KIPP Collegiate uniform every day.
- I will complete all homework assignments every night and make sure I am prepared for school the next day.
- For Seniors only - I will ensure that both my KIPP Nashville Collegiate High School Chromebook and calculator are cared for properly and I will bring them both to school every day.
  - Freshmen, Sophomores, and Juniors - I will care for my KIPP Nashville Collegiate High School Chromebook and calculator.
- I will work every day to follow KIPP Nashville Collegiate High School's core values:
  - Excellence: *Setting the bar high for myself and others.*
  - Heart: *Championing and celebrating each member of our community*
  - Growth: *Getting better and Improving my performance by 1% every day*

**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' parents and caregivers.
- I will input grades weekly so that caregivers can best support their students.
- I will return all parent and caregiver communication within 48 hours.
- I will protect the safety, rights, and interests of all students.
- I will hold all students accountable to the school-wide student code of conduct and all school-wide procedures.
- I will hold myself accountable for all students' learning
- I will be prepared to teach well-planned, standards-aligned, and engaging lessons each day.
- I will represent KIPP Nashville Collegiate High School both on and off campus and speak positively of my students, parents, and teammates.
- I will work to uphold the KIPP Nashville Collegiate High School core values of Excellence, Heart, and Growth

**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 early enough to be in class by 8:10 a.m. and is picked up by 3:50 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 Nashville Collegiate High School uniform every day.
- I will ensure my student completes his/her homework and is prepared for school every day.
- For Seniors only - I will ensure that my student cares for their KIPP Nashville Collegiate High School Chromebook and calculator properly and brings them both to school every day.
  - Freshmen, Sophomores, and Juniors - I will ensure my student cares for their KIPP Nashville Collegiate High School Chromebook and calculator.
- I will review grades, attendance, and behavior reports on Deanslist with my student at least once every two weeks.
- I will make sure my contact information (address, phone number, etc.) is accurate and update it whenever necessary.
- I will support my student's teachers and all KIPP Nashville Collegiate High School staff members and communicate honestly and respectfully with them.
- I will be an active part of the KIPP Nashville Collegiate High School Team and Family.
- I will work to help my student live out the school's core values: Excellence, Heart, and Growth

### **Coordination of Services**

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

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

### **Building Capacity of School Staff**

KIPP Nashville Collegiate High School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families,

in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

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

## Forms/Signatures

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

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

Student's Name (First and Last):

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Parent/Guardian Printed Name:

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