



ANTIOCH GLOBAL MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK

2026-2027

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Welcome

Dear Scholars and Parents,

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

At KAGMS, we believe in the power of leadership and personal growth. We embody the spirit of empowerment and resilience that we foster in our scholars. We are dedicated to providing an exceptional educational experience that promotes academic excellence, character development, and a strong sense of community.

Scholars – 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 scholar 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 Panthers. We encourage you to review it together, as it will help ensure a shared understanding of our shared journey.

Mrs. Merisa Marsh-Brown
Principal, KAGMS

School's Core Values

KIPP Antioch Global Middle School Core Values

KIPP Antioch Global Middle School is built around four core values: Excellence, Determination, Curiosity and Integrity. At KIPP Antioch Global Middle School, our values guide our actions and decisions by grounding us in a common set of beliefs and principles:



EXCELLENCE: Excellence at our school embodies a steadfast dedication to continual growth and the pursuit of the highest standards in all endeavors.

DETERMINATION: We foster a culture that celebrates and cultivates determination, empowering our scholars to stay focused, motivated, and resilient in the face of obstacles.

CURIOSITY: We cultivate a culture that encourages curiosity, nurturing scholars' natural inclination to wonder, experiment, and discover.

INTEGRITY: We cultivate a culture where integrity is valued and celebrated.

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, scholars, parents, guardians, donors, etc. The concept of Team and Family is a critical component of the school culture. Scholars 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 scholars 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

Name	Position	Email
Merisa Marsh-Brown	Principal	mmarsh@kippnashville.org
Meghan Fletcher	Assistant Principal of STEM	Meghan.coleman@kippnashville.org
Cristina Worley	Assistant Principal of Language	cristina.worley@kippnashville.org
Gabby Rodriguez	Director of Operations	grodriguez@kippnashville.org
Jennifer Sika	5th/6th Social Studies	jsika@kippnashville.org
	5th/6th Math Teacher	
April Wilson	5th and 6th Science	april.wilson@kippnashville.org
Ayana Dorse	5th/6th ELA	ayana.gustus@kippnashville.org
Sade Campbell	7th/8th Math Teacher	scampbell@kippnashville.org
Jessica Thomas	7th/8th Science Teacher	jessica.thomas@kippnashville.org
Morgan-Taylor Dumas	7th/8th ELA Teacher	morgan.dumas@kippnashville.org
Nicholas Carlisle	7th/8th Social Studies Teacher	
Patrick Smith	Special Education	
Jesse Green IV	Special Education	jesse.green@kippnashville.org
Allison Stewart	Special Education- APP Room Teacher	allison.stewart@kippnashville.org

Javier Capella	Multi-Lingual Teacher	jcapella@kippnashville.org
Dannuel Clark	Multi-Lingual Teacher	dannuel.clark@kippnashville.org
Karen Ramirez	Interventionist	karen.ramirez@kippnashville.org
Jhay Smith	Interventionist	jhay.smith@kippnashville.org
Manny Dejesus	Physical Education	manny.dejesus@kippnashville.org
Ayona Reeves	Music	ayona.reeves@kippnashville.org
Grayson McGinnis	Counselor	
John Rowland	Paraprofessional	
Chelsea Florence	Paraprofessional	cflorence@kippnashville.org
Catalina Velazquez-Elias	Operations Manager	cvelazquez@kippnashville.org
Chundra Bradford	Nurse	chundra.bradford@kippnashville.org

School Contact Information

Address: 917 Bell Road | Antioch, TN 37013

Main Office Number: 615-541-9577

School Email: globalms@kippnashville.org

Social Media Handles

- Facebook: Kipp Antioch Global Middle School
- Instagram: Kipp Antioch Global Middle School

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

7:30am-7:50 am (Arrival, Breakfast and Homeroom) | 7:50 am-3:00pm (Class) | 3:00-3:15 pm (Dismissal)

School Schedule

Monday - Thursday Schedule

	Lower School (5th and 6th)			
Time				
7:10	Staff Arrival 7:10			
7:20-7:27				
	TSU	Vandy	Fisk	UT
7:30-7:50	Homeroom	Homeroom	Homeroom	Homeroom
7:50 - 8:05	Science	Social Studies	Math Intervention	ELA Intervention
8:05 - 8:20			Math	ELA
8:20 - 8:35				
8:35 - 8:50	Social Studies	Science		
8:50 - 9:05				
9:05 - 9:20				
9:20 - 9:35	Math	ELA	Science	Social Studies
9:35 - 9:50				
9:50 - 10:05				
10:05 - 10:20	Math Intervention	ELA Intervention	Social Studies	Science
10:20 - 10:35				
10:35 - 10:50				
10:50 - 11:00	Lunch/Recess 10:50 - 11:30	Lunch/Recess 10:50 - 11:30	Lunch/Recess 10:50 - 11:30	Lunch/Recess 10:50 - 11:30
11:00 - 11:10				
11:10 - 11:20				
11:20 - 11:30				
11:30 - 11:45	ELA	Math	Elective	
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30	ELA Intervention	Math Intervention	Elective	
12:30 - 12:45				
12:45 - 1:00				
1:00 - 1:15	LIT Lounge	LIT Lounge	ELA	Math
1:15 - 1:30				
1:30 - 1:45	Elective		ELA Intervention	Math Intervention
1:45 - 2:00				
2:00 - 2:15				

