



Family Handbook

2024-2025

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 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 8:15 AM at the conclusion of breakfast. Students who arrive after this time **must** be signed in at the main office; these students are considered tardy and will be sent directly to their homeroom. Breakfast is served from 7:45am to 8:15am.

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 3:15 pm on regular days and after 1:30 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. Anyone checking out a scholar early must present their photo identification and be on the student's Child Authorization Form.

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 Schools 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:

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.

Death or serious illness within the student's immediate family.

When the student is officially representing the school in a school sponsored activity.

Special and recognized religious holidays regularly observed by persons of their faith.
Legal court summons not as a result of the student's misconduct.
Extenuating circumstances over which the student has no control as approved by the principal.

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 2023/2024 YEAR	ABSENCES (UNEXCUSED)
5	Letter From MCP Truancy Coordinator Group Attendance Meeting / Attendance Plan (Home Visit for non-attendees)
10	Mandatory Meeting Revise Attendance Plan Home Visit for Non-Attendees Possible Retention of scholar
15	Referral to Shelby County Juvenile Court in accordance with Truancy Court

Please Note:

1. Absences for disciplinary reasons (suspensions, expulsions, etc.) will be counted as excused absences.
2. Excessive absences and/or tardies are grounds for retention at Memphis College Prep.

Truancy:

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 7:45 A.M. Exceptions will be made only if there is a prior scheduled appointment with staff.
- Scholars are not permitted to be on campus without parental supervision prior to 7:45 a.m.
- Student drop-off is located on 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. Drop-off begins at 7:45am and no scholars are to be dropped off and left unsupervised prior to this time.
- **Do not drop scholars off at the sidewalk, down the street, or across 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.**
- Doors close promptly at 8:15 A.M. each morning. Scholars not inside the building by 8:15a.m. are considered tardy. See above “tardy” section for more information.
- Beginning at 8:15am a parent must come in and sign the scholar into the Tardy Log so their attendance may be inputted for the day. Students who are not signed in by a parent/guardian will be marked as an unexcused tardy.

Dismissal:

- Monday-Tuesday & Thursday-Friday school officially ends at 3:45pm.
- The dismissal window Monday-Tuesday & Thursday-Friday is from 3:45pm – 4:15pm.
- Every Wednesday the school day officially ends at 1:45 PM for grades K-5.

- The dismissal window on Wednesday is from 1:45pm – 2:15pm.
- Families are responsible for picking up students. No student will be allowed to leave the school without an adult escort who is not their 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.
 - In the case of emergency, an MCP administrative team member may allow a scholar to leave with an adult once given verbal permission from a parent/legal guardian.
- The person picking up a scholar is required to have a valid identification that matches student records, or the parent must submit a signed note to Memphis College Prep, prior to the person picking up.
- Families **MUST** submit a release form (provided at time of enrollment) 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 noon the day of pickup.
- Memphis College Prep has the right to deny pick-up to anyone that is not listed on the child pick-up authorization form.
- In the event of a joint/shared custody, MCP will act based on all legal court documents provided to the school.

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 weekly 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 responsibility.

Daily Homework includes:

Reading: CKLA or AllMemphis Curriculum assignment, and Reading log (minutes assigned by teacher and will vary by grade level and their independent reading level).

Math: Practice Problems

Parents are responsible for ensuring the neatness and completion of homework. In addition, parents are responsible for signing their scholar's reading tracker daily.

Scholars who repeatedly have no homework or incomplete homework will be required to complete homework during recess, or at another time determined by the classroom teacher.

Independent Reading:

Research shows that the #1 way to improve a student’s academic performance 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, weekend and during any vacations.

Here are 6 powerful strategies to help with reading:

1. Read aloud with your child. The read-aloud routine you started from birth will still be used in the classroom as a strategy for pointing out different perspectives within a text. Now that your child is older, you can take turns reading chapters from a book of their choice. There’s no age limit for being read to!
2. Encourage all reading. Always keep a variety of quality reading materials within reach. These can be books, magazines, newspapers, or digital content if your children use the internet. Books should be age-appropriate, but don't discourage their interest — advanced readers enjoy re-reading favorites from childhood as much as they do trying books above grade level.
3. Write down (and look up) unknown words. Your child will encounter many more unknown, particularly multisyllabic, words during the stretch. Make learning these words fun by encouraging them to write down any unknown words in a journal, then you can look them up together in the dictionary. Here’s a tip: Have your child try to identify the meaning of the word first using context clues.
4. Encourage reading for information. In the upper grades there’s an expectation your child can analyze and summarize complex concepts. Nonfiction demonstrates how information can be packaged and presented for deeper understanding, whether through graphs and charts or a chronology of events. This includes news, which you can read with your child daily and talk about at the dinner table.
5. Discuss the books your child is reading. Being able to talk about different character (or narrator) perspectives and how they affect the overall content of a book is a hallmark of the upper grades. Ask your child about what they’re reading: what an author's main theme is, how the characters are alike and different, what your child likes and dislikes about the story, and how it compares to other books they’ve read.
6. Expect reading to not progress at times. Following some big leaps in their progress, your child may stay at the same reading level for several months — and that’s OK! Encourage them to read what interests them, even if it’s an old favorite. If they’re struggling with a text, reading the same material along with them will give extra motivation to finish.
7. Set a good example. You are your child’s best role model. If you want them to love reading, show that you do, too. Read in front of them every day, for pleasure and for information.

Assessment

Memphis College Prep is a data driven school. We employ multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Memphis College Prep scholars will participate in Tennessee state testing (grades 2 through 5), Measures of Academic Progress

(NWEA-MAP) in K-5, interim assessments, writing prompts, and Dibels in K-5. Teachers analyze the results to inform their instruction, identify students in need of extra help, and assess the overall effectiveness of the school's curriculum. Scholar results will be shared with families through the report cards and conferences/data discussions.

School Culture

Culture of Excellence:

Dramatic student achievement gains start with a safe school and an airtight school culture. Our sky-high expectations are clear and consistently enforced. Beginning in kindergarten, students are in classes named after colleges, see college banners throughout the building, and are referred to by their year of college 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 Excellence.**

We sweat the small stuff and expect respect, courteousness, and structure to reach our ambitious goals. Our school culture relies on institutional systems that support students in taking ownership for the school and responsibility for their actions and academic achievement. At the same time, we work hard to foster a culture of joy and love of learning. Our school is warm, inviting, and a safe place where students know that much is expected. Students at Memphis College Prep understand that teachers and school leaders are there to support and encourage them along the way. College chants, cheers, and celebratory high fives are commonplace. In line with our mission, college is at the heart of everything we do.

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 – or 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 foundational to our school culture.

RISE To Excellence System (K-5):

We align our core values (Respect, Integrity, Scholarship, and Excellence) to a digital behavior tracking system (SchoolRunner). Teachers use this system to give scholars feedback on the behaviors that do and do not show our core values. Every week, the culture dept. will send home a summary of the behaviors for the week using the SchoolRunner Behavior Slips.

Here is a sample report:

Student Last, Student First Student ID# _____ Memphis College Preparatory
Elementary Tuesday, July 18, 2023

Detention Summary

	Glows Earned	Grows Earned	Total Model Scholar Balance
Tuesday			0
Totals	0		0
Previous Balance			1,513
Balance			1,513

I have reviewed this with my child: _____ (parent signature)

As teachers observe exemplary learner behaviors throughout the day, they may reward scholars with RISE Points. Scholars may lose RISE points for minor infractions, lack of participation or a lack of engagement with instructional content. Multiple gains and losses of points are possible each day. If a scholar has had outstanding behavior (positive or negative), teachers and administrators will be in contact that same day, to help families encourage positive behavior and support behavior that still needs work.

