



**memphis college prep**

▪ ELEMENTARY SCHOOL ▪

**Family Handbook**  
**2016-2017**

**MEMPHIS COLLEGE PREPARATORY ELEMENTARY SCHOOL**  
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## **Our Mission**

Memphis College Preparatory Elementary School prepares students in kindergarten through fifth grade with the academic and ethical character foundation necessary to excel in school and life.

## **Attendance - General**

Attendance is the first step in ensuring academic achievement. In order for students to reach for their personal best, they must show up and make their strongest effort at school each and every day.

At Memphis College Prep, regular attendance is required. Our curriculum is an ambitious one, and every day is essential for students to keep pace. Parents/guardians/families are expected to ensure that their children are at school. PLEASE do not allow your child to miss a day of school except for serious illnesses. Excessive absences will be considered a violation of the parent/guardian/family-school contract.

### **Tardies:**

Memphis College Prep's school day begins promptly at 7:45 AM. Students who arrive after this time must be signed in at the main office; these students are considered tardy. To minimize classroom disruptions, students who arrive tardy will be taken to class at two designated times. This will ensure that the academic day can begin with minimal disruptions to instruction.

- Scholars who arrive between 7:46-8:00 will be taken to class at 8:00 am.
- Scholars arriving between 8:01-8:15 will be taken to class at 8:15 am. It is the scholar and parent's responsibility to make up any required missing work from these times.
- *Please keep in mind that an excessive number of tardies is grounds for dismissal from the school under Memphis College Prep's Cumulative Attendance Policy (found on page 4).*

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### **Early Checkouts:**

Students checked out before the end of the school day need to be signed out in the main office. There are no early checkouts after 3 pm on regular days and after 1 pm on early release days. Please note that departures which occur before 1:00 P.M. on regular days and before 11:00 A.M. on early release days will result in the student being marked as an unexcused absence for that entire day.

- *Please keep in mind that an excessive number of early checkouts is grounds for dismissal from the school under Memphis College Prep's Cumulative Attendance Policy (found on page 4).*

### **Absences: "Excused" and "Unexcused"**

Memphis College Prep follows Shelby County School Policy #6014 in matters regarding attendance, excused absences, and unexcused absences. This policy can be found below, on the Shelby County Website, or in Shelby County School's Parent Handbook.

#### **SCS Absences and Excuses (Policy #6014)**

The Shelby County Board of Education believes that regular attendance is a necessary requirement of all students. All students are expected to attend school on each day that school is officially in session. Only the following reasons will be considered for excused absences:

1. Illness or hospitalization of student. The District may require a parent conference and/or physician verification to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school sponsored activity.
4. Special and recognized religious holidays regularly observed by persons of their faith.
5. Legal court summons not as a result of the student's misconduct.
6. Extenuating circumstances over which the student has no control as approved by the principal.

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A written statement within two (2) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence. If necessary, verification is required from an official source to justify absences.

**All absences other than those outlined above shall be considered unexcused.**

**Consequences for Excessive Absences and/or Tardies:**

OCCURRENCES 2016/2017 YEAR	ABSENCES (UNEXCUSED)	TARDIES
3	<ul style="list-style-type: none"> <li>• Automated Phone Call Home (all)</li> </ul>	<ul style="list-style-type: none"> <li>• Automated Phone Call Home (all)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Letter From Memphis District Attorney</li> <li>• Group Attendance Meeting / Attendance Plan (Home Visit for non-attendees)</li> </ul>	<ul style="list-style-type: none"> <li>• Letter From MCP</li> </ul>
10	<ul style="list-style-type: none"> <li>• Mandatory Truancy Court Appearance (Court reserves the right to refer to Dept. of Human Services)</li> <li>• Revise Attendance Plan</li> <li>• Home Visit for Non-Attendees</li> <li>• Possible Retention of scholar</li> </ul>	<ul style="list-style-type: none"> <li>• Referral of scholar to Truancy department in accordance with Shelby County Policy.</li> </ul>
15	<ul style="list-style-type: none"> <li>• Home Visit</li> <li>• Referral to Shelby County Juvenile Court in accordance with Truancy Court</li> </ul>	<ul style="list-style-type: none"> <li>• Letter From Memphis District Attorney</li> <li>• Group Attendance Meeting / Attendance Plan (Home Visit for non-attendees)</li> </ul>

*\*\*Absences for disciplinary reasons (suspensions, expulsions, etc) will be counted as excused absences.*

*\*\*\*Excessive absences and/or tardies is grounds for dismissal from Memphis College Prep under MCP's Cumulative Attendance Policy*

**Truancy:**

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Memphis College Prep follows Shelby County Policy #6016 regarding student truancy. This can be found below:

### **SCS Truancy (Policy #6016)**

If a student receives five (5) or more absences during the school year without adequate excuse, the Superintendent shall notify the parents that the student is required to attend school. If within 3 days of receiving the notice, the parent has failed to comply, the Superintendent shall notify the District Attorney General and/or local law enforcement of this fact and legal action may be taken against the parent as provided by T.C.A. § 49-6-3007. Except as otherwise provided by law, a child may be truant under the law who is less than six (6) years of age, provided that a child may be withdrawn six (6) weeks of initial enrollment without penalty.

### **Memphis College Prep Cumulative Attendance Policy:**

Daily attendance is a key factor in student achievement, if scholars are not at school, or late to school, they are missing valuable instruction. Memphis College Prep tracks attendance, tardies, and early checkouts daily. Above (page 3) is a table of action steps that Memphis College Prep will take if attendance requirements are not being met. **Should a scholar accrue a combined total (absences, tardies, and/or early checkouts) of 25 infractions; Memphis College Prep reserves the right to not invite that scholar back for re-enrollment.**

## **Arrival & Dismissal Policy**

### **Arrival**

- The school officially opens to students at 7:15 A.M. Exception will be made only if there is a prior scheduled appointment with staff.
- Student drop-off is located on the Dunn Ave. side of the school. Parents/guardians should form a vehicle line beginning immediately prior to the main entrance on Dunn. Please seat scholars in the right rear seats of vehicles in order to ensure efficient drop-off.
- Please do not drop scholars off at the sidewalk or down the street. This slows the carline and is dangerous as moving vehicles are approaching and do not always see scholars who are dropped off and running to the door.