2:15 - 2:30		LIT Lounge	LIT Lounge
2:30 - 2:45			
2:45 - 3:00	End of Day/Dismissal		

	Upper School (7th and 8th)			
Time				
7:10	Staff Arrival 7:10			
7:20-7:27				
	Norfolk state		Meharry	Belmont
7:30-7:50	Homeroom	Homeroom	Homeroom	Homeroom
7:50 - 8:05	Math	ELA	Elective	
8:05 - 8:20				
8:20 - 8:35				
8:35 - 8:50				
8:50 - 9:05	Math Intervention	ELA Intervention	LIT Lounge	
9:05 - 9:20				
9:20 - 9:35	Elective		LIT Lounge	LIT Lounge
9:35 - 9:50			Math Intervention	ELA Intervention
9:50 - 10:05				
10:05 - 10:20				
10:20 - 10:35	LIT Lounge		Math	ELA
10:35 - 10:50				
10:50 - 11:05				
11:05 - 11:15	Lunch/Recess 11:05 - 11:45	Lunch/Recess 11:05 - 11:45	Lunch/Recess 11:05 - 11:45	Lunch/Recess 11:05 - 11:45
11:15 - 11:25				
11:25 - 11:35				
11:35 - 11:45				
11:45 - 12:00	ELA Intervention	Math Intervention	Science	Social Studies
12:00 - 12:15				
12:15 - 12:30	ELA	Math		
12:30 - 12:45				
12:45 - 1:00			Social Studies	Science
1:00 - 1:15				
1:15 - 1:30	Science	Social Studies	ELA Intervention	Math Intervention
1:30 - 1:45				
1:45 - 2:00				
2:00 - 2:15	Social Studies	Science	ELA	Math

2:15 - 2:30				
2:30 - 2:45				
2:45 - 3:00	End of Day/Dismissal			

Friday Schedule

Time	5th Cohort 1	5th Cohort 2	6th Cohort 1	6th Cohort 2	7th Cohort 1	7th Cohort 2	8th Cohort 1	8th Cohort 2
7:10	Staff Arrival 7:10							
7:20-7:27	Huddle 7:20-7:27		Huddle 7:20-7:27		Huddle 7:20-7:27			
7:30-7:50	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
7:50 - 8:20	Math	ELA	Science	Social Studies	ELA Intervention	Math Intervention	ELA	Math
8:20 - 8:50					Math Intervention	ELA Intervention		
8:50 - 9:20	ELA	Math	Social Studies	Science	Math	ELA	Science	Social Studies
9:20 - 9:50								
9:50 - 10:20	Math Intervention	ELA Intervention	ELA	Math	ELA	Math	Social Studies	Science
10:20 - 10:50	ELA Intervention	Math Intervention						
10:50 - 11:20	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
11:20 - 11:50								
11:50 - 12:20	Science	Social Studies	Math	ELA	Science	Social Studies	Math Intervention	ELA Intervention
12:20 - 12:50							ELA Intervention	Math Intervention
12:50 - 1:20	Social Studies	Science	ELA Intervention	Math Intervention	Social Studies	Science	Math	ELA
1:20 - 1:50			Math Intervention	ELA Intervention				
1:50 - 2:50	Team and Family/Dismissal							
3:15-3:30	Late Duty - 3:15-3:30	Late Duty - 3:15-3:30	Late Duty - 3:15-3:30	Late Duty - 3:15-3:30	Late Duty - 3:15-3:30	Late Duty - 3:15-3:30		

Truancy & Chronic Absenteeism

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

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

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

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

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

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

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

Academic Calendar

The KIPP Nashville K-8 calendar for the school year can be found linked [here](#).

Important Dates/Calendar

The Global Gazette will be shared out weekly to keep families updated and informed on the latest events at the school. A monthly calendar will be shared out on the first Friday of each month for the upcoming month of all school wide events.

Arrival & Dismissal Information

Arrival Procedures

School is open for scholars at 7:30 a.m. There is no staff supervision before 7:27 a.m., and scholars must remain in their cars until staff open the doors. Upon arrival, scholars who desire breakfast will enter the building, take their breakfast via a grab-and-go table and go directly to their homeroom. Scholars must arrive by 7:50 a.m. or they are marked tardy. The car rider doors will close at 7:50 a.m. and scholars who arrive after that time will need to check in through the main office.

Dismissal Procedures

Scholars are dismissed at 3:00 p.m. scholars who ride the bus will exit the rear of the school to load buses, and scholars who are picked up by car are dismissed by the car rider line on the front side of the school where the soccer field is located. We will have signage indicating the car rider line. Staff will monitor dismissal and pick-up until 3:15 p.m, at this time, all scholars should be picked up. Following that time, any remaining scholars are considered late pick-ups and will call a caregiver to pick them up and wait at the car rider area until they are picked up. We do understand that unexpected situations do arise, but we will monitor late pick up to respect the time of the staff and their family and outside obligations. If that continues, we will schedule an intervention meeting to help resolve the problem. When a guardian arrives, he/she must come into the door and sign their scholar out. We encourage parents to arrange pick-up of their children prior to dropping them off in the morning. If transportation plans shift throughout the day, parents must call the office by 2:00 p.m. to inform the school of the change. We will make the adjustment and inform the scholar. Scholars who are being dismissed from school early must be picked up by 2:00 pm. Parents who come after that time will be asked to wait in the car line.

Bathroom Policy/ Hall Passes

Scholars will use a SuperTracker as their bathroom pass. Scholars have four restroom breaks per day: during AM homeroom, once during the morning classes, once during lunch, and once during the afternoon classes. If a scholar needs to use the restroom during class, they will silently pull out their bathroom tracker and place it on their desk to indicate their need. Teachers at their earliest convenience will then sign the bathroom tracker and allow scholars to go to the bathroom. Scholars will take their SuperTrackers with them to the bathroom and deposit them in the mailbox inside of the bathroom while they use the bathroom. Scholars should return back to the classroom within 10 minutes. If a scholar has additional bathroom usage needs, a note should be provided by the caregiver to the nurse and staff will provide the appropriate accommodations for the scholar.

Classroom Visitor Procedure

At KIPP Antioch Global Middle, we have an open door policy for parents and families. Teachers and School Administration can deny classroom visitation requests based on non-feasible academic timing (e.g. testing or previously planned activity). Please follow the visitor procedures outlined below:

- Arrive at Main Office with a valid id for identification.
- Await KGMS staff member to be escorted to designated classroom
- Please ensure that at all times that you wear your visitor's badge around your neck during your visit and that you turn it back in at the end of your visit to the front office.

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 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 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.
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

All scholars should have the following supplies with them every day at KIPP Antioch Global Middle School:

Quantity	Item
1	Fabric trapper keeper that zips and has a laptop sleeve
8	Binder dividers (plastic dividers preferred)
1	pencil pouch with 3 metal rings
1	pack of college-ruled paper
1	pack of highlighters (any color)
1	pair of headphones (must have a cord)
1	box of tissues
1	pack of pencils (20 pencils)
1	pack of disinfectant wipes

The following are supplies that parents are encouraged to donate throughout the year to be able to support the classroom! Scholars may bring them at the beginning of every quarter and will be reminded via the family newsletter quarterly to do so. These items will be shared classwide and are not for individual use.

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

Uniform Policy

Buying Uniforms

Scholars can purchase uniform items online by searching for KIPP Antioch Global Middle School School on French Toast's website or simply clicking [Here](#) (**KAGMS School Code: QS6132A**). Some examples of

the uniforms provided are below. All approved uniform components excluding some bottoms options can be purchased directly from the website.



If French Toast is out of stock in scholar'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 globalmsl@kippnashville.org. We will attempt when able to support the purchase of school uniforms for our families in need.

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

The scholar uniform at KIPP Antioch Global Middle School consists of:

Uniform Item	Details
KGMS 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 KAGMS logo).

Navy blue, tan, khaki, or black 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 or tights 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 <u>not</u> be sandals, heels, crocs, or wedges.
KGMS Pullover Sweatshirt Sweater (optional)	• KGMS navy blue pullovers, crewnecks, sweaters, and zip-ups are available for purchase from our online vendor, French Toast. • If a scholar chooses not to purchase a sweatshirt or sweater from French Toast, he or she may wear a long-sleeve uniform polo with a long sleeved white, black, gray, or navy-blue shirt under the polo. • Personal sweaters or hoodies are <u>not</u> allowed. They can be worn to school but then stored during class.
Accessories	• Scholars are allowed to wear jewelry, however we ask that you limit necklaces and chains so they do not get lost or cause injury. Excessive, bulky or extreme jewelry is not permitted nor are jewelry or accessories with spikes or other dangerous features. • Smart Watches and similar devices are treated as cell phones and therefore <u>not</u> allowed and must be turned in during morning homeroom. • Scholars may not wear hats, caps, bandanas, or other headgear in the building unless for religious or cultural reasons.

Friday	• KIPP shirts (graduation class, honor roll, or the one found on French Toast website), or KIPP issued spirit shirt with regular school bottoms.
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Jeans Day

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

Uniform Check

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

Scholar uniforms are checked by the door greeters in the morning. Late scholars will have uniforms checked by the Office Manager. When scholars are not in the correct KIPP uniform, the Front Office staff will supply scholars with loaner shirts or pants until the end of the day if available. KAGMS will not loan shoes to scholars who have shoes that do not meet uniform requirements; parents will be asked to bring an alternative that meets the uniform requirement.

What Staff Will Look For During the Day:

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

If a scholar can fix the uniform issue in the moment, they will be reminded to fix it. This means that they will not be awarded the preparation point at the beginning of the day. If this persists throughout the day they will not earn the appropriate uniform points throughout the day. Consistent uniform infractions will lead to a caregiver consequence to discuss adherence to school rules and policies.

Late Pick Ups

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

Notification of Transportation Changes

If transportation plans shift throughout the day, parents must call the office by 2:00 p.m. to inform the school of the change. We will make the adjustment in Slack. Scholars who are being dismissed from school early must be picked up by 2:00 pm. Parents who come after that time will be asked to wait in the car line.

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.

Personal Belongings

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

- Toys (e.g. stuffed animals, dolls, action figures, Legos, etc.)
- Weapons
- Any illegal substances
- Gum
- Slime
- Tablets and game electronics

The school has the right to add to the list above.

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

Clubs
Student Council Student Ambassadors

Athletics Information

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

Homework Procedure

There will be homework Monday-Thursday and during breaks.. The purpose of homework is to reinforce the skills taught in class and to review them over time. Homework also helps establish healthy study and organization habits. Scholars should also read at least 15 minutes each night.

Homework is checked on Friday morning during homeroom. Scholars who do not complete their homework for the week will earn the opportunity to complete it during Team and Family in a specialized club called West Wing.

If a scholar needs help on homework, they should try their best on the assignment and use their class notes as guidance to complete the assignment. If they are still confused, they can receive assistance the next day at school. Homework is practice of what is done in class and should reflect more opportunities to practice classwork. The weekly homework is on the back of your child's SuperTracker which is brought home daily in their Life Binder.

Academic Integrity Procedure

When a teacher discovers that a scholar has cheated or plagiarized on a test, quiz, or other class or homework assignment, the teacher will notify the scholar's parents/guardians, it is a \$3 deduction, R&R, and a grade of zero will be given on the assignment. Receipt of a zero due to cheating or plagiarism removes any opportunity for make-up assignments. The zero cannot be dropped at any time. Cheating and plagiarism may be grounds for suspension depending on the frequency of occurrences.

Student Culture & Conduct

Value Aligned Culture

At KAGMS 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 Scholars 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 scholars. When Scholars 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. Scholars 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 scholars so they can grow as much as possible. When each part of the stool is doing its part, scholar growth and success is possible.

Homeroom/College

All scholars are assigned to a homeroom, which is named after a college. Scholars start each morning in their homeroom from 7:30-7:50 a.m. School starts at 7:30 a.m. and scholars must be in their homeroom on time. During homeroom, teachers take attendance, check for homework, and ensure scholars have what they need for the day. Scholars should eat breakfast, listen to announcements via homeroom slide and prepare for the day. Scholars remain with their cohort during the school day for all classes.

Scholars travel back to homeroom at the end of the day. During this time they ensure all items they need to take home, and pack up for the day.

Team Time: Clubs & Community Meeting

Every Friday, the school day ends with Team Time. The first Friday of the month is Team Time where scholars are able to commune and have fun with each other. On the Second Friday of the month scholars will focus on SEL and College lessons along with time to bond with their homerooms and grade levels. On the third Friday of the month there will be Team Time and Academic celebrations. On the final Friday of each month scholars will meet in their Houses and or participate in whole school assemblies.

KAGMS Culture in Action

Scholars read or complete other early finishers tasks 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 scholars are expected to follow 100% of the directions 100% of the time.

Posture

Scholars 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 scholar or the teacher is speaking, the other scholars turn their bodies and track the speaker with their eyes. This is important because it helps scholars 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 scholars to continue taking notes or writing when she or others are speaking.

Getting Scholar Attention

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

- **Ago/ Ame.** Teacher calls out *Ago* and scholars respond by saying *Ame* and moving directly into a good posture.
- **Teacher issues the silent sign (hand in the air).** A teacher may hold up a silent sign in order to gain the attention of the scholars; scholars should respond by 100% of them also raising a silent sign and preparing for the next instructions.

Hand Signals

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

- **1 finger- pencil**
- **2 fingers crossed- bathroom (with SuperTracker on desk)**
- **3 fingers- water**
- **4 fingers- tissue**
- **Hand in the air** - This is used to get silence.
- **Spirit 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.
- **Sign language Y** – scholar agrees.
- **Fanning hand above the shoulder** – scholar disagrees.
- **Building hand motion** – scholar has something to add on in the conversation.

Voice Volume

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

- **Level 0** – When scholars are on level 0, they are required to be silent and work independently.
- **Level 1** – When on level 1, scholars are to whisper only. This volume is used for partner work.
- **Level 2** – Level 2 is used for group work. scholar 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 scholars need to use a full voice.
- **Level 4**- Outside voice

Culture Systems

At KIPP Antioch Global Middle School, we believe that a strong, positive culture is essential for academic and personal success. Our culture system is built on respect, responsibility, and high expectations for all scholars. Scholars earn points throughout the day by demonstrating our core values—such as integrity, curiosity, excellence, and determination—through their behavior, participation, effort, and leadership. Points can be earned in class, during transitions, and throughout the school building, and contribute to individual and house-based rewards. Our system is designed to recognize and reinforce positive behavior, celebrate growth, and build a joyful, achievement-oriented community where every scholar can thrive.

Scholar Behavior Information

The Paycheck

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

Scholars Earn Their Paycheck in the Following Ways:

Type of Point	Point Value	Point Description	Where/When Point Can Be Earned	Who Can Award The Point
Dean's List Points				
Prep Point	5 Points	Being in full KAGMS uniform (KAGMS polo, black, khaki or navy blue pants, closed toed shoes, belt and socks), having a life binder, writing utensil and a book.	Homeroom	HR Teacher Only
Work Point	1 point	Completion of the Do Now, taking of all class notes, participation in class and completion of the exit ticket. All must be completed to earn this point.	Class	Any Teacher
Safety Point	1 Point	Scholars remain in their seats unless given permission to leave. Keeps hands, feet and objects to themselves.	Class	Any Teacher
Kindness Point	1 Point	Uses kind words even during moments of disagreement. Solves problems with peers by reaching common ground or agreeing to disagree.	Class	Any Teacher
Transition	1 Point	Silent or quiet (when earned) during hallway transitions. Silent during Do Now.	Class	Any Teacher
Panther Point	2 Points	Exceeds the classwide of individual scholar expectations or reacts positively to a	Class	Any Staff Member

		negative consequence when the normal reaction would be poor. Shows examples of the school values		
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Reset

There may be times when a scholar needs a brief break from class but, with support, could return and successfully re-engage. In these situations, the teacher will submit a Reset Referral via DeansList to request a short time-out for the scholar. This referral notifies the Leadership Team (LT) and the Grade Level Chair (GLC) by email.

Before submitting a reset referral, teachers must implement in-class interventions aimed at keeping the scholar in the learning environment. These interventions may include a supportive push-in from another staff member or a break in a designated calming area within the classroom.

The purpose of a reset is to give the scholar an opportunity to regulate their emotions, reflect on their actions, and refocus on learning. If the reset is not effective, the scholar may be removed from class and will return once they are ready to engage productively.

A reset is not the same as a Level 2 or Level 3 behavioral infraction. It is a proactive, supportive strategy intended to prevent escalation and avoid the need for disciplinary consequences.

Suspension

If a scholar commits one of the infractions listed below, the scholar may receive an out-of-school suspension. The infraction will be investigated before a determination for OSS. Before the scholar is returned to class, the scholar, their caregiver, and an administrator will meet to address the scholar's behavior and plan for improvement. The Principal consults the KIPP Nashville Disciple Matrix to determine whether a specific situation meets the criteria for suspension.

Suspension Meeting Expectations

Suspensions allow scholars an opportunity to reflect on their behavior and create a plan for how they will improve over the next few weeks and throughout the year. A suspension meeting for every scholar who earns an out of school suspension. The scholar's caregiver must also attend the meeting.

Upon suspension, the following steps will take place prior to the suspension meeting:

- GLC or Administrator contacts caregiver to inform them of suspension & schedule suspension meeting with LT member
- LT member or GLC highlights scholar Commitment to Excellence infractions based on incident/offense.
- LT member or GLC places suspension letter, highlighted version of Commitment to Excellence & apology letter template in envelope to go home.

- Caregivers must bring the completed apology letter to the suspension meeting and the scholar be prepared to share.

During the suspension meeting, the following steps will take place:

- Scholar will read the completed apology letter.
- Scholars will review highlighted Commitment to Excellence infractions and address their impact on their behavior.
- Administrator will facilitate the conversation around the scholar's behavior and plan to improve.
- Administrator will document the intervention(s) and follow up plan and send it home to the caregiver.
- Administrator will collect the signed suspension letter and apology letter and place it in the scholar's file.

Expulsion

Expulsion is the removal from KIPP Nashville for no less than the remainder of the current school year. Scholars may be expelled for demonstrating any expellable behavior listed in the scholar and Family Handbooks. Scholars may also be expelled for the violation of MNPS expectations, including the following:

1. Conduct prejudicial to good order
2. Possession, use, intoxication by, or transfer of drugs, or alcohol
3. Assault, or threat of assault, against fellow scholars or other members of the school community
4. Destruction or attempted destruction of school property including arson

Additional Behaviors Leading to Expulsion

The Principal is also authorized to expel a scholar who has been charged with or convicted of a felony if the Principal determines that the scholar's continued presence would have a detrimental effect on the general welfare of the school.

The Principal has the authority to expel a scholar to preserve the sanctity of the learning environment and protect the scholar body from behavior that is so repeatedly disruptive as to prevent the orderly operation of the school. Therefore, an excessive number of out of school suspensions for behavior disruptive to the function of the school day will trigger an expulsion. In addition, the Principal has the authority to expel a scholar should they engage in egregious disrespect that seriously impairs the ability of the school to function.

In addition to any of the preceding infractions, any breaches of Federal law, Tennessee State law, or laws of Metropolitan Nashville and Davidson County, may be handled in cooperation with the Nashville Police Department and may result in expulsion.

Expulsion Process

Scholars will be placed on suspension during the investigation process of expellable offenses and be afforded due process (the opportunity to give their written account of what happened). After the

investigation, if a KIPP Nashville Principal decides to expel a scholar the scholar's caregiver shall be given a *Notice of Expulsion* letter including written notice of the charges and the right to either:

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

If the caregiver chooses to accept the expulsion, they must sign the *Notice of Expulsion* letter with the Principal. Once the *Notice of Expulsion* letter has been signed, the school will provide the family with information on an alternative school setting.

Requesting & Scheduling an Expulsion Appeal Hearing

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

KIPP Nashville will hold the expulsion appeal hearing within ten school days from the beginning of the suspension proceeding the notice of expulsion in which the investigation was conducted. In addition, the Principal will provide the scholar's caregiver with a written *Hearing Notice* including the following, which will be translated into the scholar's/caregiver's primary language if necessary:

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

Proceedings of the Expulsion Appeal Hearing

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

- The scholar may be represented by parents, a legal representative, or other representative at the scholar's expense. If the scholar and/or parent/guardian wish to bring legal representation to the meeting they must notify the Principal, in writing, at least 48 hours prior to the meeting.
- Due to the potential sensitivity of issues addressed, the expulsion hearing is a closed hearing; only the scholar, the scholar's family/representatives, the school administration, witnesses, legal counsel, and the Hearing Authority may attend; provided, however, that the scholar may request an open, public meeting by informing the school of the request in writing, within five days after receipt of the *Notice of Expulsion*.
- The scholar's caregiver, upon request, may review the scholar's records from the school in accordance with applicable law.
- The scholar has the right to present witnesses and arguments in the scholar's defense and to ask questions of school administrators who present information at the hearing, within the process and time constraints set forth in the agenda.
- The school may present information collected from scholar witnesses through school administrators, in lieu of calling the scholar witnesses themselves, to the extent permitted by applicable law and due process. The school will be represented by the Principal or Assistant

Principal.

- The Hearing Authority will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request.
- Proceedings will be translated into the scholar's/caregiver's primary language if necessary for their understanding.

Deliberation & Decisions

The decision maker at the hearing will be the Hearing Authority, which will consist of an odd number of and no fewer than three persons chosen from among the following: KIPP Nashville's Executive Director, the Principals of any KIPP Nashville charter school, and the Assistant Principals or Deans of any KIPP Nashville charter school; provided, however, that the Principal, Assistant Principal or Dean of the school that the scholar attended at the time of the incident will not be a member of the Hearing Authority for that scholar's expulsion appeal hearing. At the conclusion of the hearing, the Hearing Authority will deliberate and issue a decision.

The following procedures apply to the deliberation and decision:

- During deliberations, all parties will be excused excluding the Hearing Authority.
- In its fact-finding, the Hearing Authority will decide based upon the information presented at the hearing whether it is "more likely than not" that certain alleged incidents occurred.
- The vote of a majority of the members of the Hearing Authority will constitute the decision of the Hearing Authority.
- The Hearing Authority may order removal of the expulsion, may suspend the scholar for a specified period of time, or may uphold the expulsion.
- During its deliberations, the Hearing Authority may consult the Principal who recommended expulsion solely for discussing appropriate sanctions that are less severe than expulsion; provided, however, that
 - o (i) the scholar's representative may be present while the Hearing Authority is consulting lesser sanctions with the Principal, and
 - o (ii) in no event will the Principal during these discussions provide new evidence for expulsion that was not presented at the expulsion hearing.
- The Hearing Authority's decision will be issued in writing to the scholar within five days of the hearing. The written decision will be translated into the scholar's/parent's primary language if necessary for their understanding.

In addition to the above stated policies, any breaches of Federal, TN State or Nashville City laws may be handled in cooperation with the local police department.

Discipline for Scholars with Special Needs

Scholars with disabilities may be disciplined in accordance with the disciplinary procedural safeguards set forth in federal law, including the IDEA (Individuals with Disabilities Education Act) and Section 504 of the Rehabilitation Act, state law, and corresponding regulations.

Disciplinary procedural safeguards are also extended to scholars suspected of having a disability. A scholar is suspected of having a disability if prior to the conduct, either:

- The caregiver of the child expressed concerns in writing to the child's teacher or a school administrator that the child may need special education and related services;
- The caregiver of the child requested an evaluation for special education services, or;
- The teacher of the child, or other school personnel, have expressed specific concerns about a pattern of behavior that may be caused by disability directly to the special services leader, or other supervisory personnel.

The school must follow the same procedures when disciplining scholars with suspected disabilities, as it follows for scholars with IEPs or Section 504 plans, unless:

1. The caregiver did not allow the scholar to be evaluated;
2. The caregiver refused special education services, or;
3. The scholar was evaluated and determined not to qualify as a scholar with a disability.

Scholars with disabilities can receive up to 10 days of out-of-school suspension. On the 11th day of OSS, the team must convene for a Manifestation Determination Review (MDR). An MDR is a process to determine if a scholar's violation of the school's code of conduct is the result of the scholar's disability. An MDR must occur within 10 school days of a violation of the school's code of conduct.

A caregiver shall be informed of the need to convene a Manifestation Determination Review (MDR) meeting on the date of the decision to discipline a scholar, or as soon as possible thereafter. The caregiver of the scholar shall be provided with a copy of the Tennessee Procedural Safeguards setting forth their rights under the IDEA. As soon as possible but no later than 10 school days after the date of the decision, the IEP or 504 Team shall meet to determine whether the conduct is a manifestation of the child's disability or occurred due to a failure of the scholar's home district or the school to implement the IEP.

If, upon review, the team determines that the scholar's behavior is not a manifestation of their disability, then the child may be disciplined in the same manner as a child without a disability for that particular behavioral event.

If, upon review, the team determines that the scholar's behavior is a manifestation of their disability, then the scholar must return to his/her educational placement, unless the parents and school agree to a change of placement as part of the modification of the behavior intervention plan. Furthermore, the team will consider the scholar's misconduct; develop or review the current Functional Behavior Assessment; and revise the scholar's IEP/ Behavior Intervention Plan (BIP) to prevent a recurrence of such misconduct and to provide for the safety of the other scholars and staff. If there is no current BIP, the school, in consultation with the IEP Team, must also develop such a plan to address the behavior that led to the disciplinary action. Additionally, each subsequent removal after the initial MDR requires a new MDR to be conducted. Parents may request a due process hearing to challenge the manifestation determination. Except as provided below, the child will remain in his/her current educational placement pending the determination of the hearing.

Expulsions & Manifestation Determination Reviews

Prior to conducting an expulsion hearing for a scholar with a disability, an IEP/504 team shall convene to determine whether the misconduct was caused by the scholar's disability. If it is determined that the misconduct was caused by the child's disability, the child shall not be expelled. The IEP/504 team shall reevaluate the child for the purpose of modifying the scholar's IEP/504 plan to address the behavior and to ensure the safety of other children and staff in the school. If it is determined that the misconduct was not caused by the child's disability, the child may be expelled following the same processes and procedures as a scholar without a disability. Whenever a scholar with a disability is expelled, an alternative educational opportunity, consistent with such child's educational needs, shall be provided during the period of expulsion.

KIPP Nashville maintains written records of all expulsions of all scholars. The records must include the name of the scholar, a description of the behavior infraction, the disciplinary action taken, and a record of the time or number of days of the disciplinary action.

Provisions of Services During Removal

Those scholars removed for a period fewer than 10 consecutive days will receive all classroom assignments and a schedule to complete such assignments during the time of his/her suspension. Provisions will be made to permit a suspended scholar to make up assignments or tests missed as a result of such suspension.

During any subsequent removal that, combined with previous removals, equals more than 10 school days during the year, services must be provided to the extent determined necessary to enable the child to progress appropriately in the general curriculum and in achieving the goals of his/her IEP. In these cases, school personnel, in consultation with the child's special education teacher, or IEP or 504 team, shall make the service determination.

Birthday Celebrations

KAGMS along with families loves to celebrate the lives of our Scholars. On the Friday before or after each scholar's birthday scholars will have some special time and acknowledgment in their Team and Family Time. If parents would like to bring treats during Team and Family Time, they must notify the front office staff by the Friday of the upcoming week.

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 scholars with allergies so they can purchase treats accordingly. We do not want any child left out. For example, scholars 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 scholar and the items will be kept in the front office.

- No gifts nor party favors can be distributed to scholars 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 - store-bought ● Fruit snacks - store-bought ● Cupcakes - store-bought ● Cookies - store-bought ● Cake pops ● Candy (starburst, skittles, sour patch kids) ● Juice boxes ● Donuts - - store-bought	● Birthday Cakes ● Toys (yo-yos, bracelets, journals, pencils, pens, etc.) ● Pizza ● Catered meal or buffet style meal or snack ● Homemade food items

Classroom celebrations are allowed during non-instructional times such as Team and Family Time. Lunchtime is not an allowable time for these celebrations as all scholars are required to go to the cafeteria and have the option of a lunch offering. One to two family members are allowed to join the scholar's birthday celebration with prior knowledge of the teacher. Please inform the homeroom teacher ahead of time to coordinate this to ensure the time selected fits the school day. ***Please note that each homeroom has approximately 33 students.***

Parent Involvement

Accessing School Systems

Family Newsletter

Family Newsletters will be sent to families weekly on Friday by 8 a.m. This is an important tool for families to stay informed on what is happening. We will use the family newsletter to minimize multiple outlets of information and streamline communication.

Dean's List

Every Friday scholars 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 scholar's current grades. Teachers will use this system to input behavior information by 5:00 pm each day. Many school, grade, and individual incentives are tied to high behavior reports. Parents will receive log-in information at the

beginning of the school year for the online portal. It also includes teacher comments and their bank account total. The dollars in this account can be applied to earning prizes and field lessons. Scholars will bring home a paper copy of the paycheck for parents to sign. Scholars are responsible for turning in their paychecks at the beginning of the next week for their money to be deposited. Tuesday is the last day for the check to be deposited.

Parent/Guardian Engagement Opportunities

Parent Involvement Committee

The goal of the parent involvement committee is to bridge the gap between the school and home to ensure that every caregiver has an opportunity to be a part of the school and make their voices heard. The KAGMS Parent Involvement Committee is based on the framework through which families, educators, and communities can work together to improve teaching and learning. Families have a major influence on children's success in school and through life. As a result of this influence, positive results with scholar achievement occur when schools, families, and community groups work together to support learning. The PIC will meet monthly to plan events, give input and feedback on school-wide systems, and lead volunteer efforts for family and community involvement.

Parent Surveys

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

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 Scholars. 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 scholars at the end of each quarter. KAGMS sends a physical and digital copy of the report card. Physical copies are distributed at report card night or sent home with scholars. Digital copies are sent via the email address in PowerSchool. Based on scholar performance, parents and scholars may be required to attend a conference with teachers.

Positive Calls

All Scholars will receive positive calls home throughout the year. Each teacher will call home to each scholar at a minimum of once a month, if not more.

Behavior Calls

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

Low-Performance Calls

Teachers will call home to any parent of a scholar who is failing a class bi weekly.

Responding to Voicemail

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

Phone Etiquette

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

Family Engagement Policy & Family Compact/Commitment

Family Engagement Policy

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

KIPP Antioch Global 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 Global Middle School will provide the school parent and family engagement policy to parents multiple times a year.

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.

Jointly Developed

KIPP Antioch Global Middle 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 Antioch Global Middle 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 Antioch Global Middle School will hold its Annual Title I meeting during the fall of each school year.

Communications

KIPP Antioch Global Middle 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 Antioch Global Middle School will send out a calendar at the beginning of each quarter with school events.
- KIPP Antioch Global Middle School will send out a monthly newsletter.
- KIPP Antioch Global Middle 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 Antioch Global Middle 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 working in the following ways, while a student at KIPP Antioch Global Middle School:

- I will arrive at school between 8:30-8:45 a.m. and remain at school until 4:00 p.m. every day.
- I will make sure I only miss school when it is unavoidable and complete all required make up work.
- I will wear the KIPP Antioch Global Middle School uniform to school every day.
- I will complete my homework every night and make sure I am prepared for school the next day.
- I will read, sign, and return my paycheck each week.
- I will follow all classroom rules and treat my teammates and teachers with respect at all times as we work to prepare for success in high school and life beyond.
- I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.
- I am responsible for my own achievement. I know that I can succeed with hard work and perseverance.
- As a member of the KIPP team and family, I will work every day to live out the KIPP Antioch Global Middle School values: Excellence, Courage, Team, & Growth

Staff: I commit to helping my students develop the skills and confidence to pursue any path-college,

career and beyond - in the following ways:

- I will have outstanding attendance at work.
- I will communicate honestly and respectfully with students and students' families.
- I will return all parent and caregiver communication within 48 hours.
- I will protect the safety, rights, and interests of all students.
- I will hold all students accountable to the school-wide student code of conduct and all school-wide procedures.
- I will hold myself accountable for all students' learning.
- I will be prepared to teach well-planned, standards-aligned, and engaging lessons each day.
- I will represent KIPP Nashville both on and off campus and speak positively of my students, parents, and teammates.
- I will work to uphold the KIPP Antioch Global Middle School 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 8:30 a.m. and is picked up by 4:00 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 Global Middle School 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 will handle with care KIPP Antioch Global Middle School Chromebook and calculator to school every day and cares for them properly. In the event that my student damages a chromebook, I will be held responsible the damages up to \$150.
- I will review grades, attendance, and behavior reports on Deanslist with my student at least once every two weeks.
- I will make sure my contact information (address, phone number, etc.) is accurate and update it whenever necessary.
- I will support my student's teachers and all KIPP Antioch Global Middle School staff members and communicate honestly and respectfully with them.
- I will be an active part of the KIPP Antioch Global Middle School Team and Family.
- I will work to help my student live out the school's core values.

Coordination of Services

KIPP Antioch Global Middle 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 Antioch Global Middle 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 Antioch Global Middle School privileges, disciplinary consequences, and/or dismissal from KIPP Antioch Global Middle.

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

scholar's Name (First and Last):

Parent/Guardian Printed Name:

Parent/Guardian Signature: _____ Date: _____