Scholars begin each day with 10 RISE Pts. Scholars who demonstrate RISE values throughout the day may progress and collect more RISE points. Scholars who are lacking in their demonstration of the RISE values will have RISE Points deducted. Scholars are able to redeem RISE points on Fun Friday in the RISE Store and/or 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:

LEVEL I VIOLATION	DESCRIPTION
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: Un-tucked shirt No belt Inappropriate dress, shirt, pants or shorts on dress down days, etc.
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: Rolling eyes, Sucking teeth Talking back / Silently mouthing words Defiantly folding arms Pouting Avoiding eye contact Slouching in chair, etc. Inappropriate words or responses, included but not limited to: Saying “No” after receiving directions from an adult “I don't care.” or “Whatever.” “Shut up.”
Disruptive Behavior	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: Disruptive behavior, including disruptive outbursts, talking while others are talking, throwing objects, and inappropriate gestures and sounds. Sleeping in class or putting head on desk Being unprepared, e.g. not having proper supplies & books Leaving class without permission and without a hall pass Wearing headphones except for approved instructional purposes 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

Gum & Other Food	Gum chewing is prohibited in the building. There is no eating and/or drinking allowed in class. Lunch should be stored in lockers and then taken to and eaten in the cafeteria.
Environment	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.
Lapse of Integrity	Attempt to deceive or mislead by verbalizing intentions that misrepresent a student's actions when questioned by school personnel.
Student Personal Electronics	<p>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 at the front office during school hours.</p> <p>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.</p> <p><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></p>
Consequences	<p>May include but are not limited to the following:</p> <ul style="list-style-type: none"> Restorative consequence(s) Loss of classroom privileges Parent phone call <p>Repeated offenses may lead to further consequences Uniform infractions require students to change. All students must be in the correct uniform to enter their respective classroom.</p>

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 have a **significant negative** impact on Memphis College Prep's high achievement culture and community of safety, respect, and cooperation. Level II Violations include, but are not limited to:

LEVEL II VIOLATION	DESCRIPTION
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, 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. Yelling at the teacher Talking back in a disrespectful manner
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.
Consequences	May include, but not limited to the following: Restorative consequence(s) Parent/guardian meeting In-school suspension Out-of-school suspension (1-3 days) Disciplinary hearing Not participating in school-wide events, including Fun Friday and Monthly Celebrations.

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:

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:

LEVEL III VIOLATION	DESCRIPTION
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, paintball 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 a 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 acts: (1) directed at another student or students; (2) which occurs in a school setting; (3) that is severe, persistent or pervasive; and (4) that has the effect of doing any of the following: (i.) Substantially interfering with a student's education; (ii.) Creating a threatening environment; or (iii.) Substantially disrupting the orderly operation of the school; and "school setting" 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.

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 (Fighting/Assault)	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.
Consequences	<p>May include, but not limited to the following:</p> <ul style="list-style-type: none"> Restorative consequence(s) Parent/guardian meeting In-school suspension Out-of-school suspension (1-10 days) Expulsion (11-180 days) <p>Possible outcomes of a disciplinary hearing:</p> <ul style="list-style-type: none"> Return to community Return to community under contract Disciplinary transfer to an alternative placement (external) Recommendation for expulsion hearing

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.

Memphis College Prep Discipline System:

Referrals:

Scholars who demonstrate prolonged or significant behavior disruptions during the day will earn a referral to the Culture Department. This referral will be handled by the Deans of Culture, Family Engagement Coordinator, and/or Principal. Referrals are documented records of a scholar's behavior; these records will follow a scholar as they progress through the school system. All referrals are tracked, parents are notified, and written notice is sent home with the scholar. Scholars who earn multiple referrals will receive behavior contracts, intervention plans, or other services to prevent future referrals

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 Principal designee. Students have the responsibility to make up exams and work missed while suspended and shall be permitted to complete assignments within Board determined guidelines. Students who are suspended may NOT attend any school functions or be present on campus during the term of their suspension.

This includes but is not limited to Memphis College Prep sponsored tutoring, concerts, clubs, and celebrations.

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 or the Principal's designee (Deans of Culture) have sole discretion to issue in-school suspensions. (*SCS Policy #6022*)

- Parents/guardians will be informed of the in-school suspension date.
- These scholars will receive all of their breakfast, lunch, and restroom breaks as normal, but they will not participate in daily activities such as recess 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 one (1) 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 Principal designees have sole discretion to issue out-of-school suspensions from one (1) 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 reinstatement 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 steps are complete. These days will be considered unexcused absences.

Other Notes:

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.

Expulsions:

Expulsions vary in length from eleven (11) days to the remainder of the school year or one (1) calendar year for state-mandated expulsions. [Any single suspension in excess of ten (10) consecutive days or multiple suspensions totaling 15 days in one month is an expulsion.] The principal may issue expulsions 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. (Shelby County Student/Parent Handbook)

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 and on the SCS website.

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, 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):

If, at the time of the suspension, the Principal or Principal designee, 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.

4. The Principal or Principal designee 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.
5. The appeal from this decision shall be to the disciplinary hearing authority appointed by Memphis College Prep. The disciplinary hearing authority shall consist of the Chair and Vice Chair of the Memphis College Prep Board of Trustees.
6. 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 Principal designee 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. If not appealed, 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, 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 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 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 be 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.

Uniform Requirements: (K-5th):

	Gentlemen	Ladies
Shirt & Undershirt	Light blue, white, or yellow long or short-sleeved Polo style shirt with <u>Memphis College Prep logo</u> . An undershirt is optional, but should be a plain white, black, or navy blue (no logos) if worn.	

Pants & Shorts	Navy blue or black 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, black, or navy socks.	Plain, white, black, or navy socks or tights. (plain with no pattern).
Shoes	Scholars are able to have creative expression with their shoes this year!	
Belt	A belt is required, and it must be one solid color with a (non-removable) buckle.	
Skirt/Jumper (Optional)		Plain light blue blouse with Memphis College Prep logo. Navy jumper with Memphis College Prep logo
Sweatshirt (Optional)	MCP Logo sweatshirt with MCP logo shirt underneath.	

Cell Phone Policy: (K-5th):

Cell Phones	Cell phones are not permitted. See student personal electronic section of Level I Disciplinary violations.
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Professionalism Parties:

Scholars with 0 uniform violations in a month will be invited to a Professionalism Party to celebrate meeting the uniform expectations daily. Any scholars with 0 uniform violations for the year will be awarded a Memphis College Prep sweatshirt for the 2023-2024 school year.

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 scholar, 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/MCP Social
- Open Enrollment

- Truancy Night
- Parent Board Representative
- Conferences and data meetings 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**
- Homework, Independent Reading, and RISE to Excellence Behavior Slips
- Family-Educator Collaboration Meetings

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
 - Chaperone field trips
 - Assist with student recruitment
 - Support other Memphis College Prep families and our mission of college graduation for all scholars.
- **Monthly Newsletter:** 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.
 - **Weekly Memo:** Each week your scholar will bring home a weekly s that has two sides. The front will be important reminders for the week and upcoming information about the schedule/calendar. The back of the memo will include a brief academic hit for your scholar’s grade level. This is a great way to learn more about what your scholar will be learning about the following week.
 - **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.**
 - **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 via email or phone.
- **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.
- **Social Media:** MCP uses the following social media platforms to send out reminders and share the success of our community. Follow us today!
 - **Facebook:** Memphis College Prep
 - **Instagram:** @memphiscollegeprep
 - **Twitter:** @MemCollegePrep
- 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.

Scholar 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, and other measures.** Behavioral concerns will not affect decisions about promotion/retention. Conversations regarding retention will be handled by the Principal.

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 2023-2024 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, trusted social media, 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 Bus Transportation

Transportation to and from school is the responsibility of the student's parent/guardian. Memphis College Preparatory will not be responsible nor offer transportation services for students.

School Lunch Program

Both breakfast and lunch will be available at Memphis College Prep through Shelby County Schools.

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

- **Memphis Shelby County Schools provides MCP with meals**
- **Breakfast and Lunch options are dependent upon what is delivered and what quantities have been provided for the day**
- 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.