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- Doors close promptly at 7:45 A.M. each morning. Arriving after 7:45 A.M, is considered tardy. *See above “tardy” section for more information.*
- Students who are not signed in by a parent/guardian will be marked as an unexcused absence.

### **Dismissal**

- Monday-Tuesday & Thursday-Friday school officially ends at 3:45 for grades K-2, and 4:00 P.M. for grades 3-5.
- Every Wednesday the school day officially ends at 1:45 PM for grades K-2, and at 2:00 P.M for grades 3-5.
- Families are responsible for picking up students. No student will be allowed to leave the school without an adult escort who is not his legal guardian unless the guardian has submitted a signed, written note to the office staff in advance specifying name, address, and working phone number for the adult as well as specific pick-up dates.
- The person picking up a scholar is required to have a valid identification that matches student records or a note signed by a parent (see above).
- Families **MUST** submit a release form (provided in August) listing the names and information for any individuals, besides parents/guardians, who regularly are authorized to pick up their children.
- Any changes to the list of adults permitted to pickup scholars must be submitted in writing to the main office by 12 p.m..

### **Late Pick- Up Policy**

- During our orientation week parents will be reminded of our late pick up policy. On **the first day of Memphis College Prep’s 2<sup>nd</sup> week our late pick up policy will go into effect.**
- Parents will be charged \$1.00/min for every minute after 4:20 P.M. on Monday’s, Tuesday’s, Thursday’s and Friday’s and 2:20 P.M. Wednesday’s.
- **Late fees are required to be paid immediately** as the student is picked up and signed out at the main office.
- If a parent cannot pay the fee, an account will be made to document the fee not paid and the parent will have up to seven days from the date of the late pick-up to clear the delinquent account.
- If the account is not paid in the seven days given, the account will remain open until payment is made and scholars may miss out on activities such as

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field trips, extracurricular activities (ballet, after school art, etc), and school programs until account is at a \$0.00 balance. Report cards will also be held until all fines are considered paid.

\*Scholars left at school an hour past the end of MCP's clearly defined dismissal window will be contacted by the main office. **In the event Memphis College Prep is unable to contact a parent or emergency contact, this will be considered parental neglect. In such cases The Tennessee Department of Child Services will be notified immediately.**

### **“Life’s Work” (Homework & Independent Reading)**

#### **Homework:**

Homework is an essential part of the Memphis College Prep educational program. It is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. **Homework will be assigned EVERY night at Memphis College Prep and tracked daily.** All students are provided with Homework Folders that include a nightly Reading Log. Homework Folders are designed to teach students essential organizational skills.

#### **Daily Homework includes:**

1. Assigned daily skill practice to be completed.
2. 20 minutes of required reading every night (including weekends and holidays). *Parent signature required.*
3. Daily (K-2) or Weekly (3-5) behavior log (Choice Chart/paycheck), *parent signature required.*
4. Homework must be **neat, clean, thorough, and signed in order to receive any credit.**

*Scholars with incomplete homework are required to complete missing homework during recess.* Conversely, if it is done, but is done largely incorrectly, they will be required to correct it at recess. After any recorded incomplete homework assignments, reading logs, and/or choice chart signatures, students receive a check or lose a dollar. 10 recorded incomplete homework assignments results in a parent meeting and 1 week of homework club (scholars miss recess).

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**Independent Reading:**

Research shows that the #1 way to improve a student’s reading skills is to have them READ, READ, READ. **Supporting your child’s independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading.** Although Memphis College Prep students have high-quality reading time during school, they must READ, READ, READ at home every night and weekend and during any vacations from school. Parents / guardians should make sure to supervise their child in reading at least 20 minutes every night and every day on the weekends. It would be especially helpful if you asked the child to read out loud and stopped occasionally to have the child summarize what he or she has just read and to answer simple comprehension questions. **Please do not sign your child’s independent reading log if you have not actually seen him or her read.** Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. READ, READ, READ. There are no short cuts.

**Incomplete “Life’s Work”:**

Life’s Work is a daily requirement for all scholars at Memphis College Prep. It is checked and tracked by teachers daily. Missing any part of the daily Life’s Work (homework, reading log signature, choice chart signature) means that section is incomplete, this is recorded by teachers. Life’s Work is taken very seriously at Memphis College Prep. The homework system and consequences are listed below.

**Homework Referral Consequences:**

# of completed HW referrals	Consequence
3 incomplete assignments	Parent Phone Call Home from Teacher
5 incomplete assignments	Letter Home from Teacher
10 incomplete assignments	Conference with teachers
15 incomplete assignments	Conference with principal
20 incomplete assignments	In-school suspension
25+ incomplete assignments	Overnight suspension <i>**Memphis College Prep reserves the right to <u>retain</u> any student with 25 or more HW infractions.</i>



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	<p><i>**This is also considered a breach of the MCP parent contract, which in certain cases can lead to dismissal from the school.</i></p>
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## MCP Sample Class Schedule

Time	Activity
7:15	Doors Open
7:15 – 7:45	Breakfast/Homework Collection
7:45 – 7:55	Community Meeting
7:55 – 8:00	Morning Class Routines
8:00 – 8:30	Read Aloud
8:30 – 9:05	Reading I
9:05 – 9:40	Reading II
9:40 – 10:00	Snack/Restroom
10:00 – 10:35	Reading III
10:35 – 10:55	Guided Reading I
10:55 – 11:15	Guided Reading II
11:15 – 12:05	Writing
12:05 – 1:00	Lunch Rotations
1:00 – 2:10	Math
2:10 – 2:40	Science
2:40 – 3:30	Music
3:30 – 3:50	Choice Time
4:00	Dismissal

\*An exact schedule is finalized during the first week of school.

