

INTREPID

COLLEGE PREP

Independence Academy FAMILY HANDBOOK

2026 – 2027 School Year | Updated July 2026

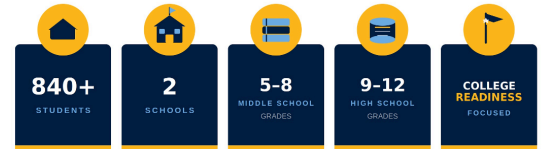
OUR MISSION & CORE VALUES

Mission Statement

INTREPID COLLEGE PREP

Intrepid College Prep is committed to ensuring our students, educators, and families have the opportunity to unlock an unlimited future. By providing rigorous academic instruction and creating powerful relationships amongst our community's members, we ignite passion, seek knowledge, and inspire the bravery needed to have a profound impact in our world.

By the Numbers



OUR CORE VALUES

"These values are not a poster. They are the standard against which we hire, evaluate, recognize, and — when needed — part ways."

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Section 1: Welcome

A note from Principal Lewis:

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SCHOOL HOURS & FRONT OFFICE

Welcome to the IA family!

We are excited to partner with you this school year.

This handbook is designed to answer common questions and help your family feel prepared for a successful year. Our goal is to build strong relationships with students and families while creating a safe, joyful, and academically challenging learning environment.

Our School's Vision

At Independence Academy, we believe student success happens through a strong partnership between school and home. Together, we foster academic excellence, personal growth, resilience, and leadership. Every member of our community, students, families, and staff, plays an important role in helping our students thrive.

We are proud to be IA Lions!

School Hours

- **Monday - Friday: 8:00 a.m. to 2:52 p.m.**
- **Doors open at 7:40 a.m. Students are considered tardy to school if they walk through the front doors at or after 8:00 a.m.**

Front Office and Operations Team

IA Operations Vision

We work together to create a school that is safe, welcoming, and clean. We aim to ensure that our IA family members can focus on what matters – their academic and personal growth goals. We invite parents and the community to the table as crucial partners in this vision. We do this through clear and timely communication, seeking regular feedback, and fostering stewardship of shared spaces.

We are united in shared stewardship of our “second home.”

Our Operations team includes:

- Front Office Manager, Nayelli Urdiera-Diaz
- Dean of Building Operations, Cindy Magana
- Dean of Academic Operations, Cody Clark
- Assistant Principal of Operations, Kesha Boyd

Our front office is open from 8:15 a.m. to 2:00 p.m. Monday through Friday. We can also be reached by phone at (615) 334-0070. Some of our team speaks fluent Spanish.

SECTION 2: PARTNERING WITH FAMILIES

Language Access and Communication

Intrepid College Prep is committed to ensuring that all families have meaningful access to school information and communication, regardless of their preferred language. In accordance with applicable federal and state laws, language assistance is provided at no cost to families who need them.

Our teachers and staff primarily communicate with families using **TalkingPoints**, a messaging platform that provides automatic translation in multiple languages. Families are encouraged to download the TalkingPoints app and verify that their preferred language is selected. Messages may be sent and received in a family's preferred language and will be translated for school staff.

Families have the right to request language assistance for school communication, including translated written materials and interpreter services for meetings, conferences, and other school related communications. Students who qualify for language related instructional supports or accommodations will receive services in accordance with their Individual Learning Plan (ILP) and other applicable educational requirements. The ILP explains the language support the student needs to:

- Understand lessons and directions
- Take part in classroom conversations and activities
- Read and understand school materials
- Express ideas through speaking and writing
- Show what they have learned
- Continue developing English skills

School staff will provide the supports listed in the student's ILP during daily instruction, classwork, school assessments, and other settings named in the plan. Families will receive information about their child's English development, services, progress, and ILP in a language they understand. Families may ask questions or request a meeting to discuss their child's support.

If you believe language access services are not meeting your family's needs, please reach out to the **Student Life Community Line**.

Family Partnership & Engagement

Definition of engagement; event cadence; campus and network events; report card pick-up expectations; opportunities for feedback, volunteering, and partnership.

SchoolRunner

You can track **your student's grades and other information** by logging into **SchoolRunner**, our student information system. You will receive your login information during Back-to-School Night or during your student's first week. Students can log in to SchoolRunner by clicking on the Google sign in option and using their school email and password (example: `firstname.lastname@intrepidstudents.org`).

