



**Middle School**  
**Prepster and Family Handbook**  
**2018-2019**

Intrepid College Prep equips every prepster and 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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July 16, 2018

Dear Families,

Welcome to the Intrepid College Preparatory Charter School community. We are excited that you and your prepster 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. Together, we work hard, make sacrifices, and celebrate our preppers' academic and personal growth on their path to college. Within a seamless middle to high school, our preppers 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 preppers 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. We cannot emphasize enough how helpful this handbook can be to your family as you get oriented to the school and our college commitment. 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 prepster's experience at Intrepid College Prep. Our mission states:



“Intrepid College Prep equips every prepster and 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.”

In order for us to realize our mission, we need your help. We believe that parents and guardians are critical partners to ensure their prepster’s success. The first step is ensuring your prepster arrives to school on time each day in proper uniform and with all materials needed to be successful during the day. We know you are your child’s biggest cheerleader. When they succeed, celebrate. When they encounter challenges, hold them accountable but let them know you believe in them. 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 Opportunity Academy Middle School



16 del julio, 2018

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,

The Staff of Opportunity Academy Middle School

## 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 prepster 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 prepsters are inducted into our school community at Intrepid Institute, they become "prepsters" in Opportunity Academy Middle School and grow into "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 prepsters, 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 prepsters 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. We show our prepsters 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 prepsters 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 prepsters 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 prepsters fails. So we must cajole, push, coax, demand, and even drag our prepsters 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 prepsters 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 prepsters in Nashville (drop out rates for Hispanic prepsters 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 prepsters 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 prepsters 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 prepsters 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 prepsters 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. Prepsters 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 prepsters; 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 prepsters 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 183 days from 7:30 a.m. to 4:15 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 prepsters receive reading and writing instruction across subjects and that all prepsters 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 prepsters 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 prepsters motivated and on task.

### ETHICAL CHARACTER DEVELOPMENT

Prepsters will learn to live up to the core values each and every day – Professionalism, Rigor, Initiative, Discipline, and Endurance. Prepsters learn that high expectations and hard work are the main ingredients in the recipe to college completion. We ensure that prepsters 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. Prepsters who miss a lot of school do not perform as well as those who attend every day. Therefore, prepsters are to come to school unless they are so sick that they cannot function or present a risk of contagion to others. Prepsters must attend 168 out of 183 instructional days in order to earn promotion to the next grade. If your child accrues 15 or more absences during the school year, Intrepid College Prep will make a recommendation for automatic retention in the grade.

If a child will be out, the parent must call the school in the morning and explain what is wrong. A prepster's right to attend Intrepid is irrespective of his or her marriage, pregnancy, or parenthood status.

In case of an absence, the school must be notified by phone (615-810-8443) prior to **9:00 a.m.** on the day of the absence.

### Excused and Unexcused Absences

In order for an absence to be excused, prepsters 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 (after 4:15 p.m Monday – Thursday and after 2 pm on Fridays) 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. Prepsters will not be excused from school for family vacations.

- **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."



- **Unexcused absences** All other absences will be unexcused. If a prepster misses school, Intrepid College Prep staff will make reasonable efforts to contact the prepster's parent or guardian by telephone, writing, or in person by 9:30 a.m.

Please note that for each absence from school (whether excused or unexcused) prepsters lose 15 PRIDE shares. This PRIDE share deduction allows us to keep track of students that have lost instructional time and provides a system for students to get caught up on school work. This substantially increases the likelihood that your child will earn Friday Extension on the first Friday following an absence. Please prepare accordingly for late dismissal. This additional time at school ensures that your child has an opportunity to get caught up on school work, organize class notes, and reflect on any behavior that detracted from the school community.

Early dismissals from school will also result in the affected prepster losing 5 PRIDE shares. The end of our school day provides sacred, silent independent practice time during FOCUS. The disruption or complete absence from that time may delay your child's progress.

### **Consequences for Absences**

- **Four Absences in a Trimester:** If a prepster 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 Principal. At the meeting the problem will be discussed and an attendance plan will be developed.
- **Five Absences in a Year:** If a prepster 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 Principal. At the meeting the problem will be discussed and an attendance plan will be developed. **We must report prepsters 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 prepster is absent nine times in a year, the prepster is considered truant. At this point, the prepster is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Principal. The Principal reserves the right to retain any prepster 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 prepster is absent ten times in a year, the prepster 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 prepster misses **fifteen or more** days (including excused and/or unexcused absence/and partial absences) in one school year, the prepster will be automatically retained in the current grade.

### Early Dismissal

Our prepsters experience a rigorous academic program that concludes at 4:15 p.m. Monday-Thursday, and 2:00 p.m. Friday. Up until dismissal, prepsters are learning and practicing new skills independently during FOCUS time – a study-hall class where prepsters have up to 50 minutes to get a head start on homework. One of the common complaints we hear from families is that their prepsters spend too much time at home doing homework. We strongly encourage you to create a consistent plan for your child to stay at school until dismissal each day so that independent work time is protected. This allows your child to achieve a smart balance of work and recreation at home.

- When prepsters leave before 12:00 p.m., the dismissal is treated as a full-day absence and prepsters lose 15 PRIDE shares.
- When prepsters leave after 12:00 p.m., the dismissal is treated as an “Early Dismissal” and the prepster loses 5 PRIDE shares. Please note that when this occurs, it could amount to the difference between your child receiving recognition for noteworthy behavior (90+ PRIDE shares at the end of each week) and not earning recognition.
- All prepsters leaving early must be picked up by 3:30 p.m. or the prepster will dismiss at the normal pickup time at 4:15 p.m. The Main Office is closed from 3:30 – 4:15 p.m. to coordinate dismissal procedures.

### 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 arrival for earlier than 7:15 a.m.* In doing so, you bear the risk of your child waiting outside and being unsupervised. We do not open doors prior to 7:30 a.m. Unless



prepsters have made an appointment with individual teachers or other staff beforehand, prepsters 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 prepsters will need throughout their lives. At Intrepid, learning begins from the moment prepsters walk in the door. For instance, during Brain Breakfast prepsters engage in Advisory Conversations - discussions facilitated by Blue Chip teachers about books prepsters are reading, current events, how prepsters spent their weekend and other exciting topics. All prepsters are expected to arrive at school no later than 7:30 am. **Prepsters arriving at 7:41 a.m. or later are considered tardy. Late prepsters receive a demerit**, which also results in the loss of 5 PRIDE Shares. To put that in context, 3 tardies in one week substantially increases the likelihood that your child will serve Friday Extension. Friday Extension is a time for work and reflection set aside for prepsters that have earned 70 or less PRIDE shares at the end of each week.

Prepsters 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 prepster is late four times in a trimester, it is considered a serious issue. At this point, we 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 prepster is late eight times in a trimester, it is considered a serious issue. Upon the eighth tardy the prepster will receive a one-day out of school suspension. Parents must meet with the Principal before the prepster is allowed back to school.

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





Since four tardies will be recorded as an absence, excessive tardiness is a truancy problem. If a prepster is absent nine times the prepster 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 prepsters' professional lives. The eight and three-quarter hour school day provides additional time on task to bring prepsters to mastery and advanced proficiency of the college preparatory curriculum. In fifth through eighth grade, Intrepid College Prep prepsters receive two periods of English Language Arts (100 minutes), two periods of mathematics (100 minutes), two remediation blocks (total of 80 minutes), one period of science and one period of financial literacy daily. As a result, Intrepid College Prep prepsters receive no fewer than eight hours of weekly ELA and math instruction, and no fewer than five hours of weekly 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.**

### Sample Daily Schedule of an Opportunity Academy Prepster in Grades 5th through 8<sup>th</sup>

Time Block	Class Assignment
7:30 am	Door Open
7:30 am to 7:40 am	Arrival and Breakfast
7:41 am to 8:05 am	AM Advisory
8:05 am to 8:55 am	ELA Block
8:55 am to 9:45 am	ELA Block
9:45 am to 10:00 am	Break
10:00 am to 10:55 am	Science
10:55 am to 11:30 am	Learning Lab
11:30 am to 12:05 pm	Lunch
12:05 pm to 12:35 pm	Reading Groups/DEAR
12:35 pm to 1:25 pm	Financial Literacy
1:25 pm to 2:15 pm	Math Block
2:15 pm to 3:05 pm	Math Block



<b>3:05 pm to 3:20 pm</b>	<b>PM Advisory</b>
<b>3:20 pm to 4:15 pm</b>	<b>FOCUS</b>
<b>4:15 pm</b>	<b>Dismissal</b>

OPPORTUNITY ACADEMY MIDDLE SCHOOL  
CALENDAR: Academic Year 2018-2019

Updated July 4, 2018

July						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Instructional Days: 0						
Professional Development Days: 17						

August						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6*	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Instructional Days: 19						
Professional Development Days: 4						

September						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Instructional Days: 19						
Professional Development Days: 0						

October						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Instructional Days: 19						
Professional Development Days: 1						

November						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Instructional Days: 18						
Professional Development Days: 3						

December						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Instructional Days: 15						
Professional Development Days: 0						

January						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Instructional Days: 18						
Professional Development Days: 2						

February						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Instructional Days: 19						
Professional Development Days: 1						

March						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Instructional Days: 15						
Professional Development Days: 0.5						

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Instructional Days: 22						
Professional Development Days: 0						

May						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Instructional Days: 21						
Professional Development Days: 3						

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Instructional Days: 0						
Professional Development Days: 0						

KEY	
[Light Blue]	Professional Development (L-SPP -Jul 9, T-SPP -Jul 16)
[Yellow]	PD / Half Days (Release at noon)
[Light Green]	Regular School Day
[Red]	School Closed
[Light Blue]	Calculus
[Light Blue]	Saturday Academy
[Light Blue]	Saturday Academy Make Ups
[Light Blue]	Trimester Beginning / Trimester End
[Light Blue]	Report Card Conferences (Students do not report)
[Light Blue]	Lexia/NWEA MAP
[Light Blue]	TN Ready
[Light Blue]	A-Net
[Light Blue]	Parent University (Faculty Attendance Required)
[Light Blue]	Progress Reports
[Light Blue]	Summer School
[Light Blue]	Trimester Exams
[Light Blue]	Pre-Collegiate Training Nights
[Light Blue]	* First / Last Day of School
[Light Blue]	Days of Instruction: 180
[Light Blue]	Days of Professional Development: 38

Staff Self-Care Fridays	Half Days
September 26th	August 6th
October 21st	August 31st
February 22nd	
March 6th	October 22nd
April 26th	November 26th
May 24th	January 8th
Math Bootcamp	March 18th
July 9-July 27	May 24th

Lexia/NWEA MAP	Breaks
Baseline Lexia: Aug 21 - Aug 30	Oct 15 - 19 Fall Break
Baseline MAP: Aug 28 - Aug 30	Dec 24 - Jan 4 - Winter Break
OA T1 Lexia: Nov 6 - 8	Mar 11 - 15 - Spring Break
1A Q2 Lexia: Dec 4 - 6	A-Net
Winter MAP: Jan 29 - 31	A1: Oct 8-9
1A Q3 Lexia: Feb 19 - 21	A2: Dec 17-18
OA T2 Lexia: Mar 6-8	A4: May 13-14
TN Ready Practice	TN Ready
Mar 4 - Mar 5	Apr 23 - May 2

Prep for Promotion May 20 - 24

Staff Events
Staff BBQ: Aug 3
Kayaking Trip: Aug 18
Fall Mixer: Oct 11
Holiday Party: Dec 15
Spring Mixer: Mar 28



## **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 183 instructional days, divided into three trimesters and a week-long prepster orientation at the beginning of the school year.

Prior to the start of the school year, the Opportunity Academy team meets with families twice at a series of events called Parent University, which prepare families for the Intrepid College Prep experience. These events are mandatory and take place on Saturday, July 21<sup>st</sup>.

In addition to our extended school day and year, we also provide eight days of Saturday Academy for prepsters that need additional time to achieve mastery of curriculum in preparation for TN Ready exams and end-of-year comprehensive Intrepid College Prep Assessments (ICPAs). These days are mandatory instructional days for approximately 30% of prepsters each year. Families receive notification in December if these additional days are required in the spring.

## **C. PREPSTER 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 prepsters do not have pens, pencils, or paper, they may ask to borrow supplies from other prepsters before class begins. Prepsters 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 pay their school supply fee and receive the following supplies. Families will have to purchase their own pencils.

Required:

- A 3" inch three ring binder
- Intrepid College Prep Academic Planner
- Plastic pocket for pens and pencils (placed in binder)

Intrepid College Prep does not supply pencils (must be purchased separately; Prepster is required to have 8 sharpened pencils in their pencil case at all times)

Optional:

- Colored pencils, crayons, or markers



- Glue stick
- Small pair of scissors
- Erasers
- Personal pencil sharpener with cover
- Workbooks and textbooks

### Binders

Every prepster will receive a binder with tabs for each of his/her core subject classes. Each binder will be pre-stocked with a set of eight Write-On index tabs. Write-On tabs will allow preppers 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. Preppers 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 prepster will receive a 1.5" binder during new or returning prepster 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:

- Prepster 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 preppers' crates. These binders will rarely or never need to go home, but preppers are not prohibited from taking them home to work on a related assignment.

Preppers 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 prepsters 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 prepster'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 prepster'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.
- If a child needs assistance with his or her homework, he or she must do the following in the order listed:
    1. Look through their notes for assistance.
    2. Ask his or her parent or family member for assistance.
    3. 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.



4. 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 attend Wall Street at lunch. 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 Wall Street, 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 3:00 p.m.** each day.
- Please note that Wall Street attendance is required during lunch. Homework Center is silent work time. Prepsters that have incomplete or missing homework stand to lose valuable time set aside for social interactions at school.

## **B. ASSESSMENT**

### **Cycle of Assessments**

We remediate academic gaps and challenge prepsters 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, prepsters take baseline diagnostic assessments so that teachers can structure curriculum and instruction to meet prepsters where they are and ramp them up quickly. Prepsters are assessed on six-week cycles of assessments and are quizzed weekly on course content to provide multiple data points for teachers, prepsters, and families. Data allows us to know what to reteach and how as all prepsters move toward mastery of course content. Near the end of the year, prepsters 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 5 core academic classes—ELA, Math, Financial Literacy, Science, and P.E. --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 prepster’s level of mastery of the State Content Standards.

Letter	Percentage	Rubric	Meaning
A+	98-100%	4	Prepster 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	Prepster earning a B in a course is consistently demonstrating proficiency with the content standards.
B	83-87%		
B-	80-82%		
C+	78-79%	2	Prepster 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	Prepster 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 summative assessments (SWYK Quizzes, Unit Exams) make up 45% of your prepster’s grade. Interim Assessments and Trimester Exams equal 20% of your prepster’s grade. Formative assessments, known as Exit Tickets, are administered daily and makeup 15% of your prepster’s grade.



Homework is 10% of your prepster's grade. Classwork and Participation makeup the final 10% of your prepster's grade.

### Third Trimester

For the third trimester, there will be no Interim and Trimester Exams due to TN Ready Assessments (state tests) and End of Year Assessments. Consequently, the summative assessments will make up 50% of your prepster's grade. Formative assessments will make up 30% of your prepster's grade. Homework is still 10% and classwork/participation is still 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 prepster's final grade for the subject).

## **D. PROMOTION AND RETENTION POLICY**

### **Academic Requirements**

We believe that prepsters should only be promoted when they have demonstrated mastery of our academic standards. Intrepid College Prep is founded upon the understanding that promoting prepsters to the next grade because of their age, rather than their readiness to do the work, is not beneficial to prepsters. 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 prepsters 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 prepsters must pass each core academic course in each trimester with a minimum 70% average.

Families receive biweekly progress reports to keep you informed about your child's progress. At Parent Teacher Conferences, your child's advisor will share highlights and concerns about academic progress and likelihood of promotion.



It is each parent or guardian's responsibility to read all progress reports and report cards. Attendance at mandatory Parent Teacher Conferences is also critical to us staying on the same page about your child's progress.

We will notify you in mid-May if we believe that retention in the same grade, a "growth year," is the right next step in ensuring your child succeeds on a college preparatory path.

Students failing 1 or 2 classes in mid-May will receive additional tutoring for three weeks in a program called Prep for Promotion. Those students will retake their End-of-Year exams and if they earn a passing grade as a result of tutoring and retakes, the school will make a recommendation of promotion to the next grade.

Students failing 3 or more classes after End-of-Year exams will most likely receive a recommendation for retention. Academic failure in 3 or more classes suggests that your child will struggle to access the majority of the content in the next grade. A recommendation for a growth year is not a decision that our school leadership makes lightly. We will partner with you to ease the transition and provide a series of academic and socioemotional supports to set your child up for success.

### **Attendance Requirements**

We believe that prepsters 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, prepsters should maintain a 95% attendance rate in order to be considered for promotion to the next grade.

Biweekly progress reports will show the cumulative number of absences and tardies accumulated throughout the year. Please look at those documents closely and contact the Main Office if you have any concerns about the accuracy of your child's attendance record.

Any prepster 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 prepsters are expected to be engaged in classroom instruction. In order to educate every prepster to become excellent readers and speakers of English language, our classrooms are designed as literacy-rich environments with high-levels of prepster interaction and discussion. Prepsters receive Merits and Demerits for classroom participation.

#### SLANT EXPECTATIONS

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

**S**

#### **Stand/Sit Up Straight.**

Prepsters are expected to demonstrate good posture at all times. Prepsters may not put their heads down on their desks. When standing in line, prepsters 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, prepsters 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, prepsters must sit in a “Criss-Cross Applesauce” style and have their hands folded and in their laps.

**L**

#### **Listen**

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

**A**

#### **Ask and Answer Questions**



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

**N**

**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.

**T**

**Track the Speaker**

Prepsters are expected to track the speaker at all times. Prepsters' eyes and ears should be on the teacher and/or prepsters that are speaking in the classroom. This requirement remains the same even if teachers or prepsters 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. Prepsters will have numerous opportunities to hone leadership skills and volunteer in and around the school to enhance school culture. Prepsters 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 prepster 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 preppers 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 preppers are free of the stress that unstructured, undisciplined, and unsupportive settings create.

At Intrepid we set preppers up for behavioral success by beginning each school year with a one-week boot camp, Intrepid Institute, to explicitly teach our preppers about our high academic and behavioral expectations. Preppers learn that they have multiple opportunities to earn rewards for exceeding expectations and immediate consequences for failing to meet expectations. Any time a prepster 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 preppers graduate from Intrepid Institute, they are expected to conduct themselves like Intrepid College Preppers 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 prepster 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 prepsters who are exceeding expectations. Merits count as +2 shares on a prepster's PRIDE report (explained in the following section).

Merit #	Title	Description
<b>Professionalism</b>		
1	Organization	Displaying exemplary organization
2	Beautifying	Beautifying a classroom, the school, or our surroundings
3	Politeness	Being polite to prepsters, staff, visitors, high school admissions, etc.
4	Excellent Posture	Displaying great academic posture
<b>Rigor</b>		
5	Insightful	Making an insightful comment or asking an insightful question
6	Improvement	Improvement resulting from extra effort
7	Precise Language/Articulate	Unprompted use of precise language or clear expression of a complex idea
8	Positive Academic Response	Building on the idea of another, whether in agreement or disagreement.
9	Cross-Curricular Reference	Connecting the learning to something learned or studied in another class
<b>Initiative</b>		
10	Genuine Enthusiasm	Displaying genuine unprompted enthusiasm
11	Volunteering	Volunteering to help without being prompted
12	Leadership	Displaying leadership
13	Mentoring	Helping a peer improve, sacrificing personal time for the benefit of another



14	Tutoring	Tutoring a peer
15	Caring/Kindness	Caring for another prepster or demonstrating kindness
16	Inclusiveness	Including others in your group or activity
17	Self-Advocacy	Respectfully advocating for your own learning
18	School Spirit	Demonstrates school spirit through enthusiastic participation in class cheers, PRIDE Circle, or otherwise modeling the Intrepid PRIDE Values
<b>Discipline</b>		
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
<b>Endurance</b>		
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	Growth Mindset	Demonstrating a growth mindset through action or reflection

### C. REWARDS – PRIDE SHARES

We will implement a token economy revolving around stock awards. This system will allow teachers to reward prepsters for positive behavior and penalize prepsters for exhibiting behavior that does not uphold the school's PRIDE values. Each week, prepsters will receive 90 PRIDE Shares. Individual classroom teachers are then responsible for awarding or deducting PRIDE stocks from prepsters throughout the week. Prepsters 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 prepsters on Fridays prior to PRIDE Circle. Prepsters 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 school day. Prepsters 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 70 PRIDE**





**shares or less during the week will be required to stay for Friday Extension. Prepsters lose PRIDE Shares for behavior, attendance, and homework incompleteness so please note that during weeks where prepsters are absent, it is even more important for your child to demonstrate excellent behavior.**

### **Stock Redemption and PRIDE Store**

Eligible prepsters may redeem shares for cash once a week on Mondays 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, t-shirts) and school supplies in the PRIDE Store. **Eligible prepsters must have earned more than 100 PRIDE Shares during the week.**

### **Daily Praise/Stickers/Notes**

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

### **Community Shout Outs**

Teachers will recognize prepsters who have shown growth or improvement or done well on an activity, project or assignment during PM Advisory.

### **Prepster of the Month**

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

## **D. ACTS WORTHY OF PUBLIC RECOGNITION**

If a teacher chooses to recognize a specific exemplary behavior during PRIDE circle, the prepster 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 prepster who earns an Act Worthy of Public Recognition (AWPR) is celebrated in PRIDE Circle. The prepster is also recognized during PM announcements and celebrated by their advisory.



## E. DEMERIT PROGRAM

If a prepster commits any of the following lower level infractions, the prepster will receive a demerit. In addition to a demerit, the prepster 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 prepster's PRIDE Report. Three demerits in a day results in a detention.

#	Title	Description
<b>Professionalism</b>		
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	Missing Materials	Missing materials or having the wrong materials
42	Missing Eyeglasses	Not having eyeglasses on in class
42	Other unprepared	Other Unprepared
43	Littering	Putting trash, food anywhere other than in the trash bins
<b>Rigor</b>		



44	Incomplete homework	Prepster fails to turn in complete homework
45	Missing Homework	Prepster fails to turn in homework or turns in homework that is less than half complete
<b>Initiative</b>		
46	No participation	Prepster refuses to answer when called on
47	Lack of Urgency	Prepster does not start on the work or assigned task in a timely manner
<b>Discipline</b>		
48	Talking out of turn	Talking out of turn
49	Feet/sitting on desk/chair	Putting one's foot or feet on chair or desk, sitting on desk
50	Improper line behavior	Behaving improperly in line
51	Inappropriate noise	Making inappropriate noises (e.g. giggling)
52	Poor attitude	Poor attitude
53	Other disrespectful	Other disrespectful
<b>Endurance</b>		
54	Off task/disengaged	Off task or disengaged
55	Not tracking speaker	Not tracking speaker with eyes

## 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 prepster will earn detention by getting three demerits in a day or by earning an automatic detention. Automatic detentions are given for infractions more serious than demerit. Automatic Detentions (ADs) result in -5 PRIDE shares.

#	Abbreviation	Description
56	Disrespect to peer	Disrespect to peer
57	Disrespect to property	Disrespect to property
58	Disrespect to adult	Disrespect to adult
59	Cheating	Low-level cheating, such as on homework or an exit ticket
60	Wrong response	Responding to consequence inappropriately (smacking lips, mumbling, physical display etc.)
61	Ignoring /Refusing	Refusing to respond to staff member or follow specific direction
62	Low level profanity	Using low-level profanity (e.g., “shut-up,” “damn,” etc.)
63	Inappropriate contact	Making inappropriate contact (incl. kiss, hug, “playful” bumping, tapping, accidental trip etc.)
64	Disrupting class	Disrupting class deliberately (including note passing)
65	Horse playing/throwing	Horse playing or throwing
66	Junk Food / Gum / Soda	Gum / Junk Food / Soda / Eating during class
67	Sleeping / Attempting to	Sleeping or attempting to sleep
68	Phone / electronics	Using a cell phone, pager, or other electronic communication device during school
69	Misuse of Technology	Using technology such as computers in any way other than instructed



70	Failure to return form	Failing to return a signed form the day after distribution
71	Leaving Class Without Permission	Leaving any classroom or designated space without permission from a staff member
72	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)
73	Missing Materials – Magic Four	Not having the necessary supplies during supply check (8 sharpened pencils, dictionary, VAR book, agenda)
74	Referral Out of Class	Receiving three demerits in one class period or causing significant disruption to class
75	Lack of personal responsibility	Expecting others to do things for you
76	Second Offense Uniform Violation	Receiving a second uniform violation in one trimester
77	Talking on the Bus	Talking / making noises on the bus

## H. LEVELS OF DISCIPLINARY ACTION

### Demerit

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

### Detention

This is the second level of correction for all prepsters. Any prepster who receives 3 or more demerits in one day earns detention. If a prepster earns automatic detention more than three times in one week, the prepster must stay for Friday Extension.

### In-School Suspension

This is the third level of correction for all prepsters. An in-school suspension is defined as the suspension of a prepster from Intrepid College Prep for a period usually not exceeding three (3) school days that occurs on school grounds. An in-school-suspension also occurs when prepsters repeatedly commit moderate offenses. A prepster in in-school suspension is physically separated from other prepsters in the classroom and is not allowed to participate in class, talk to other prepsters, or join PRIDE Circle. Once the prepster meets the requirements of



their suspension, the prepster must issue a public apology in order to be welcomed back into the Intrepid College Prep community.

#### A. What Can Lead to In-School Suspension (ISS)?

Specific infractions which may warrant In-School Suspension from the community include, but are not limited to:

- Forgery, cheating, plagiarism or dishonesty
- Skipping school, Friday Extension, 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 ISS by communicating with a prepster on ISS
- Two referrals out of class in one week
- As a transition back to the community from Out of School Suspension for a serious infraction.

In addition, prepsters who have not met behavioral expectations over an extended period of time, as measured by a PRIDE Stock Certificate score less than a specific school-determined threshold, may face ISS.

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

#### B. What Does it Look Like?

Prepsters on In-School Suspension will:

- Check in with the Dean of Culture upon arrival (who will reiterate the expectations of ISS), receive their In-School Suspension Sheet (to track behavior), and their ISS badge (which will remain visible throughout the day).
- Attend classes, receive instruction, and complete class work.
- Not be permitted to communicate verbally or non-verbally with prepsters 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 Dean of Culture, Prepster Support Coordinator, or other Administrator is required.

### C. How Long Does it Last?

The number of days on In-School 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-School Suspension results in additional days of In-School Suspension or an Out-of-School Suspension. To reenter the community after In-School Suspension, prepsters must have a full day (in some cases two full days) of excellent behavior. To track this, each prepster will have an In-School Suspension Sheet. On this sheet, there is one block for each period and a place for teacher notes. If the prepster 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-School Suspension Sheet or emailed to the Dean of Culture. If prepsters earn all of the initials in a day, earn zero demerits and complete their homework, they will be finished with the consequence. If they do not, the consequence continues.

### D. What If...?

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

- If they commit low-level infractions, they earn demerits (and earn an additional day of ISS).
- 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 ISS)
- If they are late or do not complete homework up to standard, they will earn an additional day of ISS.
- If they are disruptive or disrespectful during class, they are referred to the Dean of Culture. If a prepster is referred out of class while on ISS, they will need to be picked up and serve an out-of-school suspension.



If a prepster who is not In-School Suspended communicates with a prepster who is, that prepster is referred to the Dean of Culture and begins In-School Suspension. Generally, if this happens before lunch, the prepster 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**

Prepsters who are suspended multiple times will be required to write and share a genuine and reasonable plan for improvement to the Dean of Culture and/or School Leader.

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

1<sup>st</sup> offense: 2 days ISS,

Parent meeting

Present apology to homeroom

2<sup>nd</sup> offense: 4 days ISS

Parent meeting

Present apology and plan for improvement to Executive Director

3<sup>rd</sup> 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 prepster
- 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-School 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 Dean of Culture's office during class three times in a given week (three referrals in a week)
- Repeated offenses for which the prepster has already earned In-School Suspension
- Referral while on ISS
- Three referrals in one week

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

- The prepster will have to write a letter of apology and/or plan for improvement and publicly present this letter to Intrepid College Prep staff and/or prepsters.
- The prepster 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 prepster will be welcomed back into the community. If these requirements are not met and the prepster returns to school, the prepster may be assigned additional In-School Suspension.

Prepsters 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 prepster does not complete this work, the prepster may face standard academic consequences (e.g., Homework Club, no academic credit).

Except in the case of an emergency situation, in which the Dean or Culture or School Leader has determined there is a clear and present danger to the lives, health and safety of prepsters or school personnel, any suspension will be preceded by a conference conducted by the Dean of Culture or School Leader. This pre-suspension conference will include the prepster and, if possible, the teacher(s) or other school personnel involved in the matter. At this conference, the prepster 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 Dean of Culture or School Leader will be empowered to suspend the prepster for a period of one (1) to ten (10) school days in the event that the Dean of Culture or School Leader determines that the prepster has committed one of the serious offenses named above.

Before the prepster returns to class, the prepster, his or her parent or guardian, the Dean of Culture and/or the School Leader will meet in order to address the prepster's behavior and plan for improvement. Suspensions may not be appealed.

## **Expulsion**

Prepsters who commit severe one time offenses or repeatedly violate school policy (such as reaching 10 days of out-of-school suspension) may be recommended for expulsion. A prepster 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):

- Principal will follow standard disciplinary policies and procedures for investigating the facts, obtaining witness statements, and ensuring adherence to due process procedures.
- If the Principal believes it is warranted, the prepster will be expelled.



- The Principal 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 Principal's decision to expel, there is an appeal process:
  - The Principal will give written or actual notice of the expulsion to the parent/guardian within 24 hours, including giving notice that the parent/guardian or prepster 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 prepster or a teacher requested by the prepster can appeal the decision.
  - Absent a timely request for appeal, the decision of the Principal 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 prepster, 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 prepsters expelled from the school, and
- the types of weapons concerned.

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

## **Discipline and Special Education**



In the case of a special education prepster, or a prepster 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 preppers with disabilities. Prior to recommending expulsion for a Section 504 prepster or special education prepster, the Principal will convene a review committee to determine whether the prepster's misconduct was a manifestation of his or her disability; whether the prepster 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 prepster's IEP or 504 Plan. If it is determined that the prepster's misconduct was not a manifestation of his or her disability, that the prepster 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 preppers IEP, the prepster may be expelled.

## **I. ZERO TOLERANCE FOR DRUGS/ALCOHOL AND FIGHTING**

There is zero tolerance for fighting. In almost every case, both preppers will be suspended. Parents will be required to come to school and to pick up the prepster involved in the fight on the day of the incident. The school encourages non-violent conflict resolution. Preppers 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 preppers 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 prepster 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 prepsters or school community members. A safe and civil environment in school is necessary for prepsters 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/at a school bus stop 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 prepster, damaging the prepster’s property, or placing a prepster in reasonable fear of harm to his person or damage to his property or
- Has the effect of insulting or demeaning any prepster or group of prepsters 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 prepsters, 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 prepster 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 prepsters 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 prepsters 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 prepsters.

We ask a lot of our prepsters 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 May 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 prepster. We look forward to working with you to make that reality.

## **FAMILY INVOLVEMENT POLICY**

Intrepid College Prep is a community of preppers, 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 prepster progress and success.



- Provide a library of books and/or frequent trips to the library and/or book stores.
- Discuss academics and prepster 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 prepster 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 Parent University with the Opportunity Academy team to review the Prepster and Family Handbook
- Reinforce Intrepid College Prep's Code of Conduct and PRIDE behaviors at home.
- Attend literacy nights throughout the year to learn how to support your prepster's reading and math growth at home.
- Monitor your child's Voracious, Accountable Reading and sign the VAR log
- Make sure your child completes the nightly Homework, sign the 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 school-wide fundraisers
- Attend school-wide performances and events
- 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 prepsters. 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 prepsters' 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 prepsters. As an Intrepid College Prep family, you can expect the following from Intrepid College Prep staff:

FAMILY COMMUNICATION CYCLE	
<p><b>Homework:</b> HW is assigned to prepsters five times per week. Parents of middle schoolers sign off on homework assignments <b>DAILY</b>, checking for completion only.</p>	<p><b>Family Literacy Night: TRIMESTERLY</b>, 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.</p>
<p><b>Phone Calls:</b> We communicate with families <b>DAILY</b> about mandatory Homework Center assignments, 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.</p>	<p><b>Cafecitos: MONTHLY</b>, we host an afternoon coffee hour - a forum for families to communicate concerns, ask questions, get to know one another, and receive pertinent information from the school.</p>
<p><b>Agenda:</b> Every Monday, prepsters receive <b>WEEKLY</b> agenda, outlining all assignments and important announcements for the week. All parents sign weekly</p>	<p><b>Parent University:</b> New families are introduced <b>ANNUALLY</b> to the school through two 90-minute summer sessions, where parents learn about the</p>



<p>agenda and return to school as part of HW requirement.</p>	<p>systems, culture, and expectations. All families receive a copy of the <b>Prepster and Family Handbook</b>.</p>
<p><b>PRIDE Reports:</b> Every Friday, prepsters receive <b>WEEKLY PRIDE Reports</b> - progress report to share with family, a snapshot of behavior and HW completion.</p>	<p><b>Home Visits:</b> Family Orientation process concludes with 30-minute home visit before the school year begins. Conducted <b>ANNUALLY</b>, staff begins a relationship with every new family.</p>
<p><b>Newsletter:</b> Families are part of our community and our most important partners. All families receive <b>MONTHLY</b> newsletter detailing academic highlights with a focus on academic growth, prepster achievement, and school successes.</p>	<p><b>Parent Teacher Conferences: EACH TRIMESTER</b>, we issue formal report cards and schedule meetings with all families to meet with teachers to discuss prepsters' academic growth.</p>

## TRANSPORTATION, ARRIVAL & DISMISSAL

The school contracts with Greyline to provide transportation to prepsters. In an ideal world we would be able to provide transportation for all of our prepsters. 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 or early August. Please be aware that our bus transportation is provided at no cost to you as part of our commitment to preparing 100% of our prepsters 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 prepsters 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.

1<sup>st</sup> INFRACTION: Detention

2<sup>nd</sup> INFRACTION: 1 DAY Bus Suspension, 1 DAY In-School Suspension, and Parent Meeting

3<sup>rd</sup> INFRACTION: 1 WEEK Bus Suspension, In-School Suspension, and Parent Meeting



## 4<sup>th</sup> INFRACTION: Indefinite Bus Suspension, In-School Suspension, and Parent Meeting

\*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**

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. Prepsters can receive merits and demerits for bus behavior.
2. Prepsters must be silent on the bus at all times unless instructed otherwise.
3. Prepsters cannot work on school assignments on the bus that require a pencil, pen, or other writing instrument to complete them for safety reasons. Any prepster caught completing homework on the way to school will receive Lunch Detention.
4. Prepsters 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. Prepsters who frequently misbehave on the bus, committing moderate offenses (more than 3 times) will be ineligible for transportation services for the remaining school year. Prepsters who misbehave on the bus, committing any serious offense, will be ineligible for transportation services.

## **UNIFORMS**

### **A. GENERAL POLICY**

School uniforms must be worn at all times. Uniforms are meant to stress the fundamental equality of all prepsters 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.

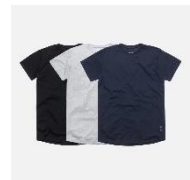
The uniform must be purchased from the uniform stores designated by the school. There are NO substitutions allowed. Neither girls nor boys may wear makeup, temporary tattoos, glitter, or shiny lip gloss. Clear, light pink, and pastel-colored nail polishes are permitted. Prepsters will not be permitted 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. Prepsters may wear one chain but it must be under the uniform. All shirts must be tucked in.

If a prepster 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. If the child has an out of uniform shirt or shoes on, the prepster will be sent to class with booties or a smock until the appropriate uniform is brought, to ensure the prepster is not missing instructional time. The child will not be permitted to go to class until the correct uniform has arrived or the child has on the smock or booties. If we are unable to get in contact with you, the child will remain out of class for the day. If the prepster refuses to correct their uniform, the parent/guardian may be called to pick their child up from school.

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.

Every prepster is required to wear his or her attire as follows.

### LOWER MIDDLE SCHOOL ( 5<sup>th</sup> and 6<sup>th</sup> Grade)





<b>Oxford Blue Button Down with Logo</b>	<b>Navy Blue Dress Pants or Skirt</b> (skirt must be knee length)  *No Joggers*	<b>Dark Brown or Black <u>Dress</u> Shoes</b>	<b><u>Solid</u> Black, White, or Navy Socks</b>	<b>Brown, Black, or Navy Belt</b>	<b>Any undershirts must be solid black, white, or navy</b>
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## 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 prepster 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.
- **Sweater:** Solid navy blue sweater with or without the school's logo on the left breast. The sweater is optional, although prepsters 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, brown or blue belt (should not have excessive ornamentation).
- **Shoes:** Dark colored dress 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. Prepsters may not wear boots. Sneakers are not acceptable except during Enrichment or Physical Education. Shoes may not show any logos.
- **Socks:** Solid 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**.
- **Sweater:** Solid navy-blue sweater with or without the school's logo on the left breast. The sweater is **optional**, although prepsters 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 of appropriate length (knee length)
- **Belt:** Solid black, brown 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. Prepsters may not wear boots. Sneakers are not acceptable except during Enrichment or Physical Education. Shoes may not show any logos.
- **Socks:** Solid 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).

## UPPER MIDDLE SCHOOL (7<sup>th</sup> and 8<sup>th</sup> Grade)



**Oxford Blue  
or Grey Polo  
with Logo**



**Navy Blue or  
Khaki Dress  
Pants or Skirt**  
(skirt must be knee  
length)

\*No Joggers\*



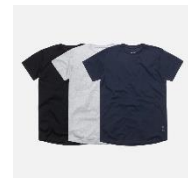
**Dark Brown  
or Black  
Shoes**



**Solid Black,  
White, or  
Navy Socks**



**Brown, Black,  
or Navy Belt**



**Any  
undershirts  
must be solid  
black, white,  
or navy**



## FOR BOYS

- **Shirt:** Intrepid College Prep oxford blue or gray polo with the school's logo on the left breast. 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 prepster 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**.
- **Sweater:** Solid navy blue sweater with or without the school's logo on the left breast. The sweater is **optional**, although prepsters will not be allowed to wear other sweaters or jackets indoors unless it is Intrepid Friday.
- **Pants:** Standard navy blue or khaki slacks. The pants need to fit correctly (no baggy styles) with a belt.
- **Belt:** Solid black, brown 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. Prepsters may not wear boots. Shoes may not show any logos.
- **Socks:** Solid blue, Black, or White Socks may be worn.

## FOR GIRLS

- **Shirt:** Intrepid College Prep oxford blue polo 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**.
- **Sweater:** Navy blue sweater with the school's logo on the left breast. The sweater is **optional**, although prepsters 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. Prepsters may not wear boots. Shoes may not show any logos.
- **Socks:** Solid 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 prepster 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. This includes logos visible on shoes or athletic clothes.
- Jeans (unless a prepster has earned a Relaxed Uniform Day)
- Carpenter-style pants, pants with large pockets on the sides, or joggers (pants with elastic ankles).
- Hats, caps, bandanas, hoods or night wraps. (Prepsters 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 in during AMA 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 prepster 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 School Leader. Further, the School Leader, 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. PE starts Monday, August 13<sup>th</sup> and students not in proper athletic uniform will receive a “0” participation grade and not be allowed to participate in athletic activities. Preppers should wear their PE uniform on the following days:

5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Monday	Tuesday	Wednesday	Thursday

For all athletic activities, preppers 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 prepster’s choosing, but must not have dark soles of the sort that mark gym floors. They cannot have any visible logos.
- The official Intrepid College Preparatory Charter School athletic t-shirt.
- The official Intrepid College Preparatory Charter School athletic shorts or solid navy blue shorts.
- In cold weather, preppers may wear sweatshirts or long sleeve t-shirts over their uniform, but these items must be of a plain gray or navy blue color and must be devoid of writing. Preppers may wear



plain black, gray, or navy blue sweatpants or plain gray, black or navy blue nylon pants, devoid of logos or writing.

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

### **Extra Clothing**

- All prepsters 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.

### **Purchasing**

To order additional school uniforms, including the athletic uniform, contact Educational Outfitters at [615-373-0433](tel:615-373-0433), online at [www.educationalfitters.com](http://www.educationalfitters.com) or in person at 3205 Powell Avenue Suite B Nashville, TN 37204 to order.

When ordering online, click Find Your School and type "Opportunity Academy" or search by zipcode 37013.

## **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. Prepster absences for health reasons will only be excused if an official doctor's note is provided.
- Please note that if your child leaves before 12:00 p.m., the early departure will be treated as a full-day absence. Your child will lose 15 pride shares.
- Please note that if your child leaves after 12:00 p.m., it will be treated as an early departure and your child will lose 5 PRIDE shares.

## **Early Dismissal for Sickness or Appointments**

- Prepsters will only be dismissed early for health-related reasons as determined by the Office Manager.
- If a child must be dismissed early for health reasons, Office Manager 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 Office Manager 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 Office Manager 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.
- All early dismissals will result in a deduction of 5 PRIDE shares. All early dismissals must occur before 3:30 p.m. Monday – Thursday, and before 11:15 a.m. on Fridays otherwise your prepster will dismiss at the normal dismissal time, 4:15 p.m. or 12 noon.

## **Medication While at School**

- If a child requires medication of any kind (including Asthma inhalers and EpiPens):



1. An **Authorization to Dispense Medication form and a note from the medical provider must be submitted** .
  2. The medication must be given to the nurse or to the Office Manager by a parent/guardian in the original container.
- Any prepster who carries an asthma inhaler with him/her must provide:
    1. An **Authorization to Dispense Medication form and a note from the medial provider stating** that the prepster 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 prepster 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 prepster 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 preppers 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 prepsters to conduct research, complete assignments, and communicate with teachers, leaders, and prepsters. Access to network services is given to prepsters who agree to act in a considerate and responsible manner. Parent permission is required! Access is a privilege – not a right. Access entails responsibility.

Prepsters 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

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

### E-mail

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

### Chat and User Groups

Prepster 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 prepsters' 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. SOCIAL MEDIA POLICY**

Intrepid College Prep (ICP) recognizes that 21<sup>st</sup> century learning is quickly changing and adapting to new methods of communication. Intrepid College Prep believes in holding our prepsters accountable to high expectations so they develop into positive leaders. As such, the expectations for appropriate online communication and social media use are necessarily high. While we recognize and respect the rights of all prepsters, faculty, staff and other members of our community to utilize the many social media options available, the following expectations must be met by our students and faculty at all times so that online actions do not interfere with the learning environment at school.

### **Prepster Use of Social Media**

First and foremost, prepsters are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the ICP community and beyond. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for



all to see. What you post online is permanently available even if it can be immediately deleted or hidden. Even private messages or photos can be screen-shot or copy and pasted somewhere else. Do not post anything you wouldn't want friends, parents, teachers, colleges, or a future employer to see.

Prepsters who participate in any online interactions must remember that their posts reflect on the entire ICP community and, as such, are subject to the same behavioral standards set forth in the Student and Family Handbook and the Internet Acceptable Use Policy.

In addition to the expectations found in the Handbook, prepsters are expected to abide by the following guidelines:

- How you represent yourself online is an extension of yourself. Social media can be a positive tool for respectfully sharing ideas, collaborating with others, and communicating your views to leave a positive online footprint.
- Do not misrepresent yourself by using someone else's identity. Pretending, in any way, to be another student, faculty/staff member or anyone else is prohibited.
- Prepsters may not use the name of "Intrepid College Prep" or its logo or mark in any form in social media, on ICP internet pages or websites, on websites not owned or related to ICP, or in forums/discussion boards, to express or imply the official position of ICP without the expressed, written permission of the Executive Director, and/or designee.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Following, linking, or "friending" personal accounts of faculty/staff is prohibited.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs or other clips.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your parent and/or a member of the ICP faculty/staff right away.
- If it is brought to the attention of ICP that a prepster is using social media or online communication inappropriately, the parent and prepster will meet with the administration to view the social media accounts/posts in question.
- Be aware that consistent with the Student and Family Handbook, (see harassment, intimidation, bullying) actions taken on social media platforms, whether school based or private, that impact the school environment, may lead to disciplinary action.



- Prepsters who do not abide by these terms and conditions may lose their access to future use of online tools and are subject to school consequences.

## E. ELECTRONIC DEVICES

Prepsters should not have electronic devices in school. Electronic devices include games (Gameboys, etc.), CD-players, Mp3 players, tablets, and cellphones. While all other electronic devices are not permitted, Intrepid will permit cellphones and e-readers in the following situations:

- Prepsters may bring their cell phones on school grounds but your child’s phone must be stored in the cellphone bin in the classroom. Phones discovered in book bags or on the prepster’s person are in violation of this policy.
- Prepsters may bring e-readers for VAR reading only. Prepsters should store their e-reader in a set aside bin in the classroom.

Almost all personal electronic devices are not truly 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 prepster 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 prepsters and/or their families may incur as a result.

1 <sup>st</sup> Offense	Confiscated and requires parent pickup
2 <sup>nd</sup> Offense	Confiscated for one week and requires parent pickup
3 <sup>rd</sup> Offense	Confiscated for one month and requires parent pickup
4 <sup>th</sup> Offense	Confiscated permanently and will not be returned.





## **F. TOYS**

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

## **G. FOOD**

Intrepid College Prep participates in the National School Lunch Program, which provides free or reduced-price meals to eligible scholars. Applications and eligibility criteria are provided to all parents and applications are required to be completed by all families every year. A schedule of costs for reduced and full-price participation in the Breakfast and Lunch program is provided by office staff.

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

### **School Breakfast**

An optional healthy breakfast will be provided before the academic school day begins. Prepsters will have the option to purchase breakfast. All families will complete a lunch form and your eligibility status will determine the cost of breakfast.

### **School Lunch**

Lunch is available for prepsters on all full-length school days. Lunch choices and cost may vary by school. Prepsters whose families meet the eligibility requirements and complete the requisite paperwork will receive free or reduced-price lunch.

Any prepster 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.

### **Lunches from Home**

In order for prepsters to engage in the rigorous academic program at Intrepid College Prep, it is important that prepsters have healthy, balanced meals. As such, families who decide to provide lunch from home must comply with the following guidelines. If your prepster is out of compliance with these requirements, inappropriate food items will be confiscated of and prepsters 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 (except baked chips)
- 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
- Baked chips or pretzels
- Fruit and/or vegetables

### **Afternoon Snack**

A nutritious afternoon snack will be provided to prepsters during PMA Monday - Thursday. This snack is free of charge. Unless express permission is otherwise given, prepsters should not bring snacks from home to eat during this time.

### **Birthdays**

Prepsters 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 only.** 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 Prepster's health file. Parents should also notify the school of any food restrictions due to religion or custom.**



Our team welcomes you to the Opportunity Academy Middle School community. We are excited to partner with you on the path to college completion!