**Note: Every Wednesday is an early dismissal day. We dismiss at 1:45 / 2:00 PM every Wednesday.**

## School Culture

### Culture of Structure

Dramatic student achievement gains start with a safe school and airtight school culture. Our sky-high expectations are clear and consistently enforced. We sweat the small stuff and demand respect, courteousness, and order. Our school culture strategy relies on institutional systems that support students to take ownership for

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the school and responsibility for their classmates. At the same time, we work hard to develop a culture of joy and love of learning. Our school is warm, inviting, and a safe place where students know that much is expected. At the same time, students understand that teachers and school leaders are there to support and encourage them along the way. Chants, cheers, and celebratory high fives are commonplace. In line with our mission, college is at the heart of everything we do. Beginning in kindergarten, students are in classes named after colleges, see college banners throughout the building, and are referred to by their year of graduation. We message the importance of college graduation from day one and consistently drive toward ambitious academic goals to prepare students to be leaders who embody our core values of Respect, Integrity, Scholarship, and Endurance.

### **Restorative Practices**

At Memphis College Prep we believe that true learning comes from understanding one's responsibility to oneself and to the community. Therefore, students who violate our community's Code of Conduct will often face a restorative consequence -- an opportunity to give back to the community they violated and repair relationships they have damaged. This concept of honoring the community and the relationships within our community is a foundation of our program and our Code. The restoration block will take place mid day during recess or at the end of the day during choice time.

### **Rewards and Consequences Paycheck System (K-5)**

The Paycheck system tracks exemplary behaviors/actions as well as minor infractions occurring throughout the school day. As teachers observe exemplary behaviors through the day they may reward scholars with a paycheck dollar. These dollars are tracked through LiveSchool system that keeps track of each student's account balance. Students may also lose a paycheck dollar for choosing to commit minor infractions. At the end of each week the student's paycheck will be sent home showing all the exemplary behaviors, minor infractions, as well as money that each scholar earned. These dollars will be used to determine if scholars are able to attend the weekly "Fun Friday" Celebration or the Monthly Celebration.

Below is a sample guide to students' weekly paycheck earnings:

#### **Weekly Breakdown**

\$35 + = Excellent Week (Scholars are able to attend Fun Friday)

\$26 - \$34 = Satisfactory Week (Scholars sit out for 15 minutes of Fun Friday)

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\$15 - \$25 = Unsatisfactory Week (Scholars are not able to attend Fun Friday)  
 Below \$15 = Student Needs Improvement (Scholars are not able to attend Fun Friday. Instead they will attend restoration and create a plan to improve their behavior for the upcoming week)

**Monthly Breakdown**

\$136+ = Scholars are invited to attend the Monthly Celebration  
 Below \$136 = Scholars are not invited to attend the Monthly Celebration

**Memphis College Prep Infractions:**

The MCP Discipline System is designed to create a safe, respectful, cooperative community. There are three types of violations: Level 1, Level 2 and Level 3. These violations are consistent with current Shelby County discipline guidelines and SCS Student Conduct Policy #6022.

**Level I Violations:**

Level I violations are actions that negatively impact Memphis College Prep’s high achievement culture and community of safety, respect, and cooperation. Level I Violations include, but are not limited to:

<b>LEVEL I VIOLATION</b>	<b>DESCRIPTION</b>
Late to School	Arrival after the school day has officially started
Violation of Uniform Policy	This includes, but is not limited to, violations of dress code: <ul style="list-style-type: none"> <li>● Un-tucked shirt</li> <li>● No belt</li> <li>● Inappropriate dress, shirt, pants or shorts on dress down days, etc.</li> </ul>
Obscene/Abusive/Inappropriate/Disrespectful Language	This includes spoken, written, and body language that is disrespectful, inflammatory, or offensive to generally accepted community standards including religious or ethnic epithets. Inappropriate body language includes, but is not limited to: <ul style="list-style-type: none"> <li>● Rolling eyes</li> <li>● Sucking teeth</li> <li>● Talking back</li> </ul>

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	<ul style="list-style-type: none"> <li>● Silently mouthing words</li> <li>● Defiantly folding arms</li> <li>● Pouting</li> <li>● Avoiding eye contact</li> <li>● Slouching in chair, etc.</li> </ul> <p>Inappropriate words or responses, included but not limited to:</p> <ul style="list-style-type: none"> <li>● Saying “No” after receiving directions from an adult</li> <li>● “I don’t care.”</li> <li>● “Whatever.”</li> <li>● “Shut up.”</li> </ul>
Disruptive Behavior	<p>Students are expected to follow the rules that individual teachers have established for student conduct in their classrooms. No student’s behavior can be permitted to disrupt the learning of others. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Disruptive behavior, including disruptive outbursts, talking while others are talking, throwing objects, and inappropriate gestures and sounds.</li> <li>● Sleeping in class or putting head on desk</li> <li>● Being unprepared, e.g. not having proper supplies &amp; books</li> <li>● Leaving class without permission and without a hall pass</li> <li>● Wearing headphones except for approved instructional purposes</li> <li>● Horseplay that includes but not limited to pushing, shoving, kicking, or other physical contact, knowingly taking of another’s property done in a playful and/or confrontational manner</li> </ul>
Gum & Other Food	<p>Gum chewing is prohibited in the building. There is no eating and/or drinking allowed in class. Lunches should be stored in lockers and then taken to and eaten in the cafeteria.</p>
Environment	<p>MCP is committed to maintaining a professional and healthy environment. Students are required to maintain a clean school environment by picking up after themselves at lunch, disposing of paper in hall/class, retrieving lost/unwanted personal items, and respecting all school property.</p>
Lapse of Integrity	<p>Attempt to deceive or mislead by verbalizing intentions that misrepresent a student’s actions when questioned by school personnel.</p>
Student Personal Electronics	<p><b>Students are never permitted to use mobile phones, ipods or music devices, video game devices, laser pointers, etc...in class or hallways. All devices shall be completely turned off (not in vibration mode) and secured in the student’s backpack during school hours.</b></p>

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	Using such devices is prohibited. Such devices should never be visible within class or in hallways. Once confiscated, teachers immediately give the device to the Dean of Culture. Confiscated items are only returned to the parent/guardian and only during an appointment or routine time dedicated to such matters. <i>*Memphis College Prep does not accept any responsibility for loss of student's electronic equipment due to theft or other loss. In addition, MCP will not be responsible for damage or loss of a nuisance device that is confiscated by staff.</i>
<b>Consequences</b>	May include but are not limited to the following: <ul style="list-style-type: none"> <li>● Loss of paycheck dollars</li> <li>● Restorative consequence</li> <li>● Loss of classroom privileges</li> <li>● Parent phone call</li> <li>● Repeated offenses may lead to further consequences</li> <li>● Uniform infractions require students to change. All students must be in correct uniform to enter their respective classroom.</li> </ul>

**Please Note:** *Memphis College Prep has the right to deem behaviors not listed in the Level I violations as unacceptable and damaging to the school culture.*

**Level II Violations:**

Level II violations involve actions that **significantly** impact Memphis College Prep's high achievement culture and community of safety, respect, and cooperation. Level II Violations include, but are not limited to:

<b>LEVEL II VIOLATION</b>	<b>DESCRIPTION</b>
Physical Aggression	Physical contact (e.g. Hitting, Shoving) involving one or more offenders where no student is injured and the incident does not elevate to a level III violation (i.e. Simple assault).
Threats/Provocation	<u>Threats</u> are words and/or actions that are intended to taunt, provoke, or do emotional harm. <u>Provocation</u> are words and/or actions intended to provoke a violent reaction, including poking, "getting in his/her face", violation of personal space, aggressive gestures, etc.
Facilitating Physical Aggression	Watching, encouraging or instigating a physical incident before school, during school or after school is prohibited. It is our belief that bystanders play a role in escalating aggression; therefore

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	anyone watching a fight has an obligation to de-escalate the situation by staying calm, remaining nonpartisan and getting help.
Constant Disruption	Behavior that continuously interrupts the learning environment of a class – the actions have been addressed multiple times and the student has exhausted all interventions found within the classroom discipline cycle.
Major Disrespect to Staff	This includes, but is not limited to, any non threatening words and/or actions that are directed towards a staff member in either an overtly loud, profane, or demonstrative manner. <ul style="list-style-type: none"> <li>• Yelling at the teacher</li> <li>• Talking back in a disrespectful manner</li> </ul>
Plagiarism, Forgery, Cheating	<u>Plagiarism</u> is using, without permission, the ideas & writings of another; either word for word or in substance, and representing such as one’s own. <u>Forgery</u> is the signing of a document in another’s name. <u>Cheating</u> includes deceit, fraud, or deception (i.e., copying another’s assignments, assisting another to cheat by lending one’s own work; giving or receiving aid during a testing period)
Damaging or Stealing	Damage to, or stealing of any property of \$50.00 or less.
<b>Consequences</b>	May include, but not limited to the following: <ul style="list-style-type: none"> <li>• Restorative consequence(s)</li> <li>• Parent/guardian meeting</li> <li>• In-school suspension</li> <li>• Out-of-school suspension (1-3 days)</li> <li>• Disciplinary hearing</li> <li>• Not participating in school-wide events, including Fun Friday and Monthly Celebrations.</li> </ul>

*\*Memphis College Prep considers repeated Level II violations to be a serious violation of its Code of Conduct and community trust. Repeated Level II violations in one school year may culminate in an expulsion.*

**Please Note:** *Memphis College Prep has the right to deem behaviors not listed in the Level II violations as unacceptable and damaging to the school culture.*

**Level III Violations:**

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Level III violations involve actions that are **very serious** violations of our Code of Conduct, and/or are criminal violations of Tennessee law. When a criminal violation occurs, Memphis College Prep is required to report the incident to the State as well as Law Enforcement, and it will become part of the student’s permanent record. Level III Violations include, but are not limited to:

<b>LEVEL III VIOLATION</b>	<b>DESCRIPTION</b>
Firearm, Weapon or Dangerous instrument	Any person found or observed on school property or school-sponsored event in possession of a firearm, weapon or dangerous instrument (i.e. Bb gun, bullet, pistol, rifle, gun, disguised gun, dagger, switchblade, knife, box cutter, paint ball gun, dart gun, pepper spray or other noxious sprays, explosive or incendiary bomb or other instrument, material or device that can cause physical injury etc.) Must immediately be reported to the Principal or Executive Director. Law enforcement officials shall be informed.
Vandalism	Vandalism includes intentional or reckless damage to, or attempt to damage, the property of another, or the causing of damage while committing an act contrary to this code or to the law. Depending on the nature of the incident, law enforcement officials may be informed.
Drug, Alcohol, or Tobacco Possession	<u>Drug possession</u> : illegal/inappropriate drug-possession, on school grounds, or at school-sponsored events is absolutely prohibited. Such activities will result in an immediate suspension and expulsion hearing before the board of directors. <u>Tobacco policy</u> : students may not possess any product containing tobacco while on school property or at a school-sponsored event. The use of tobacco is defined as the possession of cigarette, pipe, cigar, chewing tobacco, snuff or related tobacco product and paraphernalia. Students found with tobacco on their person will be suspended.
Theft	Theft means withholding, taking, or removal of personal or school property (including tests) without the owner’s consent. Depending on the nature of the incident, law enforcement officials may be informed.
Bullying	Intentional electronic, written, verbal or physical act, or a series of

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	<p>acts:</p> <p>(1) directed at another student or students;</p> <p>(2) which occurs in a school setting;</p> <p>(3) that is severe, persistent or pervasive; and</p> <p>(4) that has the effect of doing any of the following:</p> <p style="padding-left: 40px;">(i.) Substantially interfering with a student's education;</p> <p style="padding-left: 40px;">(ii.) Creating a threatening environment; or</p> <p style="padding-left: 40px;">(iii.) Substantially disrupting the orderly operation of the school; and "school setting"</p> <p>Shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p>
Disorderly Conduct	Reckless behavior that could cause injury, including throwing objects (tables, chairs), pulling fire alarms, etc.
Threatening Staff Member	Physical, verbal, written, or electronic threat (e.g., internet) or intimidation) is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack.
Intentional Physical Aggression ( <i>Fighting/Assault</i> )	Violence including physical aggression between two or more students that escalates into punching, wrestling, knocking down, or damage/destruction of property. This means physical aggression typically that lasts more than a few seconds and is not easily broken up.
<b>Consequences</b>	<p>May include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>● Restorative consequence(s)</li> <li>● Parent/guardian meeting</li> <li>● In-school suspension</li> <li>● Out-of-school suspension (3-10 days)</li> <li>● Disciplinary hearing</li> </ul> <p>Possible outcomes of a disciplinary hearing:</p> <ul style="list-style-type: none"> <li>● Return to community</li> <li>● Return to community under contract</li> <li>● Disciplinary transfer to an alternative placement (external)</li> <li>● Recommendation for expulsion hearing</li> </ul>

**Please Note:** *Memphis College Prep has the right to deem behaviors not listed in the Level III violations as unacceptable and damaging to the school culture.*



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### Memphis College Prep Discipline System:

#### Referrals:

Scholars who earn a negative pacheck of 5 dollars throughout the day will lose time from recess or choice time. Scholars who earn a negative paycheck of 7 dollars before the end of the day will receive a referral. This is a write up with the scholar's actions and choices that have earned them a referral. The referral will also list all of the teacher interventions that have been used up to that point. After a referral is issued scholars are sent to the Dean of Culture for a parent contact and/or other restorative consequences (Restoration) before they can re-enter their class. All referrals are tracked and sent home to parents as well as kept at the school. All student referrals are available upon parental request in hard or soft copy at any time.

After an accumulation of 5 referrals, a suspension (in school or out of school) will be issued to scholars regardless of circumstances. Memphis College Prep follows a comprehensive discipline cycle on a daily basis. *A copy of the complete discipline cycle is available to parents upon request at any time throughout the year.*

#### Suspensions:

Suspension is an exclusion from the classroom and/or school for a period from 1 to not more than 10 consecutive school days. Suspensions may only be assigned by the Principal and/or Dean of Culture. Students have the responsibility to make up exams and work missed while suspended and shall be permitted to complete assignments within Board determined guidelines.

#### In-School Suspensions

Students may be assigned in-school suspension as a result of disciplinary action. The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment. The Principal and Dean of Culture have sole discretion to issue in-school suspensions. *(SCS Policy #6022)*

- Parents/guardian will be informed of the in-school suspension date

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- These scholars will receive all of their snacks, lunch, and restroom breaks as normal, but will not participate in daily activities such as recess, music, and PE.

### **Out of School Suspensions**

Students may be assigned an out-school suspension as a result of disciplinary action. Out-of-school suspensions vary in length from zero (0) to ten (10) days. It is not the intent of the system to remove students from the school society for first-time or for minor violations. Therefore, suspension from school should be used with caution and only in appropriate cases. The Principal and Dean of Culture have sole discretion to issue out-of-school suspensions from zero (0) to ten (10) days. (SCS Policy #6022)

- All makeup work and assigned class work must be completed upon the student's return to Memphis College Prep
  - A Parent Re-instatement meeting, which must be attended to reinstate the child to Memphis College Prep.
  - If either of these, or other assigned tasks, are not completed the scholar will remain out of school until are steps are complete. These days will be considered unexcused absences.
1. A behavioral intervention plan shall be developed for students who accumulate more than five days of suspensions during the school year.
  2. Multiple suspensions shall not run consecutively; nor shall multiple suspensions be applied to avoid long term suspension from school.

### **Long Term Suspensions**

Long Term Suspensions vary in length from eleven (11) days to the remainder of the school year or one (1) calendar year for state- mandated long term suspensions. (Any single suspension in excess of 10 consecutive days or multiple suspensions totaling 15 days in one month is a long term suspension.) The principal may issue long term suspensions subject to student legal due process rights regarding appeals of expulsions (suspension of more than ten (10) days) and in accordance with the district-wide Student Code of Conduct. The Superintendent may modify a state-mandated one-year expulsion on a case-by-case basis.

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### **Due Process Regarding Suspensions:**

Memphis College Prep encourages parents to exercise their parental rights should a situation arise where an agreement cannot be met. In cases of parental rights and due process *Memphis College Prep follows Shelby County School's Policy: Appeals Related to Student Discipline (Policy #6026)*. Memphis College Prep does not use Shelby County hearing officials. In cases of a disciplinary hearing the hearing officials shall be designated from the Memphis College Prep Board of Trustees. Specifically the Chair and/or Vice-Chair of the Board. SCS policy #6026 can be found below, on the SCS website, and is available upon request.

### **SCS Policy #6026:**

Upon suspension of any student other than for in-school suspension of one (1) day or less, the Principal shall, within twenty-four (24) hours, notify the parent or guardian and the department responsible for district-wide student discipline of:

1. The suspension, which shall be for a period of no more than ten (10) days;
2. The cause for the suspension; and
3. The conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student, Dean of Culture and Principal.

If the suspension is for more than five (5) days, Memphis College Prep shall develop and implement a plan for improving the behavior, which shall be made available for review by the Superintendent (or designee) upon request. The following provisions apply to expulsions (suspensions of more than the (10) days):

4. If, at the time of the suspension, the Principal or Dean of Culture, determines that an offense has been committed that would justify a suspension for more than ten (10) days, the person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
5. The Principal or Dean of Culture shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
6. The appeal from this decision shall be to the disciplinary hearing authority appointed by Memphis College Prep. The disciplinary hearing authority shall

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consist of the Chair and Vice Chair of the Memphis College Prep Board of Trustees.

7. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The disciplinary hearing authority shall give written notice of the time and place of the hearing to the parent/guardian, the student and the school official designated in subdivision (C)(4)(a) who ordered the suspension. Notice shall also be given to the SCS employee referred to in subdivision (C)(4)(b) who requests a hearing on behalf of the suspended student.

After the hearing, the disciplinary hearing authority may affirm the decision of the Principal, order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or night school or suspend the student for a specified period of time.

A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. The student, Principal, or Dean of Culture may, within five (5) days of the decision, appeal the decision of the disciplinary hearing authority to the Superintendent. The Superintendent's designee shall review the written record of the disciplinary hearing authority and shall make a recommendation to the Superintendent as soon as practicable. After receiving a recommendation from the Superintendent's designee, the Superintendent shall render a decision based on the designee's recommendation. Absent a timely appeal, the decision shall be final. Within five (5) days of the Superintendent's decision, the student, Principal, Vice Principal or assistant principal may request review by the Board of education. The Board of Education based upon a review of the record, may grant or deny a request for a Board hearing and may affirm or overturn the decision of the hearing authority with or without a hearing before the Board; provided, that the Board may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the Board. If the Board conducts a hearing as a result of a request for review by a student, principal, or Dean of Culture, then, in accordance with state law and/or regulations the hearing shall be closed to the public, unless the student or student's parent or guardian requests in writing within five (5) days after receipt of written notice of the hearing that the hearing be conducted as an open meeting. If the Board conducts a hearing as a result of a request for review by a student, principal, or Dean of Culture that is closed to the public, then the Board shall not conduct any business, discuss any subject, or take a vote on any matter other than the appeal to be heard. Nothing in this subdivision (C)(6) shall act to exclude the Tennessee Department of Children's Services from the

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disciplinary hearings when the department is exercising its obligations under T.C.A. § 37-1-140. The action of the Board of education shall be final.

## **Uniforms**

1. **All Memphis College Prep scholars must be in uniform during all school hours.** The uniform must be displayed neatly, cleanly, proudly and without exception unless otherwise communicated by staff.
2. **Students that come to school improperly uniformed will face disciplinary consequences and/or sent home.** Parents will be contacted to pick up the student or deliver the needed articles. Students can be reinstated the same day assuming they are properly uniformed. *If a parent cannot be contacted, the student may be kept in an In-School Suspension for the day.*
3. **Students not reinstated the same day will be considered an “unexcused” absence.** Students who are picked up due to improper uniform and do not return the same day will be counted as an unexcused absence.
4. **Uniforms must fit appropriately.** Excessively baggy or tight pants, shirts, etc. are not allowed. Please make sure that the clothes you send your scholar in fit them comfortably as we have a long, rigorous, activity filled day.

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**Uniform Requirements: Lower Elementary (K-2)**

	<b>Gentlemen</b>	<b>Ladies</b>
Shirt & Undershirt	Light blue long or short-sleeved Polo styled shirt with <u>Memphis College Prep logo</u> . An undershirt is optional, but should plain white (no logos) if worn.	
Pants & Shorts	Navy blue dress pants or shorts (no jeans, no leggings, no side-pockets, no side loops, no designer labels, no extra zippers, no bell or slit bottoms, no overalls).	
Socks/Tights or Leggings	Plain, white socks.	Plain, white socks. White or Navy blue tights (plain with no pattern).
Shoes	Solid black low top <u>sneakers</u> (or rubber soled shoe), without any embellishments of any kind and solid black shoelaces. All areas (front, back, side, bottom, laces) are solid black.	
<b>Optional</b>		
Cardigan	Burgundy or Navy V-neck cardigan sweater (no fleeces, no sweatshirts; blue blouse/MCP shirt must be worn underneath sweater).	
Belt (Optional)	Solid black belt. (A belt is not required but if a student does wear one it needs to be solid black with a plain (non-removable) buckle.	
Skirt/Jumper (Optional)		Plain light blue blouse with Memphis College Prep logo. Navy jumper with Memphis College Prep logo

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**Uniform Requirements: Upper Elementary (3-5)**

	<b>Gentlemen</b>	<b>Ladies</b>
Shirt & Undershirt	Memphis College Prep Logo light blue button down shirts.	
Pants & Shorts	Navy blue dress pants or shorts. shorts (no jeans, no side-pockets, one side loops, no designer labels, no extra zippers, no bell or slit bottoms, no overalls).	
Socks/Tights or Leggings	Plain, white socks.	Plain, white socks. White or Navy blue tights (plain with no pattern).
Shoes	Solid black low top <u>sneakers</u> (or rubber soled shoe), without any embellishments of any kind and solid black shoelaces. All areas (front, back, side, bottom, laces) are solid black	
<b>Optional</b>		
Cardigan	Burgundy or Navy V-neck cardigan sweater (no fleeces, no sweatshirts; blue blouse/MCP shirt must be worn underneath sweater).	
Tie (Optional)	Plain Navy Blue Clip On Tie.	Plain Navy Blue Cross Tie
Belt (Optional)	Solid black belt. (A belt is not required but if a student does wear one it needs to be solid black with a plain (non-removable) buckle.	
Skirt/Jumper (Optional)		Memphis College Prep Blue Plaid Skirt.

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**Uniform Requirements: Not Allowed (K-5)**

Jewelry/ Make Up	This includes earrings (hoops), bracelets, watches, rings, and headbands that are not elastic. Students arriving to school with these items will be asked to leave them in the car or the items will be stored in their backpacks to take home. <b>Scholars may wear stud earrings only.</b>
Hats and Head Coverings	This includes all baseball caps, scarves, headbands, bandanas head-wraps, kerchiefs, and other head-coverings. Head coverings will be permitted when worn in observance, accordance with religious observation.
Jackets	If you are worried about your student being cold inside the building, he or she should wear a uniform sweater.
Cell Phones	Cell phones are not permitted. See student personal electronic section of Level I Disciplinary violations.

## Family Involvement Policy

Memphis College Prep requires parents/guardians/families to be partners in the education of their children. The important task of educating a child calls for the school, the student, and the family to all work together to ensure success. We reflect that commitment by choosing to sign the Memphis College Prep Teacher – Family – Student Contract. We encourage families to participate actively in their children’s education. We strive to cultivate positive and productive relationships with all of our families.