SECTION 3: DAILY SCHOOL EXPERIENCE

Arrival, Dismissal, and Student Release

To keep all students safe during arrival and dismissal, we ask every family to follow the procedures. Please enter our parking lot at the entry next to our sign, circle around the left side to the back of our building, and exit at Harbor Freight (see map). The entrance at the four way light is blocked off due to ongoing construction on Chinatown next door.

To keep traffic flowing safely, please remain in the car line and avoid parking in nearby business lots; including Harbor Freight or Chinatown. Please drive at 10 mph or slower in our lot for the safety of students and staff.

If your student arrives after 8:00 a.m., they should check in at the front office to receive a tardy pass before heading to class.

If you would like to pick up your child early, please come to the front office with your I.D. to sign them out. **To ensure a safe dismissal for all students, early checkouts end at 2:15 p.m..** We encourage parents to arrive and begin lining up before 2:45 for dismissal, as we will block off the main entrance for student safety as they board buses.

If your student normally rides the bus but you wish to pick them up for the day, call our front office **before 2:00 p.m.** and we will notify your student of the change through a **transportation change sheet.**



Inclement weather

When weather conditions affect student and staff safety, MNPS may adjust school start and end times, recess schedules, and/or reschedule school events to ensure safe transportation and appropriate use of indoor/outdoor learning spaces. Decisions will be made based on factors such as road conditions, temperature, and local safety guidance, and families will be notified as soon as possible through official communication channels. Please note that there may be times when MNPS will not align with weather-related changes and schedules from other districts or sources; in those situations, MNPS decisions will take priority to ensure consistency and safety for our school community.

School Supplies

Students must bring their own pencils, erasers, and backpacks. All other materials, including reading materials, are provided by the school. Chromebook carts are in each classroom for students to use if needed for lessons.

Attendance, Truancy & Chronic Absenteeism

We know that every day in school matters. Consistent attendance helps students build relationships, stay connected to learning, and reach their full potential. If your family is facing attendance challenges, please contact us so we can help.

If your child will be absent, please send a note to the front office explaining the reason for the absence. Otherwise they will be marked as absent. A note should be submitted to the front office for this to be considered an excused absence. Acceptable reasons for an excused absence include illness, medical visits for the student, family emergencies, and religious holidays.

Students must be in their 1st period classrooms by the time the bell rings at 8:00 AM.

Students who enter the classroom after 8:00 AM will be counted as tardy to school. If a student is tardy or leaves school early three times, this will be counted as an unexcused absence.

If your student needs to leave early, an approved adult must come into the front office and provide their ID. The names of the adults who are permitted to pick up the student from school must be documented by the school. Without prior notification from the student's parent or guardian, a student will not be released to an adult whose name is not documented in SchoolRunner. **To ensure a safe and efficient dismissal, students may not be signed out anytime after 2:00 pm.** If a student is 18 and they drive, they are able to sign themselves out as long as the front office receives advance written and verbal confirmation from parents/guardians. If a student is not 18, they cannot sign themselves out or be signed out by a sibling who is 18 at the school—**no exceptions.**

Truancy Policy

Per Tennessee law, **a student is considered to be truant after they have at least five unexcused absences in a school year.** You will be notified if your student is truant through TalkingPoints and a mailed letter, and a meeting with an administrator will be required. Those who do not improve their attendance after interventions and have over **ten unexcused absences** without improvement after intervention may be required to attend Metro Nashville Public Schools (MNPS) Truancy Court.

If your family is experiencing transportation, health, or other challenges that affect attendance, please reach out. We are committed to working with you to support your student's success.

Chronic Absenteeism

Regular attendance is essential for student success and ensures students have consistent access to instruction, support, and learning opportunities. Chronic absenteeism occurs when a student misses 10% or more of the school year, regardless of whether absences are excused or unexcused. When students are frequently absent, they may experience learning gaps, missed opportunities, and challenges staying on track academically. The school will partner with families to monitor attendance, address barriers, and provide support to help every student attend school consistently.

Uniform & Dress Code

Families can purchase school uniforms from our vendor, Dress Code, at bit.ly/IntrepidUniforms25. The link can also be accessed through our school website, www.intrepidcollegeprep.org, under the Family Resources tab.

Tops: Students must wear an Intrepid top, such as an Intrepid polo or t-shirt as their top layer of clothing. If students choose, they may wear an Intrepid sweatshirt, jacket, or sweater on top of their shirt. Students may wear non-Intrepid outerwear, such as jackets or coats, when arriving in the morning and leaving in the afternoon, but they must take these off when inside the building. Seniors can wear college shirts to replace an Intrepid shirt as the top layer of their clothing.

Bottoms: Leggings/ yoga pants and pajama pants are not permitted. Jeans, dress pants, leggings, skirts or khakis are allowed. Sweatpants are allowed because our students may be active in their P.E. classes and field days. Shorts or any rips/holes in pants must be below the fingertips.

Shoes: Students are required to wear closed toed shoes at all times unless students are participating in a school event that requires specific attire. Slides, slippers, sandals, and any other shoe that does not fully cover the toe and heel are not allowed.

Headwear: Religious attire such as hijabs are permitted as well as headwraps. No other headwear is permitted. We recognize that some headwear is worn for cultural reasons and we are creating a safe space in our school community to have conversations surrounding racism and dress codes.

Students are expected to dress appropriately during professional events, such as college visits or career fairs.

Students will be allowed to dress down every Friday. Any students participating in dress down Fridays must remain in school appropriate attire. Clothing shall be free of any writing or pictures that is crude, vulgar, profane, or inappropriate for the school environment. Crop tops and any clothing that exposes the stomach or shoulders are not permitted. Tops should not have low cut necklines. Clothing should provide adequate coverage and be appropriate for a school setting.

Multiple dress code infractions may result in escalating disciplinary action up to and including in-school suspension.

Meals & Transportation

Meals

Breakfast and lunch will be provided free of charge for all students. Free breakfast and lunch is available based on family income through the federal Free and Reduced Lunch (FRL)

Transportation

We offer but cannot guarantee bus transportation for your student. You are only eligible for transportation if you live further than 1.5 miles from the school. Bus assignments will be communicated to families before school starts. If you have any questions, please contact cmagana@intrepidcollegeprep.org or (615) 334-0070.

Student Drivers/Parking at School

Independence Academy welcomes student drivers on campus. Our number one priority when it comes to our students is **SAFETY**! In order to be approved to park on campus and obtain a student parking permit, students and a parent/guardian must complete and sign the Student Driver Agreement. A copy of a valid driver's license must be provided. The agreement can be obtained in our front office. Once approved the front office will personally hand the permit to the student.

Bus expectations

Students are expected to demonstrate safe, respectful, and responsible behavior while riding the bus to and from school each day. Students must follow the directions of the bus driver, remain seated while the bus is moving, keep hands and belongings to themselves, and use appropriate language and behavior. Students who engage in unsafe, disruptive, or disrespectful behaviors may receive consequences, including parent/guardian communication, school-based consequences, and the potential loss of bus privileges.

Meals

Breakfast and lunch will be provided free of charge for all students. Free breakfast and lunch is available based on family income through the federal Free and Reduced Lunch (FRL).

Supplies and Materials

Students are expected to come to school each day prepared with basic items such as pencils and a backpack. Intrepid College Prep provides all required classroom and instructional materials needed for learning. Each year, the school may publish an **optional** School Supply Donation List of additional classroom supplies that families may choose to donate to support classrooms throughout the school year.

Students may be assigned a Chromebook or provided access to classroom Chromebook carts to support classroom instruction.

Chromebook Agreement/ Accountability

Students are expected to use school technology responsibly, safely, and appropriately to support their learning. Students are responsible for taking care of all assigned technology, including Chromebooks, headphones, and other devices, by following school expectations and reporting any damage or issues immediately. If a device is damaged due to misuse or negligence, a repair fee may be charged before a replacement Chromebook or device is provided. The full policy can be found [here](#).

Bathroom & Daily Operations

At IA, we value safe spaces in all areas of the building - including bathrooms. Bathrooms are open for students throughout the entirety of the school day. **For the safety and well-being of our students, bathrooms are equipped with Triton Sensors which detect smoke, THC and overcrowding.**

Cell Phones

Every student will be assigned a school issued chromebook by the second week of school. Personal laptops are not required or allowed in school spaces.

IA is a cell phone free school.

9th-11th: Students will be required to lock their electronics (phones, airpods, smartwatches) in a Yondr Pouch before 8:00 AM as shown below. A Yondr pouch is made of neoprene and has a locking device at the top. Students will be assigned a Yondr pouch that they will take home and bring to school every day. Student and family will pay \$30 for a lost or damaged pouch.

12th: Students are required to keep all their electronic devices in their backpacks for the entire school day.

If a student is found with their electronics out of their Yondr pouch (out of their backpack for seniors) after 8:00 AM (including personal laptops), an administrator will take the device and lock it up until a family member is able to come pick it up from school. If the student has an emergency, they can use the front office phone. If you need to get a hold of your student, please contact the front office at **(615) 334-0070**. At the end of the school day, students will unlock their pouches and take their pouch home with them. Students who forget to bring their Yondr pouch to school will place their electronics in an envelope that will be labeled with their name and kept in the R&R room until dismissal.



Cell Phone Violations	
Student Action	Consequence Earned
Student refuses to place their electronics in a pouch	Automatic referral, send to R and R, electronics are kept and locked in R and R until a family member picks up the electronics.

Student is found using their electronics after 8:00 AM	Automatic referral, send to R and R, electronics are kept and locked in R and R until a parent picks up the electronics.
Student steals or damages pouch	Automatic referral, send to R and R Student pays \$30 to replace pouch

Religious Accommodations **Prayer (Salah) During the School Day**

Independence Academy (IA) recognizes and respects the religious beliefs and practices of our students. Muslim students who wish to observe their daily **Salah (prayer)** during school hours will be provided with a reasonable opportunity to do so in accordance with school procedures. Students may use a designated quiet space for prayer at the appropriate prayer times, provided it does not create a safety concern or cause a significant disruption to instruction. School staff will work with students to minimize the amount of instructional time missed, and students are expected to return promptly to class after completing their prayers. Families are encouraged to communicate with school administration if they have questions or would like to discuss their child's religious accommodation needs. IA is committed to fostering a respectful and inclusive learning environment where students of all faiths can practice their sincerely held religious beliefs.

SECTION 4: ACADEMICS AND STUDENT SUPPORT

Academic Program

Academic Vision

At Independence Academy, we believe in the potential of all students to excel academically and personally. Through anti-racist and inclusive instruction, students gain access to unlimited futures. As a community, we hold all students to high expectations and encourage an active role in their educational experience.

Grading Scale

Intrepid's Grading Scale is aligned to Metro Nashville Public Schools:

Grading Scale			
GRADE	PERCENTAGE	Non-AP	AP
A	90.00% - 100.00%	4.0	5.0
B	80.00% - 89.99%	3.0	4.0
C	70.00% - 79.99%	2.0	3.0
D	60.00% - 69.99%	1.0	2.0

F	59.99% - 0.00%	0.0	1.0
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Gradebook Categories + Weights

Category Weights	
Category	Weight
Daily Achievement Grades	10%
Cumulative Achievement Grades	90%

Communication

Teachers are responsible for updating scholars' grades each week in order to ensure that the information scholars and caregivers access on Schoolrunner is accurate and current. When Schoolrunner is up to date, scholars can make informed decisions about assignments, studying, and retakes. Grades are one indicator of a student's status, but teachers are still responsible for communicating home about academic trends or behaviors that are present in the classroom.

You can track **your student's grades and other information** by logging into **SchoolRunner**, our student information system. You will receive your login information during **Back-to-School Night** or during your student's first week. Students can log in to SchoolRunner by clicking on the Google sign in option and using their school email and password.

Classroom Technology

At IA, we believe classroom technology is a powerful tool for enhancing time management and fostering student independence. Each course is supported by a student-friendly Google Classroom page, designed to streamline organization, assessments, and communication. Teachers are responsible for maintaining their digital classrooms by uploading instructional materials, posting announcements, and communicating chromebook use in advance. Students are expected to follow IA's technology policy by arriving with a charged chromebook and demonstrating appropriate use. By establishing consistent digital norms, we protect instructional time, minimize distractions, and help students develop strong, responsible habits in their use of technology.

Accommodations

Our student support department is dedicated to meeting students' needs through effective communication and progress monitoring. **Students with accommodations outlined in an IEP, ILP, or 504 plan must receive those accommodations on graded assignments and assessments to ensure fair and accurate evaluation.**

Grading Policy Family Guide (2026–2027)

At Intrepid College Prep, we believe grades should accurately reflect what students know and are able to do. Our grading practices are designed to be **fair, consistent, and focused on learning**, while also aligning with Metro Nashville Public Schools' grading policy.

Our goal is to ensure that every grade provides meaningful information about a student's academic progress and helps students continue to grow.

Our Three Grading Beliefs

1. Grades Reflect Academic Learning

Grades should communicate a student's understanding of grade-level standards and content—not behaviors such as participation, effort, attendance, or late work.

2. Grades Are Based on Evidence of Learning

Students earn grades by demonstrating what they know and can do through classwork, quizzes, projects, presentations, tests, and other academic assessments.

3. Grades Are Clear and Support Growth

Families and students should always have a clear understanding of academic progress. Students will receive regular feedback and opportunities to improve their understanding of content.

How Grades Are Calculated

Students earn grades in two categories:

Daily Achievement (10%)	These assignments measure a student's understanding of daily learning objectives and may include: • Exit tickets • Practice assignments • Homework checks • Classroom activities These grades are based on the quality and accuracy of student work—not simply completion.
Cumulative Achievement (90%)	These assignments measure learning over time and may include: • Quizzes

	• Unit tests • Essays • Projects • Presentations • Performance tasks Because these assessments demonstrate long-term mastery, they make up the majority of a student's grade.
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Opportunities to Improve Learning

Learning takes time, and students often improve after receiving feedback.

Students who do not initially demonstrate mastery on a cumulative assessment will have structured opportunities to reassess their learning according to school guidelines.

When a reassessment is completed, the **highest score earned** will be recorded.

Homework

Homework is assigned to help students prepare for learning and strengthen important skills.

Homework supports success in class but is intended as practice. Teachers may include homework performance within Daily Achievement grades when it measures student understanding.

Late and Missing Work

We want grades to reflect learning—not simply whether an assignment was submitted on time.

- Students are encouraged to complete and submit missing work before quarterly deadlines.
- Work submitted by the published deadline will be graded without a late penalty.
- After the quarterly deadline, missing assignments that have not been submitted will receive a zero in accordance with Tennessee law.

Teachers and advisors will communicate these deadlines throughout the year.

Absences

If a student is absent, teachers will provide access to missed learning materials.

Students will have opportunities to complete missed cumulative assessments and assignments according to school procedures.

Academic Integrity

We expect every student to complete their own work honestly.

Cheating, plagiarism, or submitting work created by others (including artificial intelligence without permission) does not accurately demonstrate student learning and may result in academic and school-based consequences.

Artificial Intelligence (AI)

We are privileged to teach students the ethical and effective use of AI to enhance learning. As AI tools evolve, we will maintain accountability in assessments and computer use. We are committed to protecting personal information to ensure the security of student and staff data, while also taking steps to help protect the environment from the impact of AI. If misuse is suspected, teachers may request verbal explanations of student work. *Always check with your instructor before using AI for coursework; teachers will clearly indicate when AI is allowed, limited, or not permitted.*

Students may not use AI to:

- Fully write essays or answers and turn them in as their own.
- Generate code or work that they don't understand or can't explain.
- Bypass learning (e.g., asking AI for a full project, quiz answers, or math solutions with no effort to learn the content).
- Replace required handwritten or original work (if explicitly asked for).
- AI should not be used as a shortcut to rush through assignments.

Grade Transparency

Teachers update grades regularly throughout the school year so students and families can monitor progress in Schoolrunner.

If a student is at risk of failing a class, families will be contacted so we can partner together to provide support before the grading period ends.

Our Commitment to Equity

Our grading practices are inspired by the principles outlined in *Grading for Equity* by Joe Feldman and are designed to ensure that grades communicate academic achievement as accurately as possible.

By focusing grades on learning rather than behavior or circumstances, we strive to create a system that is fair, transparent, and supportive of every student's success.

We believe every student can grow, every student deserves opportunities to demonstrate learning, and every family deserves clear information about their child's academic progress.

Together, we can support every student in reaching their fullest potential.

Informed Consent for School Counseling

Dear Parent/Guardian,

The Intrepid Counseling Team supports students by helping them build on their strengths, develop healthy coping skills, and succeed academically, socially, and emotionally. Our work is trauma-informed and focuses on identity development, goal setting, emotional regulation, problem solving, and healthy coping strategies.

Our goal is to help students develop lifelong skills that support their success throughout their educational journey and beyond. The counseling team consists of licensed and qualified mental health professionals with diverse training and experience in supporting students' social, emotional, behavioral, and mental health needs within the school setting.

School Counseling Services

School counseling is a short-term, school-based support service designed to help students address social, emotional, behavioral, and academic concerns that may affect their success in school. Counseling services are collaborative and may include working with students individually, in small groups, and in consultation with families and school staff to support student well-being and educational success.

Written parent or guardian permission is required before ongoing school counseling services are provided.

School counseling services may include:

- Intake assessments
- Individual counseling
- Small group counseling
- Crisis intervention during school hours when a counselor is available
- Consultation with teachers, administrators, and other appropriate school staff
- Referrals to community agencies or outside mental health providers, when appropriate

School counseling services are designed to support students within the educational setting. These services are not a replacement for outpatient therapy, psychiatric care, psychological evaluations, medication management, long-term mental health treatment, or case management. Families are responsible for determining whether additional services outside of school are appropriate for their student.

Privacy, Confidentiality, and Mandatory Reporting

Confidentiality is an important part of the counseling relationship. It helps build trust between students and counselors and encourages students to speak openly during counseling sessions. Information shared during counseling is generally kept private.

However, confidentiality has important legal and ethical limits. Many school employees, including school counselors, have legal responsibilities as mandated reporters under Tennessee law. A mandated reporter is an individual whose professional role requires them to report suspected child abuse or neglect to the appropriate authorities when there is reasonable cause to believe it may have occurred. This legal duty exists to help protect children and cannot be waived by a student, parent, or guardian.

Being a mandated reporter does not mean an employee provides counseling or mental health services. Rather, it is a legal responsibility that applies to certain professionals and school personnel under Tennessee law.

In addition to mandatory reporting requirements, there are situations in which a school counselor may be legally or ethically required to break confidentiality when necessary to protect the health, safety, or welfare of a student or others, comply with applicable laws, or support a student's educational program. Breaking confidentiality is not done lightly and occurs only when required to meet legal, ethical, or safety obligations. Information is shared only with individuals who have a legitimate educational or legal need to know.

Confidentiality may need to be broken under the following circumstances:

1. A student expresses thoughts of harming themselves
2. A student makes a credible threat to seriously harm another person
3. There is reasonable suspicion that a student has experienced abuse or neglect
4. A student reports harassment, intimidation, or bullying
5. A student is found in possession of drugs, alcohol, or weapons
6. A student is suspected of being under the influence of drugs or alcohol while at school
7. Any situation in which disclosure is necessary to protect the health, safety, or welfare of the student or others, or as otherwise required by law

Whenever appropriate and safe to do so, counselors will inform the student before breaking confidentiality and explain why confidential information must be shared. There may be situations in which prior notification is not possible due to immediate safety concerns or legal requirements.

If confidential information needs to be shared with individuals outside the school, such as a community therapist, psychiatrist, physician, social worker, or another outside provider, a parent or guardian must complete and sign a separate Release of Information form before communication can occur, unless disclosure is otherwise required or permitted by law.

Counselors may also share limited information with teachers, administrators, or other school personnel who have a legitimate educational interest in supporting the student. Only the information necessary to support the student's safety, well-being, or educational success will be shared.

Counseling sessions will not be audio or video recorded.

Parent Rights

Parents and guardians have the right to:

- Ask questions about school counseling services and the counseling process
- Receive information about counseling methods and approaches used with their student
- Discuss concerns with the school counselor
- Provide or decline consent for school counseling services
- Withdraw consent for ongoing counseling services at any time by providing written notice to the school
- Request information about community mental health resources
- Request language assistance, including translated documents or an interpreter, to help understand counseling services and make informed decisions

If a student experiences a mental health emergency outside the scope of school counseling services, families should seek immediate assistance by going to the nearest hospital emergency department or contacting emergency services.

If you believe someone is in immediate danger, call **911**.

For mental health emergencies or suicidal thoughts, call or text **988**, the Suicide & Crisis Lifeline.

Additional resources:  25-26 ICP Community Resource Guide.pdf

SECTION 5: STUDENT LIFE & CULTURE

Student Life

At IA, we strive to provide clear expectations for students and families in order to foster a safe and consistent learning environment.

Student behavior

The Reflect and Restore Room (R & R room) is a space for students to reflect on the behavior that caused the referral and to discuss ways to repair the relationship with the teacher or other student. This year, all grade levels will adhere to the same consequence system as laid out below:

Behavior Consequences	
What	Appropriate Consequence
1st Referral	• Phone call from teacher • Lunch detention
2nd Referral	• Phone call from Student Life team • Lunch detention
3rd Referral	• Extended reflection • Phone call from Student Life team • Grade level team meeting meets to create appropriate consequence
4th Referral	• Parent meeting • Behavior intervention plan
5th Referral	• In School Suspension (ISS) • Renewed behavior intervention plan
6th Referral	• Out of School Suspension (OSS) • Re-entry meeting before returning • Renewed behavior intervention plan
7th Referral	• Depending on the severity of incident, either ISS or OSS will be assigned • Referral to Special Populations department for a Functional Behavior Assessment (FBA)
<i>If a student has multiple referrals in one day, they earn an automatic extended reflection.</i>	

Selling/Distributing items

Students are not permitted to sell snacks, drinks, or other goods on school property because it distracts from learning, violates our food service agreement with SLA, and creates liability concerns with unregulated items. Any unauthorized selling will result in confiscation of items and disciplinary action.

We believe mistakes are opportunities for learning. Our staff partners with students and families to help students reflect, repair relationships, and continue growing.

Safety and Security

The safety and well-being of our students and staff is our highest priority. Intrepid College Prep maintains a comprehensive approach to campus safety through secure facilities, proactive planning, and strong partnerships with families and emergency responders. All staff are trained on safety procedures and are expected to uphold these expectations consistently.

Campus Access & Visitor Screening

To help ensure a safe learning environment, all visitors must enter through the main office, present a valid government-issued ID, and complete a Raptor Visitor Management screening before entering the building. Approved visitors will receive a visitor badge that must be worn and visible at all times while on campus.

All staff members are required to wear school-issued identification while on campus so students, families, and visitors can easily identify authorized personnel.

Emergency Preparedness

Intrepid conducts all emergency drills required by Metro Nashville Public Schools and the State of Tennessee, including fire, severe weather, lockdown, evacuation, and other emergency response drills. These drills help students and staff respond quickly and safely should an emergency occur.

In the event of an emergency, families will receive communication through the school's designated communication systems as soon as it is appropriate to do so.

Campus Safety Procedures

To maintain a safe learning environment, Intrepid utilizes a variety of safety measures, including:

- Secure building access during the school day
- Staff supervision throughout campus
- Visitor identification procedures
- Clearly defined emergency response protocols
- Collaboration with local emergency responders when necessary

Vape & Smoke Detection

To promote student health and safety, vape and smoke detectors are installed in student restrooms. These devices allow staff to respond quickly to incidents involving vaping or smoking and help maintain a safe, healthy campus environment.

Mandatory Reporting

All Intrepid employees are mandatory reporters under Tennessee law. If a staff member suspects child abuse, neglect, or another situation that may place a student at risk, they are legally required to report their concerns to the appropriate authorities.

Threat Assessment & Safety Concerns

Any threat to student or staff safety is taken seriously. Reports of threats, weapons, violence, or other concerning behaviors are investigated promptly and may involve school administration, district personnel, law enforcement, or other agencies as appropriate.

Students and families are encouraged to report safety concerns immediately to a staff member or school administrator.

Thank you for partnering with Independence Academy.

We believe every student succeeds best when families and schools work together. Thank you for trusting us with your child's education. We look forward to an outstanding school year and encourage you to reach out whenever you have questions or need support.

We're glad you're part of the IA family!

SECTION 6: CONSENT FORMS

ACKNOWLEDGEMENT

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received and reviewed the [SCHOOL NAME] Family Handbook for the [SCHOOL YEAR] school year. I understand that it is my responsibility to read and understand the policies and expectations outlined in this handbook.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Student Name (Print): _____

Date: _____