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 counterproductive 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. If a scholar does have these items they will be taken and returned at the end of the day. If the items are already open they will be thrown away.

*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.

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 problems 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, MCP cannot administer over the counter medicines. Memphis College Prep can administer any prescription medicine that has been delivered to the main office by a parent/guardian that has completed all of the necessary paperwork. Medicine is administered by a trained Memphis College Prep staff member.

Do not send any medication to school in a scholar backpack, this is dangerous, and will not be tolerated. Should medication be found in a scholar's backpack it will be taken and stored in the main office until a parent/guardian can pick it up. The scholar will receive a consequence based off of Memphis College Prep and Shelby County Policy.

All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered. Scholars are permitted to bring Chapstick or Vaseline for their use.

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 and receive a pass at 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 discuss what they observed with the teacher through email or phone during a planning time or after school.

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.

Visitors must gain access through the main building doors. He/she must show their identification to the camera at the entry doors to gain access to the building. Visitors will be required to show their identification for pick-up or for observations.

Department of Children Services (DCS)

Per law, Memphis College Prep will have identified Department of Children Service workers to meet with scholars upon request. Memphis College Prep will not notify parents of this meeting prior to.

Note to Parents: Memphis College Preparatory Charter School is one of the safest places for students to be during most crises or natural disasters. The following emergency procedures have been established to keep them safe:

- In most cases, students will be kept at school until the emergency is determined to be over. For example, a chemical spill may delay student release when there is risk of exposure.
- Under certain circumstances students may be evacuated to another site. If this occurs, parents will be notified through the school website, announcements on local radio and television stations, and through phone calls made to contacts found on the student's Emergency Care Card (ECC).
- We ask parents and guardians not to telephone the school and tie up the few telephone lines that will be needed for emergency use. The best place to get current updates is to visit the school's website which can be accessed at www.Memphiscollegeprep.org.
- Students will be released to parents who come to get them. Procedures for release to other authorized parties, however, will not occur unless pre-release is documented on the student's Emergency Care Card, which is filled out at the beginning of the school year. Parents must keep information on the ECC current.
- The family information center will provide up-to-date information on the incident, the status of their children and information on what parents can do to assist.

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, Principal, or Director of Operations. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- 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. 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 Director of Operations 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, except for the Department of Children Services, without consent by the parent/guardian.
3. **Video Recording:** Memphis College Prep believes that the education of children is a joint responsibility, one that it shares with parents and stakeholders of the school community. Memphis College Prep realizes it has the responsibility of protecting the rights of students in keeping and sharing student records. Photography and recording audio or video is generally prohibited during the instructional day on Memphis College Prep property, as it frequently materially interferes with our school's educational mission. The Executive Director or Board Chair has the ultimate authority to determine whether photography or audio video recording should be permitted, to support the mission of Memphis College Prep.

Other Information and Policies

Lost and Found:

A distressing amount of clothing is lost, found, and unclaimed each year. Write your scholar's name in their clothing, hats, caps, wraps, and backpacks so that we may promptly return lost articles to him/her. Lost articles are turned in to the office and placed on the Lost and Found rack in the MPR. Scholars should check for lost articles there. Valuable items or toys, including electronic toys, should not be brought to school. We are not responsible for lost items.

Before the holidays, our facilities staff will put the Lost and Found rack near the car pickup line where you may come by to find untagged items that may be your scholar's. Any items that remain will be donated to a charity. We donate all unclaimed items to an appropriate charity 2 times a year.

Lost & Found Rack: Backpacks, Coats, Hats, Lunchboxes, Sweaters, and Water Bottles.

Lost & Found in the Office: Glasses, jewelry, wallets, purses, small personal items

Outside of School Hours:

Memphis College Prep is held harmless for any incident that may occur while my child is in the care of a Memphis College Prep employee outside of Memphis College Prep working hours; including the transportation of the scholar in an employee's private vehicle.

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.

Memphis College Prep Board of Directors

The Board of Directors sets all policies for the school. The Memphis College Prep Board of Directors reserves the rights to revise, add, or delete from this handbook. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting. The Board consists of the following members:

Tyree Daniels, Chairman

Public Finance Investment Banker, Duncan Williams Inc.

Sean Montesi, Vice Chairman

Investment Professional, Gerber/Taylor Management Co.

Zachary Knight

Accountability Specialist, Colorado State University

Demar Roberts

Executive Vice President, First Choice Sales and Marketing Group

Ashley Patterson

Chief Operating Officer, Reaves Law Firm, PLLC

Kennard Speed,

Director, Teacher Leadership & Development, Teach for America

Logan Welk

Chief Executive Officer, Blue Note Bourbon

The Board meets monthly while the school is in session. Board meetings will be held at the school at 12:00 PM on the last Wednesday of every other month. A full calendar of meetings will be updated on the school website. Meetings are open to the public.

Parent/Guardian Grievances Protocol:

Memphis College Prep's Board of Directors has the following Grievance Policy as a guide for parents/guardians to solve possible grievance issues in the most effective manner.

The following procedure will be followed whenever a parent/guardian has a particular grievance:

- 1:** The parent/guardian is to set an appointment to meet with the teacher or staff member involved in the grievance. The teacher and/or the parent/guardian may request that the principal or his/her designee be present. Appointments may be requested by calling the school or by email.
- 2:** If the issue is not resolved, the parent/guardian may ask for a meeting with the Director of Curriculum and Instruction, Gabrielle Westbrook or the Director of Operations, Fadra Green. The Director of Curriculum and Instruction or the Director of Operations may request that a teacher/staff member may be present. Meetings may be requested by calling the school or by email.
- 3:** If the issue is not resolved, the parent/guardian may ask for a meeting with the Managing Director of School, Genesis Parker. The Managing Director may request that the teacher/staff member(s) may be present. Meetings may be requested by calling the school or by email.
- 4:** If the issue remains unresolved, the parent/guardian is requested to write a letter of grievance addressed to the Memphis College Prep Board Chair, Tyree Daniels for final decision. The letter may be sent to tyreedaniels@bellsouth.net or sent to 1500 Dunn Avenue Memphis, TN 38106, Attn: Tyree Daniels.

Important Contacts:

Gabrielle Westbrook, Director of Curriculum & Instruction: gwestbrook@memphiscollegeprep.org

Fadra Green, Director of Operations: fgreen@memphiscollegeprep.org

Genesis Parker, Managing Director of School: gparker@memphiscollegeprep.org

Tyree Daniels, Memphis College Prep Board Chair: tyreedaniels@bellsouth.net

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.

STUDENT: I agree to:	
Arrive at school on time, in compliant uniform and attend classes prepared to work; Commit myself to achievement all day, every day; Make the school a safe and orderly environment by being respectful and courteous; Complete homework assignments thoroughly and on time; Follow the school’s rules and accept responsibility for my actions.	
Student’s Name (Print):	
Student’s Signature:	DATE:

PARENT(S) / GUARDIAN(S): I / We agree to:	
Ensure my child arrives to school on time (between 7:45-8:15) and in compliant uniform Communicate regularly with my child’s teachers and advisors; 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; Support my child by maintaining high academic and behavioral standards; Attend all mandatory parent-teacher conferences or meetings; Check and sign my child’s homework every night to ensure it is completed thoroughly Follow the school’s rules and consequences while accepting responsibility as a partner in my child’s learning.	
I understand that failure to uphold my listed responsibilities as a Memphis College Prep parent may lead to dismissal from the school.	
Parent/Guardian’s Name(s) (Please print):	
Parent’s Signature(s):	DATE:

ADMINISTRATORS AND TEACHERS: We agree to:
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Arrive to school on time to provide for an academically rigorous college preparatory environment;
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;
Communicate regularly with families;
Assess students regularly and fairly; and
Follow the school's rules and accept responsibility as partners in the students' learning.

Name (Print):

Signature:

DATE: