



Student and Family Handbook

DRAFT

Intrepid College Prep equips every scholar in grades five through twelve with the academic foundation, financial literacy, and ethical development necessary to excel in selective colleges, earn professional opportunities, and demonstrate positive leadership.

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March 16, 2013

Dear Families,

Welcome to the Intrepid College Preparatory Charter School community. We are excited that you and your student have chosen Intrepid.

Intrepid College Prep is founded upon the belief that families need one school to close two gaps – the academic achievement gap and the intergenerational wealth gap. You are our partners in this work and we look forward to the successes of the inaugural class of Intrepid College Prep students, the Class of 2025 – so called because that is the year when our first class of Intrepid College Prep alumni graduates from college. Within a seamless middle to high school, our students receive a high quality college preparatory education that equips them to excel in selective colleges, earn professional opportunities, and demonstrate positive leadership. In Opportunity Academy (5-8), middle school students learn the foundational skills needed to master rigorous high school curriculum. In Independence Academy (9-12), college preparatory coursework continues with more rigor and challenging courses – Advanced Placement courses in core subjects, foreign language instruction in Latin and four years of college level financial literacy classes. Our BIG GOAL is that Intrepid College Prep alumni graduate from college, armed with the academic knowledge and financial literacy, entrepreneurship, and leadership skills needed to make smart choices in the future and have positive impact in their community.

We have assembled this handbook to provide you with as much information as we can about the coming school year. The following pages contain information about our program, academic supports, and the discipline and uniform policies. They also include important information about other policies and procedures, so please read them carefully. Although we have tried to be as complete as we can be, we know that we may have not addressed all of the questions that you have. We encourage you to contact any one of us if you have concerns or need further information.

We want to highlight the section of this handbook that discusses your role in your student's experience at Intrepid College Prep. Our mission states: "Intrepid College Prep equips scholars in grades five through twelve with the academic foundation, financial literacy, and ethical development necessary to excel in selective colleges, earn professional opportunities, and demonstrate positive leadership." In order for us to realize our mission, we need your help. We believe that parents and guardians are critical partners to ensure their student's success. Whether through formal or informal discussions, school events or volunteer activities, we hope that we see and hear from you throughout the year. We look forward to working closely with you.

Sincerely,

The Staff of Intrepid College Preparatory Charter School



Estimadas familias,

Bienvenido a la comunidad del Colegio Intrepid Escuela Preparatoria Charter. Estamos muy contentos de que usted y su estudiante ha elegido Intrepid.

Intrepid College Prep se basa en la creencia de que las familias necesitan una escuela a cerrar dos brechas - la brecha en el rendimiento académico y la brecha de riqueza entre generaciones. Ustedes son nuestros socios en este trabajo y esperamos que los éxitos de la primera promoción de estudiantes Intrepid preparación para la universidad, la Clase de 2025 - llamada así por que es el año en nuestra primera clase de Intrepid College Prep ex alumnos graduados de la universidad. Dentro de un medio transparente a la escuela secundaria, los estudiantes reciben una universidad de alta calidad de la educación preparatoria que los preparen para sobresalir en universidades selectivas, obtener oportunidades profesionales, y demostrar un liderazgo positivo. En la Academia de Oportunidades (5-8), los estudiantes de escuela intermedia aprenden las habilidades básicas necesarias para dominar plan de estudios riguroso de escuela secundaria. En Independence Academia (9-12), los cursos de preparación universitaria continúa con más rigor y desafiantes campos - Cursos de Colocación Avanzada en las materias básicas, cursos de idioma extranjero en América y cuatro años de clases de nivel universitario de educación financiera. Nuestro gran objetivo es que Intrepid College Prep alumnos se gradúan de la universidad, armados con el conocimiento académico y el conocimiento financiero, el espíritu empresarial y las habilidades de liderazgo necesarias para tomar decisiones inteligentes en el futuro y tener un impacto positivo en su comunidad.

Hemos reunido este manual para ofrecerle toda la información que podamos sobre el año escolar que viene. Las páginas siguientes contienen información acerca de nuestro programa, apoyos académicos, y las políticas de disciplina y uniforme. También incluyen información importante acerca de otras políticas y procedimientos, así que por favor lea atentamente. Aunque hemos tratado de ser lo más completo que podemos ser, sabemos que es posible que no se han ocupado de todas las preguntas que usted tenga. Le animamos a ponerse en contacto con cualquiera de nosotros si tiene alguna duda o necesita más información.

Queremos destacar la sección de este manual que trata sobre su papel en la experiencia de su hijo en Intrepid College Prep. Nuestra misión afirma: ". Intrepid College Prep equipa a los académicos en los grados cinco a doce con la base académica, alfabetización financiera y el desarrollo ético necesario para sobresalir en universidades selectivas, obtener oportunidades profesionales y demostrar liderazgo positivo" Para que nos demos cuenta de nuestra misión, necesitamos su ayuda. Creemos que los padres y tutores son socios importantes para asegurar el éxito de su estudiante. Ya sea a través de discusiones formales o informales, eventos escolares o actividades de voluntariado, esperamos que vemos y oímos de usted durante todo el año. Esperamos con interés trabajar estrechamente con usted.

Atentamente,



BLUE CHIP TEAM DIRECTORY

SCHOOL STAFF

BLUE CHIP FACULTY

Chandler Black	5 th Grade ELA Teacher	(615) 810-8443 x 130	cblack@intrepidcollegeprep.org
Alycia Bobak	Prepster Support Teacher	(615) 810-8443 x 135	abobak@intrepidcollegeprep.org
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Bailey Jackson	5 th Grade Math Teacher	(615) 810-8443 x 133	bjackson@intrepidcollegeprep.org
Emily Price	6 th Grade Math Teacher	(615) 810-8443 x 138	eprice@intrepidcollegeprep.org
Lizzie Stewart	6 th Grade Science and SS Teacher	(615) 810-8443 x 139	lstewart@intrepidcollegeprep.org

SCHOOL LEADERSHIP

Michael Bartha	Director of Academic Achievement	(615) 810-8443 x 141	mbartha@intrepidcollegeprep.org
Mia Howard	Founder and Executive Director	(615) 200-0131 x 102	mhoward@intrepidcollegeprep.org

ADMINISTRATIVE STAFF

Beatriz Martinez	Family Outreach Associate	(615) 810-8443 x 104	bmartinez@intrepidcollegeprep.org
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TaNisha Smith	Director of School Operations	(615) 810-8443 x 101	tsmith@intrepidcollegeprep.org
Cody Stephenson	Prepster Support Coordinator	(615) 810-8443 x 127	cstephenson@intrepidcollegeprep.org

BOARD OF DIRECTORS

Our Board of Directors is led by John Barton, Board Chairman. John can be reached at (615) 770-4241 or at board@intrepidcollegeprep.org.



OUR MISSION

Intrepid is more than a school. Intrepid is a mission. Our mission is to be a high-performing public school that takes any student who is chosen in our random lottery and prepares him or her with the knowledge, skills, and character to go on to college and lead a successful, happy life. Once students are inducted into our school community at Intrepid Institute, they become “prepsters” in Opportunity Academy Middle School and “scholars” in Independence Academy High School. We fulfill this mission by being focused on the needs of our prepsters as they transition from elementary to middle school and from high school to college and every day in between. We fulfill our mission by building a real community that shares our core values and supports each other, and by using every minute of the day to help our prepsters achieve academically and personally.

Intrepid College Prep expects more from its prepsters, more from its parents, and more from its teachers and leaders. For only by expecting more can we achieve more. This maxim is embodied in our school motto “High Expectations. Hard Work. College Bound.” We challenge ourselves, our students, and our families to reach higher, work harder, and learn more than any of us have been asked to before. This challenge requires us to be both warm and strict. Our students may come from difficult circumstances so we must be strong and demand excellence in spite of adversity. At the same time we must let them know we care deeply for them as people. This tricky balance between warmth and strictness, also known as the “Huxtable Effect” after one of America’s favorite sitcom dads, Bill Cosby, will truly help our prepsters succeed. We show our students the deep care and respect we have for them and for our profession while still holding them accountable to the highest standards for work and behavior.

If we truly care about our students we need to draw on teacher talent and school supports to ensure that they have the skills they need to succeed. If we only show caring but do not give them the tools for college completion, we have not achieved our mission. We must ensure that Intrepid prepsters have the skills that will open doors of opportunity and give them the independence to choose a future that will be positive, powerful, and enriching. Our prepsters need a strong knowledge base, the ability to read, write, calculate and problem-solve well. They must be able to analyze, synthesize, apply and evaluate – to think well. Academics come first at Intrepid.

One of the greatest motivators is success. We need to help our prepsters become legitimately successful. We accomplish this not by giving false praise to bolster self-esteem but from the integrity, accountability, and gratification attained from real learning and real work. Our prepsters must see and believe that they can achieve. Honest success increases belief, and belief will motivate them to work for greater success. But in order for our students to be successful and make it to college, we must be tenacious with them. Intrepid sets a high bar for our prepsters to get over. We cannot lower our high expectations nor can we feel we have done enough if any number of our students fails. So we must cajole, push, coax, demand, and even drag our students until they get over this bar. Again, we must do whatever we would do for our own children to ensure they get over the bar. Only this kind of intrepid attitude will achieve a goal that has eluded so many other public schools – 100% college completion.

Blue Chip teaching is the answer. Blue Chip teaching is urgent, rigorous, and joyful. Blue Chip teaching makes all the difference because it is focused on attaining mastery of important standards; is focused on what students actually learn, not just on what we teach; and it focuses on prepsters staying engaged, working hard, and having fun. We should not minimize the importance of making learning enjoyable, nor should we ever minimize the importance of real results. Real learning yields real results on tests. Remember that teachers are the soul of the school. It is the teachers who make the real difference in the lives of children and teachers who make results happen.

However, we must confront the brutal facts about systemic, personal and academic challenges. The challenges of life for students in Nashville (drop out rates for Hispanic students in Antioch high schools top 50%) can breed anger, despair, and hopelessness. The gains we make every day must not be undermined by forces of negativity. We must work every day to get our prepsters to believe and see the vision of excellence and lifelong success that we have for them. We must work to get them to internalize it – to truly Be Intrepid. We must be strong, relentless, tenacious and loving with an almost religious zeal. Nothing should be able to stop us from our collective college completion goal – not poverty, not racism, not homelessness. None of these should keep us from teaching well. We make no excuses.



CODE OF CONDUCT

Intrepid College Preparatory charter school of Nashville is characterized by a culture that is urgent and joyful. The ethos of the community is integrity and accountability. Discipline and order exist in a school when students are known and cared for by all of the faculty and staff and when their life within the school is meaningful. Given the sense of community within the school and the active engagement of students in their learning, there will be less opportunity for disruption and problems. Blue Chip teachers and leaders strive to ensure that rules are fairly and consistently applied.

CORE VALUES

Five core values – professionalism, rigor, initiative, discipline, and endurance – are at the heart of Intrepid’s community and represent the cornerstones of the school’s Code of Conduct. We expect that students will live by these values.

Professionalism

We prepare to learn every day by arriving to school in full uniform, completing homework assignments, and bringing all necessary books and supplies.

We show respect at all times for each other, for property, for differences, and for opinions different from our own.

We are honest with each other.

Rigor

We work hard to surmount academic challenges and reach academic goals.

We are committed to the highest levels of achievement: academic, financial, social, and personal.

We reflect on our learning and commit to data-action.

We strive for precision and accuracy with an emphasis on explaining why and how we arrive at the right answer.

Initiative

We believe we are masters of our own destiny and that we have the power to control our lives and shape our future.

We take care of each other.

We help each other. We notice when someone needs help and we lend a hand.

We get involved to solve problems when members of our community are in trouble.

Discipline

We follow directions the first time.

We do the right thing even when no one is looking.

We do the right thing even when doing the right thing is difficult.

We do not hurt each other physically or emotionally.

Endurance

We participate fully in everything we do. We do not do not do things halfway.

We show courage in the face of adversity.

We possess the work ethic to sustain academic and behavioral excellence.

THE IMPORTANCE OF TAKING INITIATIVE

“We are because I am.”

The most important value at Intrepid is initiative. Helping students develop the self-awareness, interest and confidence to take initiative is a school-wide goal and will be modeled by all adults at Intrepid. The code serves as the operational glue that fleshes out the relationship between the individual and the school community, holding the community together.

Our team is a collection of individuals and the success of our team and school community depends on individual accountability and individual initiative. Prepsters are expected to demonstrate the following elements of initiative:



ACT AS MASTERS OF THEIR OWN DESTINY by their manner and in their school uniform dress. Students are to carry themselves with a sense of dignity. Every prepster is college bound and is enthusiastic and engaged in the classroom as they prepare for college.

TAKE CARE OF EACH OTHER by showing support and encouragement; by refraining from insulting or humiliating others and by refraining from physically, emotionally, or sexually harassing other students; and by demonstrating sensitivity to physical, cultural, religious, gender, and sexual orientation differences, and refraining from the use of stereotypes.

HELP EACH OTHER by noticing when a peer needs help and lending a hand even if it is not asked of them; by pitching in to keep the school grounds neat and clean; and by listening and following instructions, being respectful in class, and honoring a teacher's need to present a lesson to the entire class.

GET INVOLVED TO SOLVE PROBLEMS by speaking up if and when you think or know something is wrong. If you see something, say something. We are only as strong as our weakest link and we depend on every prepster as eyes and ears to protect our school community.

ACADEMIC SUCCESS AT INTREPID COLLEGE PREP

Intrepid College Prep is committed to nurturing the growth and development of students as smart, financially prepared, ethical leaders while maintaining a rigorous academic program that prepares them to graduate from a four-year college. To achieve this goal, Intrepid College Prep operates on a longer school day for 190 days from 7:30 a.m. to 5:00 p.m.

A COLLEGE PREPARATORY CURRICULUM

Intrepid College Prep's Opportunity Academy curriculum is aligned to the Tennessee Curriculum Standards, Intrepid College Prep Standards, Intrepid College Prep Assessments, and the Independent Schools Entrance Exam (ISEE). In all of these ways, we are getting your child ready to succeed in a college-preparatory environment.

BLUE CHIP QUALITY TEACHERS

At Intrepid College Prep every teacher is a literacy teacher. This ensures that students receive reading and writing instruction across subjects and that all students master fundamental reading and writing skills. Teachers design exciting, innovative, and challenging lessons in the classroom while working longer hours than their peers in traditional public schools. Intrepid College Prep teachers know that students learn material much better when they see how it might apply to their lives and make their lessons relevant. They also foster a climate of success through positive dispositions, well maintained and decorated classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills.

Intrepid College Prep teachers are trained to move at a fast pace so that every minute of class time is utilized for instruction. Our Blue Chip teachers ask many critical thinking questions throughout the course of the day and pack each class with a number of activities designed to keep students motivated and on task.

ETHICAL CHARACTER DEVELOPMENT

Students will learn to live up to the core values each and every day – Professionalism, Rigor, Initiative, Discipline, and Endurance. Students learn that high expectations and hard work are the main ingredients in the recipe to college completion. We ensure that students create good habits of behavior by **sweating the small stuff.**



I. PROFESSIONALISM

A. ATTENDANCE AND LATENESS

Attendance Requirements

To succeed at Intrepid, prepsters must be present. So much learning goes on each day that cannot be sent home and made up. Students who miss a lot of school do not perform as well as those who attend every day. Therefore, students are to come to school unless they are so sick that they cannot function. In case of an absence, the school must be notified prior to 9:00 a.m. on the day of the absence. If a child will be out, the parent must call the school in the morning and explain what is wrong. A student's right to attend Intrepid is irrespective of his or her marriage, pregnancy, or parenthood status.

Excused and Unexcused Absences

In order for an absence to be excused, students must return to school with a doctor's note explaining the nature of the illness. All routine doctor and dentist appointments should be conducted after school hours and on weekends. If an appointment is scheduled on a school day during school hours, it is expected that the child come to school before the appointment and return to school after the appointment to finish the remainder of the school day. Students will not be excused from school for family vacations. Intrepid College Prep will only count as excused the following reasons for absence from school. If a student misses school due to suspension, these days will be treated the same as absences.

Please be aware of the following specific policies pertaining to excessive absences:

- **Excused absences** are defined as those that are accompanied by a doctor's note verifying the dates of absence due to illness, those that are due to a religious observance, those related to suspensions, or those which are due to a death in the family. Under certain circumstances, Intrepid will also consider IEPs, accommodation plans and individualized health care plans in determining whether an absence is "excused."

All other absences will be unexcused. If a student misses school, Intrepid College Prep staff will make reasonable efforts to contact the prepster's parent or guardian by telephone, writing, or in person.

CONSEQUENCES FOR ABSENCES

- **Four Absences in a Trimester:** If a student is absent four times in a trimester, it is considered a serious issue. At this point, the parent/guardian will be called to school to meet with the Executive Director. At the meeting the problem will be discussed and an attendance plan will be developed.
- **Five Absences in a Year:** If a student is absent five times in a year, it is considered a serious issue. At this point, the parent/guardian will be called to school to meet with the Executive Director. At the meeting the problem will be discussed and an attendance plan will be developed. **We must report students with five or more absences to MNPS. A failure to respond to notices regarding excessive absence will result in the school contacting the Metro Nashville Police Department and other authorities as required by law.**
- **Nine Absences in a Year:** If a student is absent nine times in a year, the student is considered truant. At this point, the student is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Executive Director. The Executive Director reserves the right to retain any student who misses nine or more days of school. **In addition, a report may be filed with the Department of Children's Services.**
- **Ten Unexcused Absences in a Year:** If a student is absent ten times in a year, the student will be considered a habitual truant and may not be promoted to the next grade. **At this point, the school leaders must make a mandatory referral to the court program as required by the Juvenile Court of Metro Nashville and Davidson County pursuant to T.C.A. § 49 6-3007.**



- **Fifteen Absences in a Year:** If a student misses **fifteen or more** days (including excused and/or unexcused absence/and partial absences) in one school year, the student will be automatically retained in the current grade.

Arrival & Early Morning Procedures

Intrepid College Prep officially opens its doors at **7:30 a.m.** each day. Prepsters can line up outside as early as 7:15 a.m. *Please do not schedule your child's earlier for earlier than 7:15 a.m.* In doing so, you bear the risk of your child waiting outside and being unsupervised. Unless they have made an appointment with individual teachers or other staff beforehand, students and families must remain outside the building until **7:30 a.m.** **These procedures are the same during inclement weather so please adjust your schedule accordingly during rainy days.**

Punctuality & Tardiness

Punctuality is very important at Intrepid College Prep. It is an important skill that students will need throughout their lives. At Intrepid, learning begins from the moment students walk in the door. For instance, during Brain Breakfast students engage in Advisory Conversations - discussions facilitated by Blue Chip teachers about books students are reading, current events, how students spent their weekend and other exciting topics. All students are expected to arrive at school no later than 7:30 a.m. **Students arriving at 7:41 a.m. or later are considered tardy. Late students receive a demerit,** which also results in the loss of PRIDE Shares.

Students who arrive close to 7:40 a.m. may not have enough time to finish breakfast, since activities such as AM Advisory begin promptly at 7:50 a.m. If you wish for your child to eat breakfast at school, your prepster must be in the building by 7:30 a.m. to have enough time to eat without being rushed.

CONSEQUENCES FOR TARDINESS

Four Tardies in a Trimester: If a student is late four times in a trimester, it is considered a serious issue. At this point, the Academic Operations Associate will call the parent/guardian. The problem will be discussed and an "On Time" plan will be developed.

Eight Tardies in a Trimester: if a student is late eight times in a trimester, it is considered a serious issue. Upon the eighth tardy the student will receive a one-day out of school suspension. Parents must meet with the Executive Director or Director of Academic Achievement before the student is allowed back to school.

Four Tardies Equals One Absence: Every four tardies will equal one absence and be recorded as such in the student's attendance record.

Since four tardies will be recorded as an absence, excessive tardiness is a truancy problem. If a student is absent nine times the student will be at risk of not being promoted to the next grade; some or all of these absences may be due to excessive tardiness.



B. CALENDAR AND SCHEDULE

Daily Schedule

At Intrepid College Prep, the daily middle school schedule is driven entirely by the mission of providing the excellent academic foundation necessary to excel in academically rigorous colleges and throughout students' professional lives. The nine and a half hour school day provides additional time on task to bring students to mastery and advanced proficiency of the college preparatory curriculum. In fifth through eighth grade, Intrepid College Prep students receive three periods of English Language Arts (180 minutes), two periods of mathematics (120 minutes), one period of social studies/science and one period of financial literacy daily. As a result, Intrepid College Prep students receive no fewer than 15 hours of weekly ELA instruction, 10 hours of math instruction, and no fewer than four hours of weekly social studies/science and financial literacy instruction. **The extended school day and extended school year result in approximately 78 more days of school per year than traditional MNPS district schools.**

Monday – Thursday

7:00 am	Blue Chip AM Huddle
7:30 – 8:10	Tutoring & Brain Breakfast
7:50-8:10	AM Advisory
8:10-9:00	Reading I
9:00 – 9:50	Reading II
9:50 – 10:05	Recess/Bathroom Break
10:05-10:55	Writing A
10:55-11:45	Math Procedures A
11:45-12:10	Lunch/Detention
12:10-12:40	Book Club
12:40-1:30	Math Problem Solving
1:30-2:20	Social Studies or Science
2:20-3:10	Financial Literacy
3:10-3:25	PM Advisory
3:25-4:15	FOCUS/MA/RA
4:15	Dismissal
4:15	HW Center, Detention Earned Enrichment

Friday

7:00 am	Blue Chip AM Huddle
By 7:30	Arrive at Intrepid
7:30 – 7:50	AM Advisory
7:50-8:20	PRIDE Circle
8:20-9:05	Reading I
9:05-9:50	Reading II
9:50-10:05	Recess/Break
10:05-10:50	Math A
10:50-11:35	Math B
11:35-12:20	Fitness
12:20-12:45	Lunch/Detention
12:45-1:30	Financial Literacy
1:30 – 1:45	PM Advisory
1:45 – 2:00	PRIDE Reports/Dismissal
2:00 – 5:00	Friday Extension Professional Development



Intrepid College Prep Charter School

Academic Calendar 2014-2015

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4*	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
Instructional Days: 0							Instructional Days: 20							Instructional Days: 20							Instructional Days: 19						
Professional Development Days: 14							Professional Development Days: 1							Professional Development Days: 1							Professional Development Days: 1						

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6														
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31							
30							Instructional Days: 15							Instructional Days: 18							Instructional Days: 19						
Instructional Days: 17							Professional Development Days: 0							Professional Development Days: 1							Professional Development Days: 1						

MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
29	30	31					Instructional Days: 22							Instructional Days: 20							Instructional Days: 4						
Instructional Days: 17							Professional Development Days: 0							Professional Development Days: 0							Professional Development Days: 2						

KEY	
	Half-Day (Release at noon)
	Regular School Day
	School Closed
	PD Day (No Prepsters / Staff Report)
	Literacy Night
	Cafecito
	Saturday Academy
	End of Trimester/Beginning of Trimester
	Parent/Teacher/Prepster Conference
	Parent University
	Half Trimester Progress Reports
	Trimester Exams
	TCAP Testing Window
*	First/Last Day of School

Days of Instruction: 190
Days of Professional Development: 21



Calendar

The Tennessee Public Charter Schools Act of 2002 requires that charter schools meet, at a minimum, the state's requirement for instructional time in other public schools (TCA 49-13-105). The Intrepid College Prep school year has 190 instructional days, divided into three trimesters and a week-long student orientation at the beginning of the school year. Prior to the start of the school year, the Executive Director meets with families twice once students are enrolled at a series of events called Parent University, which prepare families for the Intrepid College Prep experience. In addition to our extended school day and year, we also provide eight days of Saturday Academy for students that need additional time to achieve mastery of curriculum in preparation for TCAP exams and end-of-year comprehensive assessments.

C. STUDENT SUPPLIES

Being an Intrepid College Prepster means being prepared for class with the necessary supplies; this is an important component of being ready to learn. If students do not have pens, pencils, or paper, they may ask to borrow supplies from other students before class begins. Students without the required materials may receive a Demerit. Repeated occurrences of unpreparedness will result in a phone call home and Lunch Detention. During parent orientation, families will be given a list of supplies to bring in at the beginning of the school year (i.e. pencils, tissues, index cards, etc.). A yearlong amount of student supplies can be purchased through the school by paying a one-time cost of _____. Intrepid College Prep accepts cash, money orders and cashier checks.

Required:

- A 3" inch three ring binder
- Intrepid College Prep Academic Planner
- Supply of pencils (must be purchased separately; prepster is required to have 8 sharpened pencils in their pencil case at all times)
- Plastic pocket for pens and pencils (placed in binder)

Optional:

- Colored pencils, crayons, or markers
- Glue stick
- Small pair of scissors
- Erasers
- Personal pencil sharpener with cover
- Workbooks and textbooks
- Calculators (for use at school only)

Binders

Every student will receive a binder with tabs for each of his/her core subject classes. English tabs are red, math tabs are yellow and grey, science tabs are orange, financial literacy tabs are green and social studies tabs are blue. Each binder will be pre-stocked with a set of eight Write-On index tabs. Write-On tabs will allow students to write directly on the surface of the plastic tab with a ballpoint pen. These binders are reserved for all documents related to a given core subject. Teachers provide explicit directions and training on setting up, organizing, and maintaining the binders for their classes. Students are not allowed to write or draw on their core-subject binders or affix stickers to the binders. Doing so is considered destruction of property and will earn a child **In School Suspension**.



Special Events & Projects Binders

Every student will receive a 1.5" binder during new or returning student orientation. Each binder will be pre-stocked with a set of five Write-On index tabs. This binder is reserved for documents related to special events & projects including but not limited to the following:

- Student Orientation
- Enrichment courses such as Yoga, Chess Club, Art, School Newspaper
- Advisory Activities
- Community Service Day
- Other Non-Core Subject Field Trips

This binder should not be used for activities directly related to a core academic subject (i.e. academic field trips); rather, these documents should be filed in core subject binders.

Special events and projects binders should be stored in students' crates. These binders will rarely or never need to go home, but students are not prohibited from taking them home to work on a related assignment.

Students are not allowed to write or draw on their special events and projects binders or affix stickers to the binders. Doing so would be considered destruction of property and the child will earn **In School Suspension**.

II. RIGOR

A. HOMEWORK POLICIES AND EXPECTATIONS

Homework is an essential part of the Intrepid 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 Intrepid College Prep. It is essential that parents show interest in their child's homework and monitor progress each night.

Homework completion is mandatory for academic success. Homework includes 30 minutes of required reading every night (including weekends and holidays), for which a parent/guardian signature is required on the reading log. Homework must be completed in accordance with the following high expectations for hard work and professional homework completion:

- A. It is the student's responsibility to record homework each day in his or her Intrepid College Prep Academic Planner.
 - B. Completed homework must be reviewed and the homework planner must be signed nightly by the child's parent or guardian, or the child **will go to detention for failure to return a form**. (see Section IV for more about the school's discipline system).
 - C. In order for a homework assignment to be considered complete, it must:
 1. Be written in complete sentences
 2. Have the correct heading, including the student's first and last name
 3. Have no skipped questions – all questions must be attempted. If a child really is confused, he or she may restate the question and attempt to answer it.
 4. Have all questions answered. If a child completes every question on a homework assignment, it will be considered complete; however, teachers will still grade assignments. As such, children may still receive a low grade even on a complete assignment.
- If a child needs assistance with his or her homework, he or she must do the following in the order listed:
 1. Ask his or her parent or family member for assistance.
 2. Contact his or her teacher and leave a specific message. Children may only call their teacher one time. Multiple calls and calls with no message will not be returned.



3. Complete every question. Even if a child does not successfully reach any of the above resources, he or she must still complete every question on his or her assignment in order for it to be considered complete.

A child who does not turn in his or her homework assignments or turns in homework that is late, incomplete, or of poor quality (earning less than 70%) on any assignment will be required to stay after school to attend Homework Center. Please note that a homework is considered incomplete if a full heading (first and last name, the date, etc.) is not provided. Once a child is identified as needing Homework Center, his or her attendance is mandatory. If the problem continues then the parent will have to attend a meeting with the classroom teacher to develop an improvement plan.

- Homework collection and grading is completed **by no later than 11:00 a.m.** each day, and the Family and Community Outreach Associate contacts the parents of those students required to attend Homework Center by **12:30 pm.**
- Please note that Homework Center attendance runs from 4:15 p.m. until 5:00 p.m. and will require the parent to provide alternate transportation. This is why 100% Homework Completion daily is essential to avoid last minute changes to your schedule.

B. ASSESSMENT

Cycle of Assessments

We remediate academic gaps and challenge students with high levels of rigor using our cycle of assessments, which calls for frequent assessment and immediate intervention based on the results. Prior to the start of the school year and during the first week of orientation, students take baseline diagnostic assessments so that teachers can structure curriculum and instruction to meet students where they are and ramp them up quickly. Students are assessed on six-week cycles of assessments and are quizzed weekly on course content to provide multiple data points for teachers, students, and families. Data allows us to know what to reteach and how as all students move toward mastery of course content. Near the end of the year, students take TCAP exams in English Language Arts, Math, Science and Social Studies to measure mastery of grade standards.

C. GRADING POLICY

In Opportunity Academy, Intrepid College Prep Prepsters take 8 core academic classes—Reading Skills, Leveled Reading, Writing, Math Skills, Math Problem Solving, Science, Social Studies, and Financial Literacy--during a given school year. Except for Fridays, all classes are 50-minute periods. The school year is broken into three trimesters. The trimesters are long enough (approximately 13-15 weeks long) to allow Prepsters multiple opportunities to demonstrate mastery of specific skills. At the end of each trimester, Prepsters will receive grades in all classes.

We outline below the ways in which letter, percentage, and rubric grades will be used at Intrepid College Prep and what these grades mean in terms of a student's level of mastery of the State Content Standards.

Letter	Percentage	Rubric	Meaning
A+	98-100%	4	Student earning an A in a course is consistently demonstrating advanced levels of mastery with the content standards.
A	93-97%		
A-	90-92%		
B+	88-89%	3	Student earning a B in a course is consistently demonstrating proficiency with the content standards.
B	83-87%		
B-	80-82%		
C+	78-79%	2	Student earning a C in a course is consistently demonstrating basic competency with the content standards.
C	73-77%		
C-	70-72%		
F	Below 70%	0 or 1	Student earning less than 70% in a course is not yet demonstrating a basic level of mastery with the content standards and needs to demonstrate mastery of the standards before credit will be earned.



CALCULATING TRIMESTER AND FINAL GRADES

First and Second Trimester Grades

For the first and second trimesters, the skills and content component of each student's grade - quizzes, tests, essays, projects, lab reports - accounts for 50% of the student's overall grade for that trimester; homework accounts for 15% of each student's grade for the trimester; and other components (vocabulary logs, AR logs) account for 10%. Blue Chip Teachers have some discretion to weight each component differently than suggested here but **in all cases**, the end-of-trimester comprehensive exam will account for 25% of the overall grade for that trimester.

Third Trimester

In the third trimester, 100% of the student's grade is calculated based upon tests, quizzes, homework and other components. Blue Chip Teachers have some discretion in weighting these components for their students but the grading scale and weighting is consistent in each subject across the entire grade. We recommend that the skills and content component of each student's grade - quizzes, tests, essays, projects, lab reports - account for 75% of the student's overall grade for that trimester; homework accounts for 15% of each student's grade for the trimester; and other components (vocabulary logs, AR logs) account for 10%.

Final Grades for Each Class

The final grade for the year is an average of the score from the end-of-the- year comprehensive exam and the three trimester grades (four inputs total) and each will carry equal weight (each grade comprising 25% of the student's final grade for the subject).

D. PROMOTION AND RETENTION POLICY

Academic Requirements

We believe that students should only be promoted when they have demonstrated mastery of our academic standards. Intrepid College Prep is founded upon the understanding that promoting students to the next grade because of their age, rather than their readiness to do the work, is not beneficial to students. Thus, one of the most critical and distinctive aspects of Intrepid College Prep's academic program is its promotion policy. To build a culture of learning and achievement, and to hold students accountable for their own efforts in their education, Intrepid College Prep uses a strict and simple promotion policy: in order to be promoted to the next grade, middle school students must pass each core academic course in each trimester with a minimum 70% average.

Attendance Requirements

We believe that students must take responsibility for their educational futures and give us the opportunity to support them as they pursue academic success. In keeping with this thinking, students should maintain a 95% attendance rate in order to be considered for promotion to the next grade. Any student who has fifteen or more unexcused absences from school will be automatically referred for retention in the current grade at the end of the academic year.



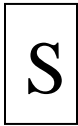
III. INITIATIVE

A. CLASS PARTICIPATION

Intrepid College Prepsters have affirmative responsibilities in the classroom regarding participation. 100% of our students are expected to be engaged in classroom instruction. In order to educate every student to become excellent readers and speakers of English language, our classrooms are designed as literacy-rich environments with high-levels of student interaction and discussion. Students receive Merits and Demerits for classroom participation.

SLANT EXPECTATIONS

At Intrepid, we take the guesswork out of student engagement. We teach our prepsters to demonstrate visual cues of engagement in the classroom. We use the acronym SLANT to measure student engagement.



Stand/Sit Up Straight.

Students are expected to demonstrate good posture at all times. Students may not put their heads down on their desks. When standing in line, students face forward with their eyes straight ahead, their arms at their sides, their legs straight and their shoes firmly planted on the ground with equal weight on both feet. When sitting in a chair, students must have their bottoms on the chair and their hands folded in front of them on their desks with their wrists flat on the desktop. When sitting on the floor, students must sit in a “Criss-Cross Applesauce” style and have their hands folded and in their laps.



Listen

Students are expected to listen intently to their teachers and peers at all times. This is most important during classroom instruction, where students will frequently be asked to respond to a teacher’s questions and build on responses from their peers.



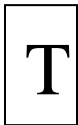
Ask and Answer Questions

Students are expected to answer questions in complete sentences and ask relevant and timely questions in class.



Nod Your Head

A simple nod of the head shows that the information is understood. Nonverbal communication is used to show an understanding by nodding forward for yes and backwards for no. This step can also be used for classroom management.



Track the Speaker

Students are expected to track the speaker at all times. Students’ eyes and ears should be on the teacher and/or students that are speaking in the classroom. This requirement remains the same even if teachers or students are speaking from the back of the classroom.



B. BEING A POSITIVE MEMBER OF THE COMMUNITY

Intrepid College Prepsters have affirmative responsibilities to contribute to an achievement-oriented school community. Students will have numerous opportunities to hone leadership skills and volunteer in and around the school to enhance school culture. Students have affirmative responsibilities to help each other and to be respectful to others.

IV. DISCIPLINE

A. OUR PHILOSOPHY TOWARDS DISCIPLINE

We believe that a structured and disciplined school environment is a key driver of academic progress and student success. Learning cannot occur in the midst of chaos and distraction. To that end, we place a high value on discipline and order, and believe that it is the responsibility of every adult in the building to work collectively as one voice in order to ensure that students understand, without any doubt or confusion, exactly what the expectations for behavior are and how the school will respond to infractions.

Discipline is a platform for learning. Orderly and structured classrooms are necessary in order to create learning environments in which time is used efficiently. The structure of our school ensures that students are free of the stress that unstructured, undisciplined, and unsupportive settings create.

At Intrepid we set students up for behavioral success by beginning each school year with a one-week boot camp, Intrepid Institute, to explicitly teach our prepsters about our high academic and behavioral expectations. Students learn that they have multiple opportunities to earn rewards for exceeding expectations and immediate consequences for failing to meet expectations. Any time a student does not meet Intrepid College Prep's behavioral expectations and an infraction to the school's Code of Conduct has occurred, swift, decisive and consistent disciplinary action will ensue. These disciplinary actions follow a model of escalating consequences and may include, but are not limited to the procedures outlined in this section.

No Warnings

Once students graduate from Intrepid Institute, they are expected to conduct themselves like Intrepid College Prepsters and they are held accountable for performing in accordance with the school's Code of Conduct. The staff works together during summer professional development to norm responses to student behavior. In all circumstances, intervention for misbehavior or doing the wrong thing begins with a nonverbal correction but escalates to the consequences below as necessary to protect instructional minutes and deliver on our promise of uninterrupted learning.

B. MERIT PROGRAM

Intrepid College Prep's Merit program acknowledges individual acts of good citizenship that promote a positive community. Staff members can use this system to acknowledge positives by identifying specific students who are exceeding expectations. Merits count as +2 shares on a student's PRIDE report (explained in the following section).

Merit #	Title	Description
Professionalism		
1	Organization	Displaying exemplary organization
2	Beautifying	Beautifying a classroom, the school, or our surroundings
3	Politeness	Being polite to students, staff, visitors, high school admissions, etc.
4	Excellent Posture	Displaying great academic posture
Rigor		
5	Insightful	Making an insightful comment or asking an insightful question
6	Improvement	Improvement resulting from extra effort



7	Initiative	Taking initiative to begin a task or to get a project started
8	Precise Language/Articulate	Unprompted use of precise language or clear expression of a complex idea
9	Positive Academic Response	Building on the idea of another, whether in agreement or disagreement.
10	Cross-Curricular Reference	Connecting the learning to something learned or studied in another class
Initiative		
11	Genuine Enthusiasm	Displaying genuine unprompted enthusiasm
12	Volunteering	Volunteering to help without being prompted
13	Leadership	Displaying leadership
14	Mentoring	Helping a peer improve, sacrificing personal time for the benefit of another
15	Tutoring	Tutoring a peer
16	Caring/Kindness	Caring for another student or demonstrating kindness
17	Inclusiveness	Including others in your group or activity
18	Self-Advocacy	Respectfully advocating for your own learning
Discipline		
19	Doing the right thing	Doing the right thing when others are not, or when no one is watching
20	Self-Reflection	Using the process of reflection to improve decision making
Endurance		
21	Intellectual Curiosity	Wanting to know more about a topic or idea beyond the class
22	Resourcefulness	Using resources to accomplish tasks
23	Perseverance	Pushing through a challenge
24	Excessive Emergency Pass	Using the emergency bathroom pass more than 3x per trimester
25	Other	Giving a merit for a reason not listed
	Merit Bonus	+2 - to be given with another merit when a student goes far above and beyond
26	5 th Grade Specific	Demonstrating a skill the 5 th grade is working on
27	6 th Grade Specific	Demonstrating a skill the 6 th grade is working on
28	7 th Grade Specific	Demonstrating a skill the 7 th grade is working on
29	8 th Grade Specific	Demonstrating a skill the 8 th grade is working on

C. REWARDS – PRIDE SHARES

We will implement a token economy revolving around stock awards. This system will allow teachers to reward students for positive behavior and penalize students for exhibiting behavior that does not uphold the school's PRIDE values. Each week, students will receive 90 PRIDE Shares. Individual classroom teachers are then responsible for awarding or deducting PRIDE stocks from students throughout the week. Students earn new PRIDE stocks when they demonstrate Professionalism, Rigor, Initiative, Discipline and Endurance. At the end of each week, the Dean of Culture will tally the week's awards and deductions using the school's culture management system and print PRIDE Brokerage Account statements. These statements will be distributed to students on Fridays prior to Circle Up. Students must bring these brokerage statements home, have a parent or guardian review the statement and sign it, and bring it back to school the following day. Students must maintain a certain weekly paycheck average in order to qualify to go on field trips, which will occur periodically throughout the year. **Please note that any child that has earned a PRIDE balance of less than 70 shares during the week will be required to stay for Friday Extension. Students lose PRIDE Shares for behavior, attendance, and homework incompleteness so please note that during weeks where students are absent, it is even more important for your child to demonstrate excellent behavior.**

Stock Redemption

Eligible students may redeem shares once a week on Fridays after PRIDE Circle pursuant to Intrepid College Prep's Stock Redemption Plan, which allows for the redemption of shares in exchange for the receipt of mission-appropriate materials (college notebooks, pens, and t-shirts) and school supplies. **Eligible students must have earned 100 PRIDE Shares or more during the week.**

Daily Praise/Stickers/Notes

Teachers will recognize students who follow the code of conduct and demonstrate our PRIDE values by giving praise and sometimes providing students with stickers or notes.



Community Shout Outs

Teachers will recognize students who have shown growth or improvement or done well on an activity, project or assignment.

Prepster of the Month

At the end of the month any student who has earned a qualifying amount of PRIDE shares will be a student of the month and receive special recognition.

CEO Circle

Students are inducted into CEO Circle through a rigorous process and acknowledged for their achievement during Circle Up. Eligible students must have an average daily balance in their PRIDE Shares brokerage account of \$5,000 and earn five or more PRIDE shares per week over a five-week period. Students must provide two one-page essays and teacher recommendation and excel in a brief interview. CEO Circle members are trained to lead and model our Core Values, learn to lead Circle Up, and receive certain privileges (i.e. wear college paraphernalia on Intrepid Fridays, transition independently, and redeem shares in the PRIDE Shop for achievement-oriented supplies.)

D. ACTS WORTHY OF PUBLIC RECOGNITION

If a teacher chooses to recognize a specific exemplary behavior during community circle, the student will receive an **“Act Worthy of Public Recognition.”** This recognition is reserved for the best examples of citizenship, integrity, and character, and comes with 10 bonus PRIDE shares. A student who earns an Act Worthy of Public Recognition (AWPR) is celebrated in PRIDE Circle. The student is also recognized during PM announcements and celebrated by their advisory.

E. DEMERIT PROGRAM

If a student commits any of the following lower level infractions, the student will receive a demerit. In addition to a demerit, the student may receive additional targeted, corrective consequences and/or lose other school privileges as determined by Intrepid College Prep staff. Demerits count as -2 shares on a student’s PRIDE Report. 3 demerits in a PREP week result in a detention.

#	Title	Description
Professionalism		
29	Grooming	Fixing hair, make-up, using lotion, etc. during class
30	Poor hallway behavior	Loitering, walking slow, unprofessional
31	Poor posture	Displaying poor posture
32	Unprofessional comm.	Slang, vocal fillers, or inappropriate volume
33	NF teacher direction	Not following a direction a teacher gave
34	NF procedure	Not following a school or class procedure
35	Misuse of resources	Misusing personal or school resources
36	Making excuses	Making excuses
37	Lack of organization	Lack of organization
38	Other unprofessional	Other unprofessional behavior
39	Late to Class	Late to class
40	Out of uniform	Shirt untucked, chain out, etc. (can be fixed quickly)
41	Materials	Missing materials or having the wrong materials
42	Eyeglasses	Not having eyeglasses on in class



43	Other unprepared	Other Unprepared
Rigor		
44	Incomplete homework	Student fails to turn in complete homework
Initiative		
45	No participation	Student refuses to answer when called on
Discipline		
46	Talking out of turn	Talking out of turn
47	Feet/sitting on desk/chair	Putting one's foot or feet on chair or desk, sitting on desk
48	Improper line behavior	Behaving improperly in line
49	Inappropriate noise	Making inappropriate noises (e.g. giggling)
50	Poor attitude	Poor attitude
51	Other disrespectful	Other disrespectful
Endurance		
52	Off task/disengaged	Off task or disengaged
53	Not tracking speaker	Not tracking speaker with eyes
54	Other disengaged	Other not engaged

F. LOSS OF PRIVILEGES

Intrepid College Prep offers many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include: enrichment, choice time, participation in birthday celebrations, participation in field trips, participating in after school activities, and socializing with classmates during snack time, breakfast or lunch.

Field trips are part of the Intrepid College Prep educational program. We use field trips to enhance learning that is taking place in the classroom. However, attending these programs is a privilege and not a right. If a prepster does not uphold Intrepid College Prep's core values, he/she may not be permitted to attend a field trip. If a field trip is scheduled while school is in session, the prepster will be required to be in school. Failure to come to school will result in loss of the privilege to attend the next field trip and a mandatory parent conference.

G. DETENTION

A student will earn detention by getting three demerits in a week or by earning an automatic detention. Automatic detentions are given for infractions more serious than demerits, but not worthy of a referral. Automatic Detentions (ADs) result in -5 PRIDE shares.

#	Abbreviation	Description
53	Disrespect to peer	Disrespect to peer
54	Disrespect to property	Disrespect to property
55	Disrespect to adult	Disrespect to adult
56	Wrong response	Responding to consequence inappropriately (smacking lips, mumbling, physical display etc.)
57	Ignoring /Refusing	Refusing to respond to staff member or follow specific direction
58	Low level profanity	Using low-level profanity (e.g., "shut-up," "damn," etc.)
59	Inappropriate contact	Making inappropriate contact (incl. kiss, hug, "playful" bumping, tapping, accidental trip etc.)



60	Disrupting class	Disrupting class deliberately (including note passing)
61	Horse playing/throwing	Horse playing or throwing
62	Gum / Candy	Gum / Candy / Eating during class
63	Sleeping / Attempting to	Sleeping or attempting to sleep
64	Phone / electronics	Using a cell phone, pager, or other electronic communication device during school
65	Failure to return form	Failing to return a signed form the day after distribution
66	Church/Kroger/ Restaurants	Being in the church/Kroger/restaurants or other off campus locations without an adult
67	Soda	Possession of or drinking of a soda
68	Seeking different answer	Seeking a different answer to a question that has already been answered by a staff member (i.e. one teacher says no, so you ask another teacher because you want the answer to be yes)
69	No VAR/Book Club Book	Not having VAR or Book Club book at school and therefore not being prepared to participate in VAR or Book Club
70	Other AD	Other unacceptable behavior
71	Lack of personal responsibility	Expecting others to do things for you

H. LEVELS OF DISCIPLINARY ACTION

Demerit

Students who commit minor offenses receive a demerit as a first level of correction.

Detention

This is the second level of correction for all students. Any student who receives 3 or more demerits in one week earns detention. If a student earns automatic detention more than once in one week, the student must stay for Friday Extension.

In-School Suspension

This is the third level of correction for all students. An in-school suspension is defined as the suspension of a student from Intrepid College Prep for a period not exceeding three (3) school days that occurs on school grounds. An in-school-suspension occurs when students repeatedly commit moderate offenses. A student in in-school suspension is physically separated from other students in the classroom and is not allowed to participate in class, talk to other students, or join PRIDE Circle. Once the student returns to school, the student must issue a public apology in order to be welcomed back into the Intrepid College Prep community.

A. What Can Lead to In-Class Suspension (ICS)?

Specific infractions which may warrant In-Class Suspension from the community include:

- Forgery, cheating, plagiarism or dishonesty
- Skipping school or mandatory after school or weekend commitments.
- Severe lack of effort, either in a particular class or generally (rarely used)
- High-level infractions outside of school that happen en route to or from school (generally limited to the area near the Bell Forge Lane East corridor between Bell Road and Mt. View Pkwy) and any high-level infractions that occur on public or school-provided transportation through or from school.
- Violating the terms of ICS by communicating with a student on ICS
- As a transition back to the community from Out of School Suspension for a serious infraction.

In addition, students who have not met behavioral expectations over an extended period of time, as measured by a PREP Report score less than a specific school-determined threshold, may face ICS.



Furthermore, in order to promote and uphold our school community's values and Code of Conduct, students who communicate with a student who is on ICS also earn the consequence of being on ICS.

B. What Does it Look Like?

Students on In-Class Suspension will:

- Check in with the Executive Director upon arrival (who will reiterate the expectations of ICS) and receive their In-Class Suspension Sheet (to track behavior).
- Attend classes, receive instruction, and complete class work.
- Wear a Student Orientation shirt, provided by the school, signaling that they have lost the privilege of wearing their regular uniform, which is earned by all students who complete Student Orientation.
- Not be permitted to communicate verbally or non-verbally with students during the day, including breaks and lunch, except as instructed by a teacher during an academic discussion.
- Not participate in selected class activities, as determined by each teacher.
- Not participate in recess.
- Not be allowed to participate in field trips and other rewards. Exceptions may be made for certain field trips.

As with any suspension, a parent meeting with the Executive Director, Prepster Support Coordinator, or other Administrator is required.

C. How Long Does it Last?

The number of days on In-Class Suspension, determined by a school administrator, will be commensurate with the severity of the behavioral infraction, but will not exceed 10 consecutive days. Generally the initial consequence will be 1 or 2 days.

Violation of the requirements of In-Class Suspension results in additional days of In-Class Suspension or an Out-of-School Suspension. To reenter the community after In-Class Suspension, students must have a full day (in some cases two full days) of excellent behavior. To track this, each student will have an In-Class Suspension Sheet. On this sheet, there is one block for each period and a place for teacher notes. If the student has met terms of suspension (i.e. didn't talk/communicate with peers, did his or her work, was respectful) for each class period, teachers will initial in the block. Violations in the hall/outside of a specific class period can either be indicated on the In-Class Suspension Sheet or emailed to the Executive Director. If students earn all of the initials in a day, they will be finished with the consequence. If they do not, the consequence continues.

D. What If...?

Students who are In-Class Suspended are subject to the following modified behavioral consequences:

- If they commit low-level infractions, they earn demerits.
- If they speak/communicate with peers, or do not display appropriate effort or attitude, they do not earn their signature (and earn an additional day of on ICS)
- If they are late or do not complete homework up to standard, they will earn an additional day of ICS.
- If they are disruptive or disrespectful during class, they are referred to the Executive Director.

If a student who is not In-Class Suspended communicates with a student who is, that student is referred to the Executive Director and begins In-Class Suspension. Generally, if this happens before lunch, the student will serve the rest of the day. If it happens after lunch, he or she will serve the remainder of the day and the following day.

Repeat Suspensions

Students who are suspended multiple times will be required to write and share a genuine and reasonable plan for improvement to the Executive Director.

In general, students who are suspended for multiple integrity infractions are subject to the following ladder of consequences.

1st offense: 2 days ICS,
Parent meeting



Present apology to homeroom

2nd offense: 4 days ICS

Parent meeting

Present apology and plan for improvement to Executive Director

3rd offense: 1 day OSS.

1 week ICS

Parent meeting

Apology and revised plan to grade level during Circle Up

Contract between family and school

Out-of-School Suspension

Infractions which may warrant an Out-of-School Suspension include, but are not limited to:

- Gross disrespect of a fellow student
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Using or possessing tobacco products
- Disrupting Friday Extension or In-Class Suspension through misbehavior
- Committing sexual, racial, or other forms of harassment or intimidation
- Using abusive, vulgar, or profane language
- Making verbal or physical threats, empty or otherwise
- Setting off false alarms
- Gambling
- Serious forgery, plagiarism, or cheating
- Lying
- Leaving school grounds without permission
- Being charged with a felony
- Being asked to report to the Executive Director's office during class three times in a given week
- Repeated offenses for which the student has already earned In-Class Suspension

In order for the student to re-enter the Intrepid College Prep community and return to class following the suspension:

- The student may have to write a letter of apology and/or plan for improvement and publicly present this letter to Intrepid College Prep staff and/or students.
- The student may have to meet additional conditions as required by Intrepid College Prep.
- An administrator will contact the parent/guardian to schedule a required re-entry meeting.

Once the above conditions are met, the student will be welcomed back into the community. If these requirements are not met and the student returns to school, the student may be assigned In-Class Suspension.

Students are responsible for completing academic work missed during the suspension. This work will be available in a folder for pick-up by a family member at the school daily between 4:00-5:00pm. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If a student does not complete this work, the student may face standard academic consequences (e.g., Homework Club, no academic credit).

Except in the case of an emergency situation, in which the Executive Director has determined there is a clear and present danger to the lives, health and safety of students or school personnel, any suspension will be preceded by a conference conducted by the Executive Director. This pre-suspension conference will include the student and, if possible, the teacher(s) or other school personnel involved in the matter. At this conference, the student will be informed of the reason for the contemplated disciplinary action, the evidence against him or her, and evidence in support of his or her defense. After the pre-suspension conference, the Executive



Director will be empowered to suspend the student for a period of one (1) to ten (10) school days in the event that the Executive Director determines that the student has committed one of the serious offenses named above.

Before the student returns to class, the student, his or her parent or guardian, the Director of Curriculum and Instruction and/or the Executive Director will meet in order to address the student's behavior and plan for improvement. Suspensions may not be appealed.

Expulsion

A student who is expelled will be subject to due process under Tennessee state law. At Intrepid College Prep the due process will be as follows (subject to legal review and Board approval):

- Executive Director will follow standard disciplinary policies and procedures for investigating the facts, obtaining witness statements, and ensuring adherence to due process procedures.
- If the Executive Director believes it is warranted, the student will be expelled.
- The Executive Director shall report to the Nashville Police Department any documentable or suspected incident involving illegal drugs, firearms, explosives, or other weapons outlined in TCA 39-17-1309.
- Following the Executive Director's decision to expel, there is an appeal process:
 - The Executive Director will give written or actual notice of the expulsion to the parent/guardian within 24 hours, including giving notice that the parent/guardian or student has five (5) days to file an appeal.
 - All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice of expulsion.
 - The parent/guardian, the student or a teacher requested by the student can appeal the decision.
 - Absent a timely request for appeal, the decision of the Executive Director will be final. The appeal will be filed with the Governing Board of Directors. The hearing will be held no later than 10 days after the beginning of the expulsion. Notice of the time and place of the hearing will be provided to the parent/guardian, the student, the Principal and a teacher who chooses to file an appeal.
 - The Governing Board of Directors may affirm the decision of the Principal, order removal of the expulsion unconditionally or upon such terms and conditions as it deems reasonable. The action of the Governing Board of Directors is final.

Intrepid College Prep shall include in each application to the Tennessee Department of Education for assistance under the Elementary and Secondary Education Act the following report of expulsions imposed in accordance with this policy as it applies to the Gun Free Schools Act:

- the name of the school concerned,
- the number of students expelled from the school, and
- the types of weapons concerned.

The Intrepid College Prep policies and administrative rules and regulations pertaining to student conduct shall be filed with the Commissioner of Education.

Discipline and Special Education

In the case of a special education student, or a student who receives 504 accommodations, Intrepid College Prep will ensure that it makes the necessary adjustments to comply with the mandates of State and federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973, regarding the discipline of students with disabilities. Prior to recommending expulsion for a Section 504



student or special education student, the Principal will convene a review committee to determine whether the student's misconduct was a manifestation of his or her disability; whether the student was appropriately placed and receiving the appropriate services at the time of the misconduct; and/or whether behavior intervention strategies were in effect and consistent with the student's IEP or 504 Plan. If it is determined that the student's misconduct was not a manifestation of his or her disability, that the student was appropriately placed and was receiving appropriate services at the time of the misconduct, and that the behavior intervention strategies were in effect and consistent with the students IEP, the student may be expelled.

I. ZERO TOLERANCE FOR DRUGS/ALCOHOL AND FIGHTING

There is zero tolerance for fighting. In almost every case, both students will be suspended. Parents will be required to come to school and to pick up the student involved in the fight on the day of the incident. The school encourages non-violent conflict resolution. Students are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner. Faculty will work to spot problems and students are expected to report conflicts before they escalate.

The school has a zero tolerance for drug or alcohol possession or consumption. Usage of controlled and illegal substances by minors has hazardous health effects and is extremely dangerous. Therefore, we have a zero tolerance for this type of conduct, meaning that a child who brings these items on school grounds and/or is found to have consumed these items while a student at Intrepid College Prep, will likely be referred to the Executive Director for permanent removal from the school community, i.e. **expulsion**.

J. HARRASSMENT, INTIMIDATION, AND BULLYING POLICY

The Board of Directors of Intrepid College Prep prohibits acts of harassment, intimidation, or bullying by or toward any students or school community members. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "Harassment, intimidation, or bullying" is defined as any gesture or written, verbal, or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, electronic mail, pager) that takes place on school grounds/property, at any school-sponsored function, or on a school bus and that:

- Is motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or any mental, physical or sensory disability; or
- By any other distinguishing characteristic; and
- A reasonable person should know under the circumstances that the act(s) will have the effect of harming a student, damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property or
- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

REPORTING

School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to school leadership. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from school leadership to submit a written or electronic report. Oral reports also shall be considered official reports. Reports may be made anonymously but formal disciplinary action may not be based solely on the basis of an anonymous report. School leadership, including the principal or the principal's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, school leadership shall conduct a prompt, thorough and complete investigation of the alleged incident for any report of policy violations or complaints.

CONSEQUENCES

Consequences and/or remedial action for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including the developmental age and maturity levels of the parties involved, the levels of harm, the nature of the behaviors, past incidences or continuing patterns of behavior and performance, and the relationships between the parties involved. Consequences for students who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Remedial actions for individual students who commit such acts may include a behavioral assessment or evaluation and/or supportive interventions and referral services. Consequences and/or



remedial actions for a staff member who commits an act of harassment, intimidation, or bullying shall be discipline in accordance with school policies, procedures and agreements.

V. ENDURANCE

Your child's success at Intrepid College Prep is very important to us. We were founded upon the belief that one school can close two gaps and we are deeply committed to delivering on that promise. Intrepid College Prep is an eight-year commitment that helps realize competitive opportunities in higher education for all of our students.

We ask a lot of our students and we are unapologetic about wanting your child to thrive as an academically and professionally successful young adult. However, it takes time. We have longer hours. We have longer school years. We approach every day with enthusiasm about new learning and we expect our Prepsters to do the same.

The Top Ten Reasons You and Your Child Will Love Intrepid College Prep

1. **Extended School Year**
2. **Extended School Day**
3. **Strict Code of Conduct**
4. **Strict Uniform Policy**
5. **HW in Every Subject Every Night**
6. **Mandatory HW Center**
7. **Daily Tutoring and Saturday School**
8. **Constant Contact Between Home and School**
9. **Rigorous College Preparatory Curriculum**
10. **College and Financial Literacy Mission**

The Top Ten Reasons You and Your Child Will Not Like Intrepid College Prep

1. **Extended School Year**
2. **Extended School Day**
3. **Strict Code of Conduct**
4. **Strict Uniform Policy**
5. **HW in Every Subject Every Night**
6. **Mandatory HW Center**
7. **Daily Tutoring and Saturday School**
8. **Constant Contact Between Home and School**
9. **Rigorous College Preparatory Curriculum**
10. **College and Financial Literacy Mission**

We believe that it takes all of the above to generate success for every student. We look forward to working with you to make that reality.



FAMILY INVOLVEMENT POLICY

Intrepid College Prep is a community of students, parents, teachers, and school leaders. We believe in the importance of working together to make a positive impact on the academic and social growth of every child. Although the job of making decisions about school policy belongs to the Board of Directors and Executive Director, family involvement is not only welcomed, but absolutely critical to the success of the school. We want all parents to be actively involved in the education of their child.

INTREPID COLLEGE PREP PARENTS ARE ASKED TO

- Establish a daily routine for your child.
- Provide a quiet space for your child to study.
- Provide a positive reinforcement of student progress and success.
- Provide a library of books and/or frequent trips to the library and/or book stores.
- Discuss academics and student work among family members.
- Help your child take responsibility for his/her actions. Stress the importance of telling the truth. Remind your child that no one is perfect and everyone makes mistakes.
- Check with your child's teacher for actual facts regarding a problem. A student may alter a situation to appear more innocent.
- Chaperone field trips and volunteer at the school.
- Support other Intrepid College Prep families.

INTREPID COLLEGE PREP PARENTS ARE REQUIRED TO

- Attend a chat with the Executive Director to review the Student and Family Handbook
- Reinforce Intrepid College Prep's Code of Conduct and PRIDE behaviors at home.
- Attend two mandatory workshops that will focus on math and/or literacy
- Monitor your child's Accountable Reading and sign the AR log
- Make sure your child completes the nightly Homework, sign the weekly agenda and sign off on homework each night
- Attend a total of three mandatory report card conferences to pick up your child's report card each trimester and meet with your child's teachers at the scheduled date and time.
- Actively participate in two school-wide fundraisers
- Attend two school-wide performances
- Donate snacks and tissues for your child's class at least three times per year
- Effectively communicate with your child's teacher by responding to letters or phone calls within 24 hours of receiving the letter or phone call.

I. VERY INVOLVED PARENTS COMMITTEE

We welcome every opportunity to work with parents. Intrepid College Prep will host a **Very Involved Parent (VIP) Committee** that will be comprised of volunteers who are adult family members of our students. The VIP group will **meet monthly** with school leaders to discuss issues that arise as they relate to families. Through these meetings, the VIP will be able to assume an important role in helping to relay information from the school to students' families and vice-versa. The VIP Committee will also be intimately involved in the development of **family workshops, family fundraisers**, and will help to coordinate **family volunteer opportunities** at the school.



II. COMMUNICATION

We believe that it is incredibly important that families become part of our school's effort to promote their children's academic success, and the possible academic success of all students. As an Intrepid College Prep family, you can expect the following from Intrepid College Prep staff:

FAMILY COMMUNICATION CYCLE	
Homework: HW is assigned to students five times per week. Parents of middle schoolers sign off on homework assignments DAILY , checking for completion only.	Family Literacy Night: TRIMESTERLY , ELA team hosts Family Literacy Nights at the grade level three times per year. Families learn best strategies for holding their children accountable for and supporting them in their independent reading.
Phone Calls: We communicate with families DAILY about mandatory Homework Center assignments, morning tutoring sessions, detention, and other time-sensitive scheduling matters. All families have the professional phone and email contacts for all staff to communicate efficiently and well.	Cafesitos: MONTHLY , we host morning coffee hour - a forum for families to communicate concerns, ask questions, get to know one another, and receive pertinent information from the school.
Syllabi: Every Monday, students receive WEEKLY syllabi, outlining all assignments for the week. All parents sign weekly syllabi and return to school as part of HW requirement.	Parent University: New families are introduced ANNUALLY to the school through two 90-minute summer sessions, where parents learn about the systems, culture, and expectations. All families receive a copy of the Student and Family Handbook .
Brokerage Statements: Every Monday, students receive WEEKLY Brokerage Statements - progress report to share with family, a snapshot of academics/behavior and HW completion.	Home Visits: Family Orientation process concludes with 30-minute home visit before the school year begins. Conducted ANNUALLY , staff begins a relationship with every family.
Newsletter: Families are part of our community and our most important partners. All families receive MONTHLY newsletter detailing academic highlights with a focus on academic growth, student achievement, and school successes.	Parent Teacher Conferences: EACH TRIMESTER , we issue formal report cards and schedule meetings with all families to meet with teachers to discuss students' academic growth.

TRANSPORTATION, ARRIVAL & DISMISSAL

The school contracts with Greyline to provide transportation to students. In an ideal world we would be able to provide transportation for all of our students. We develop our bus routes based on parent demand. Therefore, if you have not already done so, please contact the school immediately to inform us that you will need bus transportation to arrive to school. Routes are generated based on the most population dense areas for families seeking bus transportation.

A. TRANSPORTATION ELIGIBILITY

Finalized bus routes will be sent out in late July. Please be aware that our bus transportation is provided at no cost to you as part of our commitment to preparing 100% of our students for success in selective colleges and ensuring that there are no barriers to entry like living too far away from a high-quality school. We have high standards for bus conduct as we do for all behavior on school grounds. Our buses are silent spaces and students are not allowed to pass notes or do any homework that requires writing because writing while a bus is in motion poses a safety risk.

1st INFRACTION: Parent Meeting

2nd INFRACTION: 1 DAY Bus Suspension

3rd INFRACTION: 1 WEEK Bus Suspension

4th INFRACTION: Permanent Bus Suspension



*We will work with every family to ensure that you have a safe and timely ride to school each day and will work with parents to coordinate car pools and other transportation solutions for neighborhood families.

B. BUS SERVICE AND STOPS

Yellow bus service is provided from designated stops at designated times to and from schools receiving this service. Bus pickup and drop off times are subject to change as our enrollment patterns change so please stay in constant communication with the school about bus schedules.

Discipline on the school bus is identical to the systems and procedures that the school provides on campus. We partner with our transportation providers to ensure that transportation is safe, timely, and consistent with our school culture.

1. Students can receive merits and demerits for bus behavior.
2. Students must be silent on the bus at all times unless instructed otherwise.
3. Students cannot work on school assignments on the bus that require a pencil, pen, or other writing instrument to complete them for safety reasons. Any student caught completing homework on the way to school will receive Lunch Detention.
4. Students may not deboard the bus upon arrival at school until a member of the Intrepid College Prep staff boards the bus to begin morning procedures.
5. Students who frequently misbehave on the bus, committing moderate offenses (more than 3 times) will be ineligible for transportation services for the remaining school year. Students who misbehave on the bus, committing any serious offense, will be ineligible for transportation services.

UNIFORMS

A. GENERAL POLICY

Intrepid College Prepsters earn the right to wear the Intrepid College Prep uniform after successful completion of Intrepid Insitute, the week-long orientation for students that begins on the first day of school.

Once earned, school uniforms must be worn at all times. Uniforms are meant to stress the fundamental equality of all students and to remove distractions created by the status consciousness associated with clothing and sneaker fashion. In many schools, these distractions lead to unwholesome competition and even violence. The school is a place for serious work and learning.

The uniform must be purchased from the uniform stores designated by the school. There are NO substitutions allowed. Neither girls nor boys may wear makeup, temporary tattoos, glitter, or shiny lip gloss. Clear, light pink, and pastel-colored nail polishes are permitted. Students will not be permitted to attend class if they wear bold or distracting nail polish (e.g. hot pink). Earrings on girls can be no larger than a quarter. Dangly earrings are not permitted. Students may wear one chain but it must be under the uniform. All shirts must be tucked in.

If a student shows up without the correct uniform, a phone call will be made home indicating that the correct uniform needs to be brought to school immediately. The child will not be permitted to go to class until the correct uniform has arrived. If we are unable to get in contact with you, the child will remain out of class for the day.

Parents must write the prepster's name in permanent marker on the tags of all clothing. Since every prepster wears the same clothing, mark your tags clearly.



Intrepid College Preparatory Charter School's uniform consists of a navy blue blazer (optional), oxford blue button down (tucked in) and navy pleated slacks (for young men) or navy pleated skirts (for young women). Every student is required to wear his or her attire as follows.

FOR BOYS

- **Shirt:** Intrepid College Prep oxford blue button down shirt with the school's logo on the left breast. The shirt is available in short and long sleeves. A white, blue, black or tan short or long-sleeve undershirt may be worn under the uniform shirt. Shirts and undershirts must be tucked in or the student will receive a demerit. Undershirts must be solid.
- **Blazer:** The official Intrepid College Preparatory Charter School blazer with the school's logo on the left breast. This blazer is optional, although students will not be allowed to wear other sweaters or jackets indoors unless it is Intrepid Friday.
- **Sweater:** Navy blue sweater with the school's logo on the left breast. The sweater is optional, although students will not be allowed to wear other sweaters or jackets indoors unless it is Intrepid Friday.
- **Pants:** Standard navy blue slacks. The pants need to fit correctly (no baggy styles) with a belt.
- **Belt:** Solid black or blue belt (should not have excessive ornamentation).
- **Shoes:** Dark colored shoes in solid brown or black. Shoes may be of the loafer or lace-up style but they must not be open-toed, nor may lace-up shoes be worn unlaced. Students may not wear boots. Sneakers are not acceptable except during Enrichment or Physical Education.
- **Socks:** Blue, Black, or White Socks may be worn.

FOR GIRLS

- **Shirt:** Intrepid College Prep oxford blue button down shirt with the school's logo on the left breast. The shirt is available in short and long sleeves. A white, blue, black or tan short or long-sleeve undershirt may be worn under the uniform shirt. Undershirts must be tucked in. Undershirts must be solid.
- **Blazer:** The official Intrepid College Preparatory Charter School blazer with the school's logo on the left breast. This blazer is optional, although students will not be allowed to wear other sweaters or jackets indoors unless it is Intrepid Friday.
- **Sweater:** Navy blue sweater with the school's logo on the left breast. The sweater is optional, although students will not be allowed to wear other sweaters or jackets indoors unless it is Intrepid Friday.
- **Pants:** Standard navy blue slacks. The pants need to fit correctly (no baggy styles, not tight) with a belt.
- **Skirt:** Navy blue skirt or skort with the school approved logo.
- **Belt:** Solid black or blue belt (should not have excessive ornamentation).
- **Shoes:** Dark colored shoes in solid brown or black. Shoes may be of the loafer or lace-up style but they must not be open-toed, nor may lace-up shoes be worn unlaced. Students may not wear boots. Sneakers are not acceptable except during Enrichment or Physical Education.
- **Socks:** (with pants) Blue, black, or white socks may be worn.
- **Stockings: (with skirts)** Plain knee-high stockings in blue or white. Girls may wear tights. The tights must be blue or white (no exceptions). No patterned tights are permitted. Girls may also wear ankle socks. The ankle socks can only be black, solid blue or white (no exceptions).

The student uniform at Intrepid College Preparatory Charter School specifically forbids the wearing of:

- Any clothing with legible writing or images (other than the Intrepid College Prep logo). This refers even to clothing worn under another shirt, for example a t-shirt under an oxford shirt.
- Jeans. This includes khaki-colored jeans.
- Carpenter-style pants or pants with large pockets on the sides.
- Sneakers (except while participating in Enrichment or Physical Education).
- Hats, caps, bandanas, hoods or night wraps. (Students may wear headbands for the purpose of holding back hair, but they may not cover the majority of the head and they must be Intrepid College Prep colors.)
- Jackets or overcoats (except while outdoors).
- Beepers, iPods, cell-phones, or other electronic items. These items will be confiscated and returned only to a parent or guardian. Phones must be turned into the main office upon arrival.
- Any clothing tied around the waist or neck.
- Any clothing that is inappropriate for the workplace (i.e. miniskirts, excessively baggy pants, elaborate jewelry, etc.).



No student will be admitted to class until his or her attire meets the requirements listed above. Families with questions or concerns about the uniform policy should consult the Executive Director. Further, the Executive Director and other faculty reserve the right to restrict individual items of clothing as necessary, given notification of a parent or guardian, if such clothing interferes with normal school activities.

Backpacks

- All preppers must bring their backpack to school every day for their homework and other assignments. **Roller bags are not permitted. Backpacks may be any color but cannot have any handwriting or marker on them and must have two straps.**

Athletic Uniform

The athletic uniform at Intrepid College Preparatory Charter School is designed for simplicity, neatness, comfort and safety. Intrepid College Preparatory Charter School and its physical education partners will provide space for changing before and after physical activity. For all athletic activities, students should wear:

- Sneakers (i.e. “tennis shoes”) or other athletic footwear. Sneakers should always be worn with socks and must remain tied at all times. Sneakers may be of the student’s choosing, but must not have dark soles of the sort that mark gym floors.
- The official Intrepid College Preparatory Charter School athletic t-shirt.
- The official Intrepid College Preparatory Charter School athletic shorts.
- In cold weather, students may wear sweatshirts or long sleeve t-shirts over their uniform, but these items must be of a plain gray color and must be devoid of writing. Students may wear plain black or blue sweatpants or plain black or blue nylon pants, devoid of logos or writing.

Uniforms should be clean and neat at all times; students whose gym clothes are dirty or smell offensive will be considered out-of-uniform and will be unable to participate.

Extra Clothing

- All preppers must bring an extra change of clothes in the event of an accident or spill. Clothes should be sent to school in a plastic bag with the school’s name written clearly in permanent marker. Each class has a bin to store extra clothing.
- In the event that a prepster must change into the extra set of clothes, parents must send in a clean set of clothing the next day.
- If your prepster is prone to accidents, we recommend keeping more than one change of clothing at the school.
- Spare clothing items do not need to be uniform clothing; however, do not send jeans, shorts, or name-brand clothes.

Purchasing

The school will purchase one standard uniform for every student. To order additional school uniforms, including the athletic uniform, contact French Toast at 1 (800) FRENCHTOAST and use Source Code QS5ZUGN by phone or online at <http://frenchtoast.com> to order. We will send uniform order forms by mail and make the order form available on our website. **All orders must be placed by July 1** to ensure that you have your uniform in time for the start of the school year.



OTHER POLICIES AND PROCEDURES

A. HEALTH POLICIES

Absences for Sickness or Doctors' Appointments

- Intrepid College Prep asks that all doctors' appointments be scheduled outside of school hours whenever possible, as every absence will have a detrimental effect on your prepster's academic grade.
- Absences for routine doctors' appointments will not be excused. Knowing that, please make routine appointments that conflict with school hours only rarely.
- If a child needs to leave early because he or she is sick, the absence will be excused if a doctor's notice is provided upon the child's return. Student absences for health reasons will only be excused if an official doctor's note is provided.

Early Dismissal for Sickness or Appointments

- Students will only be dismissed early for health-related reasons as determined by the Family Outreach Associate.
- If a child must be dismissed early for health reasons, Family Outreach Associate will contact the parent or guardian to arrange for transportation.
- If a child has a doctor's appointment for which he or she must leave the school early, the parent must:
 1. Alert the Family Outreach Associate in writing with as much advance notice as possible.
 2. Come in to sign the child out OR send in a note on the day the child will be leaving early specifying the time at which he/she must leave and that permission is granted for his/her independent departure.
 3. Bring in a doctor's note to the Family Outreach Associate when the child returns to school.
 4. Please note that we believe your child is best served if routine doctor appointments are scheduled outside of school hours.

Medication While at School

- If a child requires medication of any kind (including Tylenol, aspirin, and asthma inhalers):
 1. **An Authorization to Dispense Medication form must be submitted .**
 2. The medication must be given to the nurse or to the Office Coordinator by a parent/guardian in the original container.
- Any student who carries an asthma inhaler with him/her must provide:
 1. An authorization to Dispense Medication form stating that the student needs to carry the inhaler with him/her.
 2. A second inhaler that is kept in the nurse's office or with the Office Manager.

Immunization

State law requires that all children entering elementary school be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, Hepatitis A, Hepatitis B, and varicella (chicken pox.) These requirements can be waived only if a properly signed health or religious exemption is filed with the school. Every student must have on file the required immunizations before they can be enrolled at Intrepid College Prep. Failure to comply with immunization requirements may result in missed school days which will count as unexcused absences.

B. ANTI-DISCRIMINATION

Intrepid College Prep will not discriminate against any student based on race, ethnicity, national origin, gender, sexual orientation, or disability or for any other basis that would be unlawful for a public school. Intrepid College Prep shall be open to any child who is eligible under the laws of Tennessee for admission to a public school, and Intrepid College Prep shall ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act, the Americans With Disabilities Act, the Tennessee Public Charter Schools Act governing admission to a charter school. New students will be admitted each year



without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

C. INTERNET ACCEPTABLE USE POLICY

The Intrepid College Prep computer network is provided for students to conduct research, complete assignments, and communicate with teachers, leaders, and students. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required! Access is a privilege – not a right. Access entails responsibility.

Students are responsible for good behavior using any and all technology just as they are in a classroom or school hallway. Computer network storage (hard drives and personal folders) may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Security

Students must not allow others to use their network accounts. School staff may review files and communications to maintain system integrity and insure users are using the system responsibly. Users should not expect that files stored on school file servers will be private.

E-mail

Student use of email is not allowed unless otherwise indicated by school leadership.

Chat and User Groups

Student use of chat and user groups is not allowed without approval from a teacher.

Downloading

Downloading from the Internet without approval from a teacher is not allowed.

Misuse Not Permitted: The following misuses of the computer system are not permitted:

- Sending and/or displaying hateful or pornographic messages or pictures
- Using abusive, threatening or inappropriate language
- Harassing, insulting or attacking others
- Engaging in or promoting violence
- Engaging in racial, gender, or other slurs
- Receiving or transmitting information pertaining to weapons, such as bombs, automatic weapons, illicit firearms, or explosive devices
- Damaging technology equipment (computer systems, computer networks, TVs, DVD players, digital cameras, scanners, etc.)
- Violating copyright laws (copying internet or other materials without permission)
- Using others' passwords
- Trespassing in other students' and/or teachers' folders, work, or files
- Intentionally wasting limited resources
- Employing the computer network for commercial purposes
- Transmitting personal information without written parental consent
- Accessing areas considered borderline without written parental consent
- Hacking (attempt to attain unauthorized access to files, folders, and/or other systems)

D. ELECTRONIC DEVICES

Students should not have electronic devices in school. Electronic devices include games (Gameboys, etc.), CD-players, Mp3 players, and cellphones. None of these devices are needed and often represent a distraction from successful academics and a serious atmosphere. In addition, these are items that cause conflict and lead to grief when lost or stolen. While Intrepid College Prep



strives to prevent theft of any item, the school will not spend extra energy tracking down electronic devices that should not be in school in the first place. In the event that a student disobeys this rule and is seen with an electronic device or uses a prohibited device in school, a staff member will confiscate it. It will be returned at the end of the trimester in which the occurrence occurs and only after a parent/guardian has come to school to pick it up. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

E. TOYS

Students are not permitted to bring toys to school unless they are instructed to do so by their teacher.

F. FOOD

All Intrepid College Prep students are provided with breakfast (if they arrive on time), snack, and lunch. If a student does not like a particular meal, they may bring in their own lunch. However, students bringing lunches must adhere to the information below.

School Breakfast

An optional breakfast will be provided before the academic school day begins. Students are asked to either opt in or out of the program at the beginning of each trimester; those who opt in are agreeing to purchase breakfast for the entire duration of the trimester.

For those who qualify for reduced price lunch, the price is approximately \$.30 per meal. For those who will be paying the full price, the price is approximately \$1.25 per meal.

School Lunch

The school does not have its own cafeteria or kitchen, so we have arranged for a caterer to bring in hot meals each day. Since school lunches are prepared off-site, the school must have an accurate number of meals that students wish to order. Families will be given a menu of meals at the beginning of each trimester and will be asked to opt in or opt out for the entirety of the month. Students are expected to pay for ALL the lunches they have ordered for the coming trimester.

For those who qualify for reduced price lunch, the price is \$.40 per meal. For those who will be paying the full price, the price is \$2.25 per meal.

Any student who owes breakfast or lunch money will receive an invoice for the amount due from the school no later than the end of each academic trimester. The school cannot accommodate last minute changes to lunch orders.

Lunches from Home

In order for students to engage in the rigorous academic program at Intrepid College Prep, it is important that students have healthy, balanced meals. As such, families who decide to provide lunch from home must comply with the following guidelines. If your student is out of compliance with these requirements, inappropriate food items will be confiscated of and students may be assessed demerits.

Prohibited foods for packed lunches:

- Soda of any kind (including diet and caffeine free)
- Gatorade
- Any juice that is not 100% juice
- Chips of any kind
- Candy of any kind, candy bars, gum
- Cookies or cakes of any kind, donuts, cupcakes

Suggested items for a nutritiously packed lunch:

- Water or 100% juice



- A sandwich or other cold main dish
- Crackers or 100 calorie snack pack
- Sun chips or pretzels
- Fruit and/or vegetables

Afternoon Snack

A nutritious afternoon snack will be provided to students during Morning break and on Fridays. This snack is free of charge. Unless express permission is otherwise given, students should not bring snacks from home to eat during this time.

Birthdays

Students are permitted to bring **store-bought** treats to be shared with classmates if the teacher is notified at least 24 hours in advance. **These types of celebrations are allowed on Fridays.** Families can notify the teacher by writing a note or leaving a voicemail message. The treats must already be prepared in individual servings. Treats will be shared at the end of the day, before dismissal. Birthday treats should be easy and quick to serve. Large productions like pizza parties, for example, are not permitted for birthdays. Please do NOT bring ice cream.

Parents are required to notify the school of any food allergies and provide documentation from a doctor for the student's health file. Parents should also notify the school of any food restrictions due to religion or custom.