### Family Involvement Opportunities

**Memphis College Prep family-school relationships are maintained through:**

- Family Orientations
- Parent Board Representative
- Conferences with students, families, and teachers (including three report card nights per year)
- Families for Achievement meetings which focus on how families can support students, the school, and each other in having students succeed academically
- Community-wide events, celebrations, and performances
- Bi-Weekly Teacher-Family Calls



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- Homework, Independent Reading, and Behavior Logs

#### **Memphis College Prep families are asked to:**

- Reinforce Memphis College Prep's academic and behavioral standards at home
- Establish a daily routine for students
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Help students with homework
- Ensure that students complete all of their homework every night
- Serve as reading and academic tutors before and after school
- Chaperone field trips
- Provide links to summer enrichment opportunities
- Assist with student recruitment
- Support other Memphis College Prep families

#### **Families for Achievement**

Memphis College Prep is a partnership between the school leadership, teachers, students, and families. Although the job of making decisions about school policy belongs to the Board of Directors and the Executive Director, family involvement is not only welcome, but absolutely necessary for the success of the school. All families are encouraged to participate in Families for Achievement, which meets monthly.

Families for Achievement:

- Provides families with concrete actions which will help them help students achieve
- Allows families to connect with and support each other
- Supports the school in reaching its goals
- Connects families to volunteer opportunities at the school
- Develops and implements special programs for families
- Sponsors events for the entire school community
- Helps raise money for the school
- Works with the Memphis College Prep teachers and administrators to examine students' academic and social progress and discuss initiatives to improve student outcomes

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In order to be effective partners, we must communicate. There are several ways that we can and will communicate with you throughout the year:

- **Monthly Update:** Every Month, your child will bring home an update from the school. This will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders. It is very important that you take the time to read this update completely. Parents/guardians must sign their children's Homework Folders to let us know that you have received this important information.
- **Report Card Conferences:** At the end of the first and second, quarters, parents/guardians will be required to come to the school for Report Card conferences with their children's teachers. **Parents/guardians must come to school on those announced dates to pick up their children's report cards and meet with their children's teachers.** Report Card conferences are **REQUIRED**.
- **Phone Calls:** Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours.
- **Meetings:** If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with teachers or administrators, please contact them directly.
- **Parent/Family Concerns:** If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it and then contact the school. We welcome the conversation. We understand that, as parents/guardians/families, you have very strong feelings about issues concerning your children. We ask only that you try to deal with any issue professionally. We promise to treat you and your concern with respect. If a parent/guardian/family member is disrespectful to Memphis College Prep teachers or administrators, we will cut short the conversation and wait to continue it at another time.
- We need your support. As you know, Memphis College Prep is a very demanding school, with high expectations for academics and behavior. All of us – parents/guardians/families, teachers, and administrators – are working hard to help your child climb the mountain to college. We are all part of your child's team: if you and your child work with us, we can all succeed.

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## Promotion

Memphis College Prep has tough standards for promotion. It is not automatically assumed that students will pass from one grade to the next: the student must earn promotion by demonstrating mastery of the essential knowledge and skills. **Students may not be promoted if they are performing significantly below grade-level standards. Questions about promotional decisions will be based on each individual student's grades, standardized test scores, attendance, homework completion record, and other measures.** Memphis College Prep teachers and staff use *Light's Retention Scale* while looking thoughtfully at student test scores, examples of student work, teacher observations, and other measures before making promotional decisions. In accordance with Shelby County Schools Policy. Behavioral concerns will not affect promotional decisions.

Students with Individualized Education Plans (IEPs) will be handled in accordance with current IDEA guidelines.

## School Calendar & Closings

Please see the Memphis College Prep School Calendar for the scheduled school days for the 2016-2017 school year. **Please note that we do not follow the SCS School District annual calendar.** Memphis College Prep will only close school in cases of extreme weather conditions. In such situations, we will follow SCS closings. **Please listen to local radio and television stations. If Shelby County School District announces a delayed opening or a closing, Memphis College Prep will also be delayed or closed. At the discretion of the Executive Director and Principal, any classroom days lost to closure due to inclement weather or other reasons may be made up by adding an equal number of days during or at the end of the school year.**

## School Transportation

Transportation to and from school is the responsibility of the student's parent/guardian unless he/she will ride the Memphis College Prep shuttle from Greenlaw to Dunn Avenue. If your child is NOT riding the bus you should:

- **Arrange Transportation Before Your Child Leaves Home** – Students will not be allowed to call home to check and see if they are being picked up. If you need to pick up your child (and your child usually rides the bus or a daycare) or otherwise change your child's transportation for that day, your options are as follows:
  - **Send in a Note** – Send a note to school with your child explaining the situation and telling who will pick your child up.
  - **In an Emergency, Call the office staff Before Noon** – You may call the office staff by 12:00 P.M. to change your child's transportation arrangements for that day. Unfortunately, we will not be able to deliver last minute notes/messages or changes after 12 p.m..

Scholars riding the Memphis College Prep shuttle will sign a separate expectations memo.

## School Lunch Program

Both breakfast and lunch will be available at Memphis College Prep.

Families may send lunch to school, if you choose to send a lunch with your scholar please keep the following in mind:

- Students will not have access to a refrigerator or microwave
- Send in nutritious foods.
- Do not let your child bring unhealthy drinks and/or snacks, they may not be permitted
- Send lunch in one container with your scholar's name to avoid confusion
- Do not send *single items* such as chips, drinks, etc. Scholars should not add snacks to their lunch unless they have brought their lunch to school.

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The following items **should not** be brought to school.

1. Soda or juices heavy in sugar
2. Candy
3. Hot chips/Takis\*

Numerous studies have shown that these items are extremely high in sugar and not only unhealthy, but counter productive to a child's everyday nutritional needs. Memphis College Prep promotes a healthy lifestyle and diet on a daily basis. A nutritional diet for an elementary school student does not include the above items.

\*Takis and other brand hot chips contain trace amounts of TBHQ and/or BHA, BHT. These preservatives have been linked to many health risks. Studies show that consuming high doses (between 1 and 4 grams) of TBHQ can cause nausea, delirium, collapse, tinnitus (ringing in the ears), and vomiting. There are also suggestions that it may lead to hyperactivity in children as well as asthma, rhinitis and dermatitis. Many studies speculate that it may also further aggravate ADHD symptoms and cause restlessness. Long term, high doses of TBHQ in laboratory animals have shown a tendency for them to develop cancerous precursors in their stomachs, as well as cause DNA damage to them.

## Assessments

Memphis College Prep employs multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Staff work to ensure that assessments are not stressful times for students; rather they are presented as opportunities to show off all that students have learned. The assessments, which include the MAP Assessment (a nationally normed standardize growth test), and STEP (an assessment of early literacy development), internally developed assessments, and the Tennessee state assessments (beginning in Grade 3), are administered throughout the year. Teachers analyze the results to inform their instruction, identify students in need of extra help, and to assess the overall effectiveness of the school's curriculum. Results are shared with families through the report cards that are distributed three times each year.

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## Nursing Services & Medication

Being healthy physically helps children learn more effectively. For this reason, it is important to have your doctor or health center look into any problem that your child may have.

If your child requires medication during school hours, we will assist by administering medication. However, medication may not be given without the completion of the “Administration of Medication” form, which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines.

All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

## School Visitor Policy

Visitors, especially parents/guardians/families, are a vital part of the Memphis College Prep community. We welcome them as volunteers, observers, and partners in the education of our students. Unfortunately, unannounced visits can be disruptive to our educational program. **Parents/guardians who would like to visit should call 24 hours in advance and schedule a class-visit appointment. Upon arriving, all visitors must sign in within the Main Office.** They should enter classes during a regular-scheduled transition period between classes, although they may leave at any time. Visitors may not talk to a child or a teacher during class, although they may call the teacher after school to discuss what they observed.

If a visitor is coming to school to drop something off for a student or to leave a message, we still require that the visitor come first to the main office. For the sake of student safety, we cannot have anyone unannounced in the building.

## Student Records

The school administration is in charge of student records. If a parent/guardian would like to examine a child’s record, the parent/guardian should submit a request in writing to the Executive Director or Principal. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

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- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.

There are two different types of student records, which will be treated differently:

- 1. Directory Information:** Directory Information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent / guardian/guardian. For example, teachers may distribute class lists to everyone in the class so that students may help each other with homework. If a parent/guardian would not like such information released, he or she should submit a request in writing to the Executive Director or Principal.
- 2. Confidential Records:** Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

## Other Information and Policies

### Lost and Found

The school will keep a small lost and found box near the main office.

Parents/guardians/families may come in any day between 8:00 A.M. and 4:00 P.M. to search the Lost and Found. At the end of every Quarter, items left in the box may be donated to a local charity.

### Other Policies

For any situation or occurrence not specifically addressed in Memphis College Prep's Family Handbook, Memphis College Prep defaults/adheres to the current Shelby County School Policy.

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### **Memphis College Prep Board of Directors:**

The Board of Directors sets all policy for the school. The Board consists of the following members:

- **Tyree Daniels, Chair,**  
Sr. Vice President, Raymond James
- **Maggie Cooper, Vice-Chair**  
Attorney, Thomason Hendrix Harvey Johnson & Mitchell, PLLC
- **Sean Montesi, Treasurer**  
Investment Professional, Gerber/Taylor Management Co.
- **Andrew Holmes**  
Legal Counsel, Executive Financial Services Inc.

The Board meets monthly while the school is in session. Board meetings will be held at the school at 5:30 PM on the last Tuesday of each month. A full calendar of meetings will be updated on the school website. Meetings are open to family members and other members of the public



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### Contract of Mutual Responsibilities

At Memphis College Prep, we recognize that all members of the school community must work together in order to create an environment conducive to academic excellence. Every child learns best when his or her family is actively involved in the child's education and abides by the school's cultural expectations. Parents, students, and the school's administration, teachers and staff all have responsibilities to promote student learning and growth. Please read the school's cultural expectations as they are outlined below. School personnel, students, and all parents/guardians need to sign this contract, indicating a willingness to uphold our responsibilities as active participants within the community.

<b>STUDENT: I agree to:</b>	
<ul style="list-style-type: none"> <li>● Arrive at school on time, in compliant uniform and attend classes prepared to work;</li> <li>● Commit myself to achievement all day, every day;</li> <li>● Make the school a safe and orderly environment by being respectful and courteous;</li> <li>● Complete homework assignments thoroughly and on time;</li> <li>● Follow the school's rules and accept responsibility for my actions.</li> </ul>	
Student's Name (Print):	
Student's Signature:	DATE:

<b>PARENT(S) / GUARDIAN(S): I / We agree to:</b>	
<ul style="list-style-type: none"> <li>● Ensure my child arrives to school on time (between 7:15-7:45) and in a compliant uniform</li> <li>● Communicate regularly with my child's teachers and advisors;</li> <li>● Make the school a safe and orderly environment by being respectful and by supporting the school in its efforts to promote my child's courteous behavior;</li> <li>● Support my child by maintaining high academic and behavioral standards;</li> <li>● Attend all mandatory parent-teacher conferences or meetings;</li> <li>● Check and sign my child's homework every night to ensure it is completed thoroughly</li> <li>● Follow the school's rules and consequences while accepting responsibility as a partner in my child's learning.</li> <li>● <b>I understand that failure to uphold my listed responsibilities as a Memphis College Prep parent may lead to dismissal from the school.</b></li> </ul>	
Parent/Guardian's Name(s) (Please print):	
Parent's Signature(s):	DATE:

<b>ADMINISTRATORS AND TEACHERS: We agree to:</b>	
<ul style="list-style-type: none"> <li>● Arrive to school on time to provide for an academically rigorous college preparatory environment;</li> <li>● Make the school a safe and orderly environment by being respectful and by supporting the school in its efforts to promote the students' courteous behavior;</li> <li>● Communicate regularly with families;</li> <li>● Assess students regularly and fairly; and</li> <li>● Follow the school's rules and accept responsibility as partners in the students' learning.</li> </ul>	
Name (Print):	
Signature:	DATE: