



High School Handbook

2018-2019

Independence Academy High School

Intrepid College Preparatory Schools

Welcome to the Intrepid College Preparatory Schools Team and Family!

Intrepid College Preparatory Schools
5221 Hickory Hollow Pkwy
Antioch, TN 37013

For more information about Intrepid College Preparatory Schools, please email info@intrepidcollegeprep.org.

www.intrepidcollegeprep.org

DISCLAIMER: Please note that this 2018 – 2019 edition of the Student and Family Handbook supersedes any earlier editions. The School reserves the right to modify the Handbook during the year with notice to Scholars and their families and reissue the Handbook at any time. Final authority on all matters rests with the school administration and Board. Intrepid College Prep is not responsible for an accidental omission. It is the responsibility of all Scholars, parents/guardians and staff to review this Handbook periodically.

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Message to Our Families

Welcome to Intrepid College Prep Schools. As a part of our team and family, you have joined a community of people who have dedicated their professional lives to helping all children reach their full potential.

The mission of Intrepid College Prep Schools is to equip every prepster and scholar in grades 5 -12 with the academic foundation, financial literacy, and ethical development necessary to excel in selective colleges, earn professional opportunities, and demonstrate positive leadership.

The motto of Intrepid College Prep Schools is *High Expectations • Hard Work • College Bound*

As is the case with any family, Intrepid College Prep needs a set of rules and guidelines to help us understand and get along with one another. The purpose of this Handbook is to ensure that we have consistent expectations across our school. The network Handbook may not answer all your questions, but it should provide examples of Intrepid College Prep’s mission, procedures, expectations, and guiding principles.

This Handbook replaces any prior years’ Handbooks including those you received when your child was a student at Opportunity Academy Middle School. As Intrepid College Prep always seeks to improve, we reserve the right to amend, modify, or change the provisions in this Handbook. We will of course provide all scholars and families notice of any significant changes in the policies reflected in the following pages.

Please note that where we refer to “parents” in this Handbook, the term is meant to include both parents and legal guardians even where we do not specifically refer to guardians.

CODE OF CONDUCT

Overview: At Intrepid College Prep, we want to ensure that there is a fair and consistent Code of Conduct (“Code”) so that Scholars know what is expected of them always. We have developed a school-wide discipline system that rewards Scholars for positive behavior, while ensuring that appropriate disciplinary action is taken when Scholars do not adhere to the Code. Student disciplinary offenses are those actions or inactions that violate the School’s Code or interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

- A disciplinary offense may occur while the student is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity conducted off school grounds.
- School-related disciplinary offenses may also include misconduct outside the school, such as social media that reasonably could affect the school or learning environment. School administration will use their professional judgment in determining which disciplinary action(s) will be most effective in dealing with the student’s misconduct, considering the following factors:
 - o the student’s age and maturity level;
 - o the nature and seriousness of the infraction and the circumstances which led to the infraction;

- o the student’s previous disciplinary record;
- o the effectiveness of other forms of discipline;
- o information from parents, teachers and/or others, as appropriate;
- o the student’s attitude; and other relevant factors.

LEVELS OF DISCIPLINARY ACTION

When a student does not meet behavioral expectations and a violation of the School’s Code has occurred, clear and consistent disciplinary action will ensue, including demerits, which can lead to detention, and other consequences as further described below. Scholars with questions regarding demerits, detention or disciplinary consequences can reach out to the Dean of Culture for his/her grade level. Ultimately all systems are designed to intervene when a scholar demonstrates behavior that does not put them on the path to the college and career of their choice. Therefore, when it becomes apparent that our systems have proven to be ineffective in intervening with a pattern of troublesome behavior, Deans of Culture have the discretion to apply additional or different consequences to help facilitate a change in scholar’s behavior.

Our Campuses

Opportunity Academy Middle School

Grades 5-8	5432 Bell Forge Lane East
Opened in 2013	Antioch TN 37013
School Leader: Lizzie Stewart	

Independence Academy High School

Grades 9-12	Location: 5221 Hickory
Opened in 2017	Hollow Pkwy
School Leader: Bryan Kariuki	

Our Mission, Vision, and Core Values

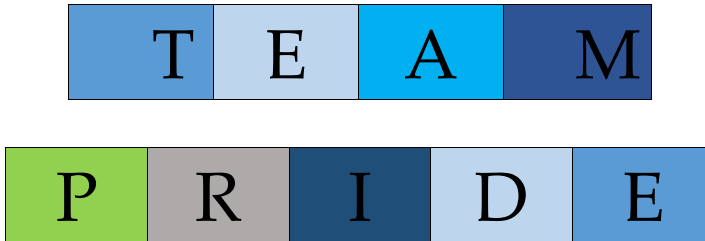
Our Mission

Intrepid College Prep Schools equip every prepster and scholar in grades 5 through 12 with the academic foundation, financial literacy, and ethical development necessary to excel in selective colleges, earn professional opportunities, and demonstrate positive leadership.

Our Vision

Intrepid College Prep Schools provide a rigorous academic program focused on the knowledge, financial literacy, and leadership skills necessary to excel in top colleges and lead a life of financial discipline and ethical character. Scholars receive highly structured liberal arts and financial literacy education, preparing them to be ethical leaders across the globe.

Our Core Values: T.E.A.M. P.R.I.D.E.



Transparency. We open our educational and business practices for analysis to ensure we're doing what's best for scholars and are in a state of constant improvement. We share our successes and our challenges transparently with our families, so we can work together to solve problems quickly. Transparency leads to accountability. Accountability is the conscious and public act of taking responsibility for something you have done – good or bad. This means acknowledging and apologizing for mistakes, changing hurtful behavior into supportive behavior, accepting the consequences of our decisions, and being proud of amazing accomplishments and hard work.

Enthusiasm. Celebrating success is engrained in the work we do every day. Our scholars have a lot to celebrate. When you work as hard as we do, it is essential to find joy in your work. We believe in teaching our scholars how to be joyful in their learning by approaching it with curiosity, gratitude, and spirit! We also believe in creating opportunities for our scholars to play together as a team, as enthusiasm is created by working hard and playing hard.

Activism. Scholars transition from considering their own academic success and that of their peers to also consider the positive impact they can have on improving our world while receiving a world-class education. Scholars apply critical thinking skills to leadership under a framework of doing well by doing good. Scholars have an opportunity to learn about the most challenging problems facing our world and get involved in the solutions through service-learning opportunities and experience as social entrepreneurs.

Mindfulness. Scholars develop awareness of their needs as learners and young people, their impact on others, and collective responsibility to the community. Mindfulness means maintaining a moment-by-moment awareness of our thoughts, feelings, bodily sensations, and surrounding environment. Mindfulness also involves acceptance, meaning that we pay attention to our thoughts and feelings without judging them—without believing, for instance, that there's a "right" or "wrong" way to think or feel in a given moment. Mindfulness increases positive emotions, enhances relationships, and fosters compassion and altruism.

Professionalism. Our scholars, teachers, and staff understand that professionalism is vital to success. We have norms for behavior and conduct that emphasize mutual respect. We raise the bar for what's possible in education by holding our scholars and our team to the highest standards of ethics and approaching our work with the highest standards of excellence. We respect one another's time by arriving to school on time each day in professional dress. We are prepared with all materials required for leading, teaching, and learning.

Rigor. At Intrepid College Prep, we work hard to surmount academic challenges and reach academic goals. We are committed to the highest levels of academic achievement: academic, financial, social, and personal. We reflect on our learning and commit to data analysis and data action. We strive for precision and accuracy with an emphasis on explaining why, why not, and how we arrive at the right answers.

Initiative. Our scholars are masters of their own destiny. Our scholars have control over their lives and have the power to shape the future. We take that responsibility seriously. We take care of one another. We notice when someone else needs help and we lend a hand. We get involved to solve problems when a member of our community is in trouble. We approach life with a curiosity about how we can innovate and improve our school, our community, and our world.

Discipline. Our scholars, teachers, and staff understand that discipline is the key to success. We have strict rules and high expectations. We expect our scholars to follow these rules, so they can learn in a safe and orderly environment. We expect our teachers and staff to enforce these rules to empower our scholars to succeed. We also support our scholars as they build the internal discipline necessary to do the right thing when no one is looking and the self-regulation to stay focused on goals independently on the path to college. Discipline means staying focused, following rules the first time they are stated, studying and reading every night, and establishing and adhering to personal routines that will lead to success.

Endurance. It takes stamina to complete personal and professional goals. Our scholars build the endurance to overcome personal and professional challenges at Intrepid College Prep and take those lessons with them as they excel in college and in adulthood. We participate fully in everything that we do. We do not do things halfway. We show courage in the face of adversity. We possess the work ethic to sustain academic and behavioral excellence.



Team and Family Responsibility Code

Scholars: I fully commit to Intrepid College Prep in the following ways:

- I will arrive to school each day on time and ready to learn.
- I will remain at school until dismissal.
- I will attend required tutoring sessions and homework club after school as assigned and on Saturdays when necessary.
- I will attend Prep for Promotion Academy if it is necessary for promotion or success.
- I will share reports of my academic and behavior progress with my family whenever I am asked.
- I will study the ICPS Handbook and abide by the rules contained within.
- I will ask appropriately for clarification if I am confused about why something is important. I will remember that my teachers and school want what is best for me, even when I do not always understand how.
- I will have PROFESSIONALISM in all that I do – arrive at school on time, wear the proper uniform and demonstrate respect toward my peers, teachers, all adults in the community and all school property.
- I will act with RIGOR to complete all assignments, homework, which means studying daily to prepare for tests, quizzes and the next learning day.
- I will demonstrate INITIATIVE by taking advantage of opportunities to be a positive leader, starting and participating in after-school activities, and working to solve problems in my community and in our world.
- I will use DISCIPLINE in my thoughts and actions, which means figuring out the right thing to do and doing it even when no one is watching.
- I will show ENDURANCE by refusing to give up when things get hard, seeing tasks through to completion, and staying focused on my long-game, which is college completion.

I am responsible for my own behavior and I will follow my teacher's directions. I understand that failure to adhere to these commitments can lead to the imposition of appropriate consequences and the loss of privileges. Intrepid College Prep Schools are schools of choice. I understand that by choosing Intrepid, I am choosing to conduct myself like a professional, be kind to others, and work continuously toward my goal of college completion.

Families: We fully commit to Intrepid College Prep Schools in the following ways:

- Our family will ensure our child arrives at school on time and no earlier than 15 minutes before the start of the scheduled school day (unless by appointment) Monday through Friday.
- We will make arrangements so that our child can remain at Intrepid College Prep until he or she is dismissed.
- We will make arrangements so that our child can attend all required after school activities and provide documentation when necessary family affairs conflict with detention or school events.
- We will ensure our child attends Saturday Academy and Prep for Promotion Academy if deemed necessary by the school.
- We will always help our child to learn in the best way we know how.

- We will review all communication from the school and the teachers, check and assist with homework and review planners nightly, allow our children to call their teachers for help when necessary, and make sure that our child reads every night.
- We will call our child's teachers when we have a concern about our child's academic or behavioral performance or progress.
- We will support the school's financial literacy initiatives by signing up for your scholars to open a savings account, attending financial literacy events, and attending at least one financial literacy field trip.
- We will make ourselves available to the school, attend as many school events as we are able, and be in close contact with our child's teachers.
- We will volunteer, contribute to, and support the school in every way possible.
- We will provide the school with our most up-to-date contact information.
- We will allow our child to participate in field trips if he or she has earned them.
- We will ensure our child understands and follows the school's attendance, tardiness, and uniform policies.
- We will support Intrepid College Prep in the enforcement of school rules to protect the safety, interest, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

Teachers: We fully commit to educate all Scholars at Intrepid College Prep Schools in the following ways:

- We will arrive at Intrepid College Prep each day at the time determined by our school leader (but in no event after 7:30 a.m.)
- We will work smarter, harder and longer than others because we will do whatever it takes for our scholars to learn.
- We will make ourselves available to scholars and parents by phone, email, and in person, and we will respond respectfully to any concerns they have.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- We will prepare engaging and rigorous lessons with meaningful homework assignments and frequent assessments.
- We will use data from assessments and assignments to improve instruction and make sure every scholar succeeds.
- We will provide individual and small group tutoring to ensure our scholars succeed.

Failure to adhere to these commitments can lead to our removal from the ICPS Team and Family.

By working with Intrepid College Prep, I am building a partnership that prepares my child for success in scholarship, financial stewardship, and leadership. Failure to adhere to these commitments can cause my child to lose various privileges at Intrepid College Prep.

Basic School Operations

Admission to Independence Academy

Independence Academy is an open-enrollment, college-preparatory public charter school. Its scholars are admitted regardless of academic ability, disability, or past behavior.

Any scholar attending an Intrepid College Preparatory school or Scholar attending other local middle schools can apply to Independence Academy. Scholars apply by completing an enrollment form and giving it to an Intrepid representative or mailing it to Intrepid College Prep, 5432 Bell Forge Ln E., Nashville, TN 37013 or Independence Academy High School at 5221 Hickory Hollow Pkwy, Antioch, TN 37013. The school is designed to serve Scholars in the Antioch and Cane Ridge clusters but will accept applications from all Scholars living in Davidson County.

Office Hours

Independence Academy office hours last from 7:30am to 5:00pm, Monday through Thursday, and 7:30am to 2:30pm on Friday.

Arrival and Dismissal

An on-time arrival is crucial to laying the foundation for academic success. Being on time also communicates important values. We expect all our scholars to prioritize punctuality and to adopt the belief that being on time shows professionalism, initiative, and discipline. Scholars are always expected to arrive on time for school and school events. Tardiness will not be tolerated. A scholar will receive an appropriate consequence each time he or she is tardy. Repeated infractions will result in further consequences.

Weekday	Arrival	Dismissal	Detention/After-School Programs	Consequence for Tardiness
Monday – Thursday	7:30 AM	3:30	3:40-4:45	-5 PRIDE Shares Lunch Detention
Friday	7:30 AM	2:30	2:45 – 4:45	

Scholars must be seated in advisory by 7:30 a.m. At this time, breakfast items must be thrown away and all belongings stored in the scholar's locker. **Failure to be in one's seat, ready to go by 7:30, will result in -5 PRIDE Shares and an automatic, same day lunch detention.**

Staying after School

Some Scholars may be required to stay after school (typically up to 4:45 p.m. on Monday through Thursday, but longer in some cases) to participate in homework club, library, or make up missed assignments.

Scholars are encouraged to stay after school if they are registered for and involved in a structured, supervised, and sanctioned school activity. They may not, however, stay after school to hang out or wait for a friend or sibling. Intrepid College Prep does NOT provide an after-care or child-care service. By **3:40 pm on Monday through Thursday and 2:40 pm on Friday**, all Scholars who are not involved in a structured, supervised activity must leave the building. All Scholars who stay after school must have a plan for transportation, as the school will not make exceptions under any circumstances to this policy.

Note that Independence High School closes at 5:00pm (Monday – Thursday) and 3:00pm on Fridays for Scholars in after school activities, teacher office hours, or computer lab / library spaces. Note that Scholars will be released independently, and Scholars / families are responsible for making transportation arrangements. No scholars will be allowed in the building while it is closed. Note that MNPS issues student bus passes for use on the MTA if necessary. See Appendix for public transportation information.

Calendar

Independence Academy has a 187-day school year. A copy of the school’s annual calendar can be found in the appendix.

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Schedules and Dismissal

Daily Bell Schedules

All classes at Independence Academy (IA) are 60 minutes long Monday through Thursdays, and 55 minutes long on Fridays. Three bells will ring in between each section of the schedule – one at the end of a scheduled block, one minute before the scheduled block, and one at the start of the scheduled block. Scholars who are not seated by the second bell will be marked tardy.

Independence Academy Daily Schedule Monday - Thursday

Time	Activity
7:00 – 7:30	Breakfast and Arrival
7:30 – 7:53	AM Advisory
7:56-8:53	Period 1
8:56-9:53	Period 2
9:56-10:53	Period 3
10:56-11:21	Lunch
11:24-12:21	Period 4
12:24-1:21	Period 5
1:24-2:21	Period 6
2:24-3:21	Period 7
3:24-3:30	PM Advisory
3:30-3:45	Dismissal, Transition to After School Activities
3:45-4:45	After School Activities, Office Hours
5:00	School Building Closed

Independence Academy Schedule Friday

Time	Activity
7:00-7:30	Breakfast and Arrival
7:30-7:40	AM Advisory
7:43-8:34	Period 1
8:37-9:28	Period 2
9:31-10:22	Period 3
10:25-11:16	Period 4
11:19-11:44	Lunch
11:47-12:37	Period 5
12:40-1:30	Period 6
1:33-2:23	Period 7

2:26-2:30	PM Advisory
2:30-2:45	Dismissal, Transition to Detention
2:45-5:00	Staff Professional Development, Detention
5:00	School Building Closed

Early Dismissal

Scholars require parent or guardian approval to leave school grounds early. If Scholars leave school grounds before 11 am and do not return, it is considered a full day absence or -10 PRIDE shares. If Scholars leave school grounds for less than half the day, it is considered early dismissal and the Scholar loses -5 PRIDE shares.

Transportation

Car Riders

Car riders must be picked up promptly at dismissal times. We expect families to adhere to all transportation rules regarding dismissal, which include waiting patiently in the car queue until your student has been called, staying in your lane until you exit the parking lot, and pulling all the way forward in the car line so you are courteous to other parents that are waiting.

Repeated failure to follow these rules may result in suspension of car-pickup privileges.

Please note that Independence Academy teachers are not available after dismissal hours to supervise scholars. Intrepid College Prep reserves the right to notify DCS about parents who exhibit a pattern of leaving their scholars at school after dismissal.

Walking Home

After dismissal from Independence Academy, scholars are required to go directly home. They may not remain outside on the blocks or playgrounds surrounding Independence Academy. Scholars who do not follow staff directions to go home, or who violate our Code of Conduct while in this area either before arrival or after dismissal, will suffer consequences from the school. Within fifteen minutes following dismissal, no Independence Academy scholars may be outside of the school building.

School Bus

Intrepid College Prep will help to ensure safe transportation as per state or city regulations. All requests or concerns regarding transportation must be submitted in writing.

Requests to change your child's transportation plan from bus-rider to car-rider or walker must be received by 12:00 p.m. on Monday – Thursday and by 11 am on Friday. Requests received after that time will not be accommodated.

Public Bus

In partnership with the Mayor's Office and Metro Nashville Public Schools (MNPS), the Nashville MTA is offering StrIDe, an innovative program that provides opportunities for Scholars to travel to and from school and other extracurricular activities via an MTA bus.

Effective this school year, all MNPS Scholars enrolled in grades 9 through 12 will be able to ride MTA buses at no cost. Scholars in grades 5 through 8 who attend an out-of-zone school where they have no yellow bus service are eligible to participate in the StrIDe program during the 2018-2019 school year with parental permission. Contact your middle school office for permission forms and eligibility information. This transit partnership works in tandem with regular MNPS bus transportation and is a privilege afforded MNPS Scholars through the partnership.

High school Scholars' MNPS ID cards serve as their school ID card, library card and MTA bus pass. The cards are programmed to work on the fare boxes on all MTA buses. Scholars should place their ID above the bulls-eye located on the fare box and wait for the box to beep. This sound indicates the card has been recognized, and the student will be allowed to board.

A new school ID card will be issued at the start of the school year and is non-transferrable. It is only valid for bus rides on MTA and RTA, and the Music City Star within Davidson County. Scholars will be issued student ID cards at their respective schools. Cost to replace a lost or damaged card is \$5 and can be obtained from their school.

Scholars utilizing this service must follow the Intrepid College Prep's Code of Conduct or face revocation of MTA bus transportation privileges. Intrepid College Prep scholars are expected to live our TEAM PRIDE values all the time, including on their way to and from school while on the train, on the bus, or within the local community.

Closed Campus Policy

Under no circumstances are Scholars to leave the school building (or areas of the school building designated for their grade) or use any exit other than the ones designated by teachers for student use without permission from a teacher or staff member. A student with permission to leave may only leave under the escort and supervision of an authorized adult who has physically come to the office to sign a student out unless the student has been given prior written permission authorizing unaccompanied departure. Once Scholars have entered in the morning, they may not leave the building unless a staff member escorts them.

Attendance Policy

Attendance and Punctuality

Attendance is vital for the educational well-being of individual scholars and the school community.

Parents and guardians are expected to ensure that their child attends school every day and are strongly discouraged from scheduling appointments for their children during school hours. **If your scholar must be absent due to illness or an emergency, please contact the school with as much notice as possible, and no later than 7:30 a.m. on the day of the absence.**

Arrangements should be made to pick up homework. For the absence to be verified, you must both afford the school as much notice as possible and provide documentation following the absence explaining the nature of the illness or emergency (e.g. a doctor's note or a detailed letter including the date(s) and reasons for the absence.)

Excused and unexcused absences contribute equally to our concerns about adherence to attendance policies. However, frequent undocumented absences (more than 9) in a year may lead to a determination that the scholar is truant. **Excessive undocumented absences (more than 9 per year) may lead to no credit and zero percent average in each class for the semester and/or year.** If a Scholar accrues 9 or more absences of any kind within the school year, the school reserves the right to retain the student at the end of the year. Note that 15 absences will trigger an automatic retention of the student in his or her current grade level.

Excessive absences, even when documented and verified, will result in parents and guardians being asked to meet with school officials. Intrepid College Prep may contact appropriate authorities if a scholar is repeatedly absent from school. Intrepid College Prep also reserves the right to require scholars who have accumulated more than 9 absences during the school year to makeup all lost instructional time during Summer Academy irrespective of whether the absences are documented, or the absences have not contributed to failing grades.

Attendance – Consequences for Absences

While scholars with superlative attendance records receive recognition for their **professionalism, discipline, and endurance**, those who fail to meet expectations receive appropriate consequences.

No Absences in a Semester: The scholar and family are congratulated and recognized for exceptional attendance and commitment to their education.

Four Absences in a Semester: Independence Academy considers three absences in a single semester a serious issue. When this occurs, the school reserves the right to notify the scholars' parent or guardian and further steps such as requiring families to attend formal meetings and create attendance "action plans" may be required.

Six Absences in a Year: Independence Academy considers six absences in a single semester a serious issue. When this occurs, the school reserves the right to notify the scholars' parent or guardian. Further steps such as requiring families to attend formal meetings and create attendance action plans may be required.

Nine Absences in a Year: If a scholar is absent nine or more times in a year, the scholar may be considered truant. When this occurs, the scholar is at risk of not being promoted to the next grade. The parent or guardian will be called to the school to meet with the social worker and Principal. Any scholar with more than nine absences will be required to recover any lost instructional time more than nine days during Summer Academy. Additionally, the Principal reserves the right to retain any scholar who misses more than nine days of school. In addition, a report may be filed with the Department of Child Services.

Fifteen Absences in a Year: If a scholar is absent fifteen times in a year, the scholar may be considered a habitual truant. At this point, school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. The Board of Directors or its designee will submit an annual report to the Department of Education that reports the number of habitual truants at its school.

Attendance – Tardiness

Getting to school on time is a key to each scholar's success – at school and in life. Late scholars miss academics and tardiness in general is a bad habit. The stakes are much higher now because every scholar's attendance record is submitted alongside their academic record in the college application process.

At Independence Academy learning begins the moment scholars walk in the door. Scholars who are late miss essential reading instruction, time to build organizational habits, and study with their peers. Lateness is also disruptive to the learning of other children and scholars risk falling behind on our ambitious curriculum.

Definition of Tardiness

Scholars who are not prepared and seated in their advisory at 7:32 A.M. are considered tardy. In cases when a school bus arrives late, those scholars riding the bus are not considered tardy.

Consequences for Tardiness

The following is an outline of consequences for tardiness:

No Tardies in a Quarter – The scholar and family are congratulated and recognized for being “on time” and for their true commitment to education.

Four Tardies in a Quarter – If a scholar is late four times in a Semester, it is considered a serious issue. Should this occur, the school reserves the right to call the parent/guardian to discuss the problem and develop an “On Time” plan. **Four tardies equals one absence.**

Eight Tardies in a Year – If a scholar is late eight times in a year, it is considered a serious issue. Should this occur, the school reserves the right to call the parent/guardian to the school to meet with the social worker and/or Principal. At such a meeting, the problem will be discussed and an “On Time” plan will be developed.

As excessive tardiness is a truancy problem, excessive tardiness may place a scholar at risk of not being promoted to the next grade. Scholars with excessive tardy arrivals may also be considered habitual truants. In such cases, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs.

Educational Neglect

Habitual absence significantly harms a scholar’s educational progress. Intrepid College Prep is required to file a report with the Juvenile Court when a parent or guardian fails to ensure their scholars’ prompt and regular attendance in school or keeps a scholar out of school for impermissible reasons to the detriment of the scholar’s education.

School Closings

Intrepid College Prep does **not** follow the Metro Nashville Public Schools calendar for holiday and weather-related emergencies. Families will receive an automated call from the school notifying them of any weather-related closings, even those that occur despite the district electing to remain open.

Intrepid College Prep makes decisions about weather-related closings with the safety of our scholars and families top of mind. We collaborate with our bus service providers to evaluate the safety of our roads when making a decision about weather-related closure.

Food and Meals

Intrepid College Prep participates in the National School Lunch Program, which provides free or reduced-price lunches 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 healthy breakfast and snack is available each day for Intrepid scholars. Scholars are permitted to bring breakfast items to school, but must adhere to the school rules regarding the appropriate time and place to eat any food items not provided by the school. Scholars must adhere to the school rules regarding appropriate time and place to eat any food items not provided by the school. All breakfast items must meet guidelines for a healthy breakfast. Fruit, juice, milk, and water are the only acceptable breakfast beverages; soda and iced tea are never acceptable. Each school reserves the right to confiscate any items not meeting these guidelines (e.g. fast food) and to replace them with Intrepid College Prep-approved items.

Lunch is available for scholars on all full-length school days. Lunch choices and cost may vary by school. Scholars s whose families meet the eligibility requirements and complete the requisite paperwork will receive free or reduced-price lunch. As above, scholars must follow the guidelines provided by the school regarding food items brought from home; consistently bringing in unhealthy lunches will result in the loss of the privilege. The school reserves the right to confiscate any items not meeting these criteria and to replace them with Intrepid College Prep-approved items. Microwave and refrigeration facilities are not available to scholars. We recommend insulated lunch bags and uses of thermoses. All scholars are recommended to carry a water bottle to school. Water is the only acceptable beverage in school (besides juice or milk packed in lunches). All other beverages will be confiscated and thrown out. Drinking water during class is permitted with the clear permission of the classroom teacher.

A schedule of costs for reduced and full-price participation in the Breakfast and Lunch program is provided by office staff.

Lunches brought from home must be healthy. Fast food, soda, and candy are never acceptable items for lunch. Pastries, sugary snacks, and other calorie-rich items should not be sent. Families who send scholars to school with questionable lunches may be asked to meet with the School Nurse. Scholars may bring their lunch from home in a closed lunch bag with a zipper and a clear label of the scholar's name. Scholars may NOT bring lunch in a plastic bag. Each scholar may bring an unfrozen transparent water bottle with him or her each day. If a scholar brings a lunch from home, the lunch must meet the following requirements:

1. A beverage that is milk, water, or at least 10% juice
2. A main item (sandwich, yogurt or leftovers)
3. ONE snack or dessert item (chips, cookies, baked goods, etc.)
4. Unlimited fresh fruits and vegetables

The school reserves the right to confiscate any items not conforming to these guidelines and, if it so chooses, to replace them with Intrepid-approved items.

The following items will be immediately confiscated and not replaced if brought onto school grounds:

1. Gum
2. Candy
3. Soda and other high-fructose corn syrup products
4. Fast Food

Parents are responsible for informing the school of any allergies that their scholars may have prior to the school year.

Meals

Both breakfast and lunch will be available at Independence Academy. As part of its participation in the School Nutrition Program (a federal program that subsidizes student meals), the school must complete Free and Reduced-Price application forms for all its Scholars. The lunch application form is used to determine the level of reimbursement that the school receives from the government.

It is the policy of Independence Academy to require all parents, regardless of whether the parent believes the child will qualify for free and reduced lunch, to fill out and turn in a free/reduced meal form. This policy helps the school ensure that we maximize the reimbursements we receive from the federal government.

Parents may send lunch to school. If you are sending lunch to school with your child, we ask that you send in nutritious foods. Please do not let your child bring unhealthy drinks (e.g. sodas or juices heavy in sugar) or unhealthy snacks (snacks high in fat, calories, or sugar) to school. The school reserves the right not to allow Scholars to consume unhealthy food and drinks in school. Please see the healthy foods policy below for more information.

Healthy Foods Policy

Student nutrition and health is a big concern at Independence Academy. Poor eating habits can adversely affect student performance and cause a lack of focus, low stamina, and/or behavioral outbursts. The following policy has been created to curb the consumption of low-nutrition foods.

Food and beverages brought to school must meet dietary guidelines and protect the health and safety of Scholars. The school will prohibit the consumption of foods of low nutritional value during breakfast, designated snack periods, lunch, and other times Scholars have access to food during the school day. Foods of low-nutritional value consist of:

- Chewing gum and candy
- Food and drink containing sugar or another sweetener
- Juice products containing little real fruit or vegetable juice
- Foods with high fat/serving ratio (e.g. cookies, Cheetos, potato chips, foods fried in oil)
- Carbonated beverages
- Cakes/cupcakes (unless part of a birthday celebration)

If Scholars bring food low in nutritional value to school, Independence Academy teachers and staff will ask that it either be thrown away or held at the front desk until parents pick them up. If Scholars have the food out at a non-designated time, it will also result in a demerit.

Snacks: Independence Academy works with outside organizations to provide a snack for its scholars. In addition, scholars are permitted to bring a snack to school and eat it during the designated time so long as they adhere to the following expectations:

- Do not consume snack at any time other than the designated time
- Bring a healthy, single-portion snack (granola bars, fruit, vegetables, pretzels, 100 calorie packs, etc.)
- Snacks cannot be refrigerated at school
- Keep snack underneath desk until the teacher announces snack break
- Ensure that the desk is neat and clean, and no garbage is left behind

Please note that snack is a privilege and not a right. Failure to follow the school's procedure around snack will result in the loss of this privilege. Teachers have final say about what qualifies as an appropriate snack.

Birthday Celebrations

Independence Academy recognizes that on special occasions it is appropriate for Scholars to be able to consume foods that they shouldn't have every day; in other words, it's okay for kids to have cupcakes to celebrate birthdays. However, Independence Academy does not allow birthday celebrations to interrupt class time. If a parent wants to celebrate the child's birthday with cupcakes or a similar treat, he or she should let the school know at least a week in advance. The parent will then need to arrive at the school at least 15 minutes before the student's class has lunch to set up. Cupcakes or other similar treats must be given to all the Scholars in the student's class. The time for lunch will not be extended for such celebrations, and all food will need to be consumed in the regularly allotted lunch time.

Personal Belongings and School Supplies

Independence Academy has a rigorous instructional setting. Therefore, personal belongings that distract from the safe, respectful, and fast-paced instructional environment are not permitted.

Examples of items not allowed at Independence Academy include:

- gum and candy of any kind;
- permanent markers of any kind;
- real, toy or model weapons including pocket knives, box cutters, exacto knives, water guns; excessive amounts of cash
- any illegal substance, including tobacco
- stuffed animals or dolls;
- materials (e.g. songs, papers, lyrics, art or notes) that contain inappropriate or offensive language, images or suggestions;
- fireworks, sparklers, poppers, snappers, fountains, bottle rockets, and any other explosive devices; and
- radios, iPods or portable gaming systems.

Cell Phones

Cell phones are permitted to communicate with parents regarding transportation and for other safety reasons. Cell phones, radios, iPods, portable gaming systems, and other non-instructional electronic devices must be turned off and put away before entering the school premises. They should be concealed always and kept with each scholar's personal belongings. A cell phone in use without teacher or leader approval for the purposes, will be confiscated.

- Cell phones must be completely turned off during the school day from 7:15 a.m. until dismissal at 3:30 p.m. (2:30 p.m. on Fridays). Additionally, Scholars who have Friday Extension are prohibited from using their cell phones until they are dismissed from detention.
- Cell phone use is only permitted outside of the building or in the front office with permission of an Independence Academy staff member.
- Scholars are encouraged to be courteous and discreet in their use of cell phones during times and places when they are permitted. Adult visitors to the high school will be given this same instruction.
- Scholars who use cell phones or have them out at unauthorized times will have the devices confiscated. For the first offense, the cell phone will be returned to the student at the end of the day. For the second offense, the cell phone will be returned to a parent or guardian of the student after a scheduled conference with a school administrator. For the third offense and beyond, the phone will be confiscated for 30 days.

Scholars -Family Contact During the Day

Scholars are to receive messages from parents or to transmit messages to parents during the school day during approved times by a teacher or administrator. Scholars will only be given permission to use the school phone in cases of emergency or at the school's discretion. Please note that no messages will be taken after 2:30 p.m.

Search of Scholar's Belongings

Independence Academy must maintain a safe and orderly environment for all our scholars and staff. To do so the school reserves the right to search all persons or belongings on school property for illicit material. Such searches can be either random or with reasonable suspicion and may include a scholar's person, backpack, pockets, lockers, cell phones and other belongings, etc.

Book Borrowing at Independence Academy

Independence Academy is extremely proud of how much our scholars love books. We are also proud of our book collections. For the collections to be maintained, they must be respected. Scholars must be accountable for any books they have borrowed and must return them in a timely manner and in the same condition as when borrowed. Damage to books may result in loss of book borrowing privileges, financial responsibility for the book, or community service.

Scholar Supplies

Independence Academy makes every effort to equip scholars with the supplies they need for the start of the year. To successfully complete nightly homework, Independence Academy recommends that families provide the following supplies at home:

- Pencil sharpener
- 8 sharpened pencils
- 3 pens (2 blue or black ink, 1 red)
- TI-83 calculator
- College-ruled lined paper
- Index cards
- A computer or word processor
- Access to the internet

Ninth grade scholars will be provided with binders and notebooks at the beginning of the year. Scholars will be responsible for replacing binders/and or notebooks. Tenth through twelfth grade scholars s will be expected to purchase all required materials on the Independence Academy High School Supply List for their grade levels by the first Friday of the school year. All scholars must also come to school every day with the following materials:

- No fewer than 3 pens (blue or black ink)
- No fewer than 3 pencils (sharpened)
- Graphing calculator
- Loose leaf paper
- A folder
- A book bag with two shoulder straps

Scholars will be responsible for their own pens and pencils. Scholars must also maintain their binders, folders and other organizational supplies with high standards of neatness and cleanliness, as established by the school and teachers. Independence Academy expects its scholars to show respect for their belongings, whether they were purchased by the family or the school.

Scholars must be prepared each day with the required supplies, including homework and handouts, appropriate writing utensils, and independent reading books. Failure to be prepared with materials will result in appropriate consequences.

Lost and Found

The school will keep a small lost and found in the school's main office. Parents may come in any day between 7:30 A.M. and 3:30 P.M. to search the Lost and Found. At the end of every quarter, items left in the box may be donated to a local charity.

The Lost and Found box will be brought to lunch times periodically for Scholars to find lost goods. If a student believes he/she has lost something, the student should ask his/her advisor to check the lost and found box. Scholars may not go to the office to search the lost and found.

Access to Instructional Materials

As part of the education process, Scholars at Independence Academy have access to novels, textbooks, calculators, laptops, and other educational tools. Scholars are assigned a specific item number so that we can teach Scholars to use material wisely and so that we can reduce the cost of replacing lost or damaged items. Scholars are responsible for these items and will be held responsible for the replacement cost if they lose or damage the items. Parents will receive a notice from the school detailing lost or damaged items, and their replacement value. Until the item is returned, or replacement fee is paid, the student will be unable to receive their report card, receive a school transcript, participate in field trips, or participate in school-sponsored social activities.

Scholar Uniform

Research shows that school uniforms support a safe and disciplined learning environment – the first requirement of any good school. The following list explains the benefits of school uniforms based on the many communities that have adopted uniform policies.

- Helping scholars concentrate on their work by removing distractions
- Instilling a sense of community
- Helping school officials recognize intruders who come to the school
- Instilling scholars with discipline
- Helping parents and scholars resist peer pressure
- Decreasing violence or theft among scholars over designer clothing or expensive sneakers
- Reducing the incidence and promotion of gang culture

Uniforms create a sense of unity, professionalism, and discipline for the scholars and for the school. By wearing their school uniform, scholars become part of a team. This team gives scholars a sense of school identity and helps them in their pursuit of academic excellence. All Independence Academy scholars must come to school every day, including during field trips, wearing the required uniform.

The following table lists guidelines for what is acceptable and what is not:

	Acceptable	Unacceptable
Tops (Shirts, Ties, Blazers)	<ul style="list-style-type: none"> A scholar must have a white, button down dress shirt (dress shirts are available for purchase from Parker Uniforms but may be purchased anywhere). School tie or crossover is required by all Scholars. Solid white long or short sleeve T-shirts may be worn under the white dress shirts. No other colors may be visible under scholar's dress shirts. All dress shirts must be worn with arms through the sleeves always, and with the shirt fully tucked in for both male and female scholars. Blazers must be brought to school every day and must be worn during passing periods. 	<ul style="list-style-type: none"> Hoodies, hooded shirts or sweatshirts underneath their dress shirts. Sleeveless or cut-off shirts, blouses, dresses, tank tops, overalls, or jumpers Undershirts that have patterns or are not solid white. Cut, torn, colored in, drawn on, or otherwise altered uniform shirts. Coats, non-school sweatshirts, or any other outerwear are not permitted to be worn during school hours and must be left in lockers all day.
Bottoms (pants or skirts)	<ul style="list-style-type: none"> Khaki and navy are the only colors permitted for pants. The Independence Academy skirt is the only skirt permitted. All pants must have belt loops. Clothing must be an appropriate size and fit. Pants must be worn at waist level. We strongly suggest any of the following acceptable brands: <ul style="list-style-type: none"> Flynn & O'Hara or Dennis Uniform – Khaki Flat Front Mid Rise Slacks Wal-Mart – White Stag Women's Chino Pants (item #780054652) Target – Merona Women's Ultimate Chino Pants (AISN #B003NSXZEY) Old Navy – Women's Perfect Khaki (item #595183) 	<ul style="list-style-type: none"> Pants or skirts not colored khaki or navy. Skirts more than two inches above the knee. Pants may have tears or holes but must have another layer of clothing underneath. (white leggings, stockings are not considered enough material for this rule). Bare skin through holes is not permitted. Frayed bottoms on blue jeans is not permitted. Pants or skirts with patterns, lace, polka dots, stripes, holes, or words. Sweatpants, win pants, or jeans/denim of any color, except when approved for special events. Joggers or any pants that are fastened to the hip via tying a knot. Excessively tight or stretch pants (the scholars must be able to "pinch an inch" or loose fabric throughout). Rolled up, cut, torn, colored in, drawn on, or otherwise altered uniform pants.

Belts	<ul style="list-style-type: none"> • Black or brown plain buckle dress belts worn with all pants or skirts with belt loops. • Belts must fit in the belt loops. • Black, navy, or khaki suspenders are permitted in lieu of a belt. 	<ul style="list-style-type: none"> • Embellished, metallic, colored, riveted, or studded belts. • Large belt buckles.
Socks	<ul style="list-style-type: none"> • Any matching pair of socks without writing or logos will be permitted. • White, black, navy, or skin-toned knee highs or tights may be worn with skirts. 	<ul style="list-style-type: none"> • Brightly colored tights, leg-warmers, knee-highs, socks or stockings, or fishnet stockings.
Accessories	<ul style="list-style-type: none"> • Accessories “Rule of One” <ul style="list-style-type: none"> ◦ One set of earrings (no larger than the size of a quarter) ◦ One chain/necklace (must be tucked inside the shirt always) ◦ One watch ◦ One bracelet (may not be oversized) • Spacers or skin-toned studs must be in any facial piercings. 	<ul style="list-style-type: none"> • Heavy or exaggerated makeup; glitter or shiny lip gloss (those wearing excessive makeup will be referred to the DOC) • Sunglasses, non-prescription glasses, or unusual non-prescription color contact lenses • Distracting or oversized bracelets or wrist wear • Wallet chains or chains worn as jewelry other than a single necklace tucked under uniform shirt • Non-natural colors as dye in hair • Scholars are not allowed to write on themselves. Any writing on the skin or visible ink tattoos must be scrubbed off immediately

Shoes	<ul style="list-style-type: none">• Dark-colored, one-tone dress shoes• Black or brown soles; all black or brown stitching• Black or brown laces tied always 	<ul style="list-style-type: none">• Open toed shoes, flip flops, or sandals• Boots or shoes with reinforced toes/heels• Any high-heeled shoes must not have a heel greater than 2 inches in height 

Professionalism

Scholars are expected to carry themselves in a professional manner daily. This requires that all Scholars wear clean, ironed, neat uniforms without rips, tears, or frayed edges. All Scholars must refrain from wearing flashy jewelry and accessories.

Dress-down Attire

When Scholars are permitted to dress down for reward days or selected activities, they are still expected to carry themselves in a respectful, professional manner. Therefore, Scholars are not permitted to wear tank tops, excessively tight, short (more than 2 inches above the knee) or revealing clothing, clothing with offensive or inappropriate print, hats, bandanas, or gang-related apparel. Any student that is dressed inappropriately will be required to change into a loaner uniform and may lose the privilege to participate in the day’s activities.

Other Guidelines

- All hats or other head coverings must be removed before entering the building, including scarves, doo-rags, or bandanas. Those who need religious exceptions should notify the school at the beginning of the school year.
- Touching up light make up and applying lotion may not occur during class and can only occur in the bathroom or during designated breaks. Note that if female scholars are deemed to be wearing an excessive amount of makeup, the scholars will be sent to the bathroom to remove the makeup.

- Dress shirts should have no more than ONE button unbuttoned and both collar and cuff buttons buttoned always while on campus. Scholars who wish may neatly roll their sleeves up to their elbows.
- Blazers must be brought to school every day and **worn** during passing periods and school-wide events.
- **Distracting Clothing-** Scholars may not wear any of the following:
 - Any articles of clothing or accessories that have skulls or Playboy bunnies, or that otherwise refer to drugs, sex, racist sentiment, or death
 - Any article of clothing, accessories, or marking on clothes or skin that could be perceived as gang related
 - Any clothing, jewelry, or additional items that the school feels may distract from the learning process
- Scholars may not have any tattoos exposed while at school or any Independence Academy function. If they have a tattoo exposed that has a racist, sexist, or bigoted meaning or alludes to drugs, sex, or violence, they will be suspended and will need to cover the tattoo before returning to school.

Communication with Families

Independence Academy requires parents to be partners in the education of their children. The important task of educating a child calls for the school, the student and the parent(s)/guardian(s) to all work together to ensure success.

Parent engagement is essential to the values of Independence Academy: our values of Rigor and Endurance necessitate that all of us – student, staff, and families alike – have a clear vision for what college readiness is and what it takes to get there; our value of Transparency requires that we work together and remain open and honest about where we stand; and our value of Initiative holds us to seeking out new strategies and celebrating successes. Our goals are ambitious and require the full partnership of our parents and families for us to achieve them.

Independence Academy has several methods that are used to communicate with families:

Method	Explanation
Pride Share Report (Paycheck)	Every Friday Scholars bring home a weekly pride share report that communicates their behavioral decisions for the week. Parents are required to sign and return the report on Monday to show they have seen the communication and talked through it with their child. The pride share report totals will count towards periodic rewards with Scholars, thus teaching responsibility in returning paperwork on time. Parents can call the school to set up a meeting to discuss pride share data if they wish.
Grade Report	Every two weeks, academic progress reports will be sent home. Parents will also have access to these grades on the Internet via their Illuminate sign-ins. Parents should review these grades with their student every week as part of their check in regarding pride shares. Parents can call individual teachers if they have a comment or concern about their student’s grades.

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Monthly Newsletters	On the first Thursday of every month, Scholars will take home a monthly newsletter along with their pride share report. The newsletter contains updates from the principal, Dean of Culture, and various teachers; it will also inform parents of upcoming events and tips for student success in the upcoming month. The newsletter is available online and in the office for the remainder of the month.
Quarterly Report Cards	Every quarter Scholars receive their quarterly report card. Parents are required to review the report card, sign it, and return it to the school. The grades on the quarterly report card become a portion of the student's semester grade.
Quarterly Parent Conference for Promotion in Doubt Scholars	Once per quarter, parents are invited to the school for parent/teacher conferences. Each grade level coordinates a schedule for conferences, and parents can meet with each teacher to discuss their student's progress. Please see the section on Promotion in Doubt for more details.
Parent Meetings by Request	Parents may be required to attend additional meetings if their child is experiencing academic or behavioral difficulties. Parents are also free to schedule meetings with teachers if they give sufficient notice to schedule the meeting (the standard is generally at least 5 business days).
Automated Calls and Reminders via "Robocall" System	Independence Academy will periodically send out reminders of and other information via an automated "robocall" system. Please be sure to listen to these messages carefully as they often contain important information that cannot wait for the Monthly Newsletter. Independence Academy will also use this system to notify parents of any scholar who has earned detention the following day. It is extremely important that if a number is changed, the parent inform the school, so that we can update our system.
Individual Phone Calls	Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 48 hours.

Communication Norms

In the interest of maintaining a professional and collaborative environment while also balancing the number of demands on our staff and families, Independence Academy has several important communication norms that both teachers and families agree to adhere to:

Prompt Reply: Independence Academy will return all calls within 48 hours after receiving initial contact. Similarly, we ask that all families respond to us within 48 hours. It is the family's responsibility to ensure that we have the most up to date phone numbers for communication as well as safety reasons.

Equal Time at School Events and During Conference Days: The school hosts several events during the school year that allow families to meet and speak with teachers about the work that is being done at Independence Academy. However, it is important that both teachers and families be aware of when they are engaging in protracted personal discussions that are at the detriment of other scholars and their families' time. For longer, more in-depth discussions about the scholar's performance of behavior, we encourage families to set up a meeting.

Respectful Communication: Independence Academy staff should be courteous and respectful toward parents always. If there is ever an issue with this, parents are encouraged to reach out to the staff member's supervisor. Likewise, parents should be courteous and respectful toward staff. In the event that there is a perceived lack of respect or courtesy within a phone call, community members (parents and staff alike) are encouraged to cut short the conversation and wait to continue it at another time. Repeated instances of disrespectful communication (by either staff or parents) may result in action on the part of the school.

Visiting the School

Visitors, especially parents/guardians/families, are a vital part of the Independence Academy community. We welcome them as observers of, and partners in, the education of our Scholars. To maximize our student's learning time and minimize distraction in our classrooms, we ask that you do the following:

- Upon arriving, sign in with the Main Office and receive a Visitor Pass – Note: You will need a state issued ID to enter the campus beyond the main lobby.
- Refrain from interacting with scholars during class time so that they can pay attention to their teachers always.
- Turn off your cell phone prior to entering the classroom
- Sit behind Scholars, so that you are not between them and their teacher.

If you would like to speak with the teacher following your visit, please contact them by phone, email, or call the school to set up a follow up meeting. Teachers will be unable to meet or talk with you during their teaching time.

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

Emergencies

In case of an emergency, parents or guardians should contact the school either by phone or in person. Under no circumstance should parents or guardians contact Scholars in their classrooms, including after school, or attempt to withdraw Scholars from the building without notifying and receiving permission from staff members in the school office.

Evacuation routes for each room are posted inside the main entranceway of each room. Evacuation routes are reviewed with Scholars at the beginning of the year. Regular emergency drills are held during which safe evacuation procedures are practiced. Annual inspections of fire alarm and suppression systems are also conducted.

Parent-Teacher Organization

As a network, Intrepid College Prep deeply values input from student families. We strive to work together as one family to maximize the educational opportunities for all scholars enrolled at Independence Academy. The

PTO board will host meetings on the fourth Saturday of each month from 9:30AM-10:30AM at Independence Academy, with all parents invited and encouraged to attend. The meetings will involve further improving the academic and extracurricular structures currently in place at the school. Child care will be provided to those who attend the meeting.

Medication Administration and First Aid

Independence Academy has a staff member certified to administer student medication and perform basic First Aid procedures. This individual is not a qualified doctor, and we recommend that parents have a doctor or health center investigate any recurring health problem a child is having.

The office assistant is responsible for checking all health records to be certain that each student is promptly immunized. These health forms document the vaccinations that a child has received to date, and Independence Academy is required by law to have a completed health form on file for every student before a child can attend our school. Health forms should be completed during the enrollment process in the spring; if you have not received this form, please contact the school immediately.

If your child requires medication during the school hours, please contact the school to request the appropriate form. Independence Academy has a staff member with the training and resources to store and administer medication. However, medication cannot be administered to your child until your child's physician has completed the form. This is a requirement of the Health Department and pertains to all medicine, including aspirin, Tylenol, and other over-the-counter medicines. A detailed log of all medicines administered is to be kept on the health office software mandated by the district.

Technology Policy

The following policies apply to technology use at Independence Academy:

- Scholars may not use any teacher or staff computer, cell phone, tablet, or any computer in the main office at any time. There are no exceptions to this rule.
- Scholars may not use school computers unsupervised except for scholars in the library; The librarian or a teacher must be in the room whenever Scholars are using an Independence Academy computer.
- Scholars must log onto computers with their own login/password each time they use a machine. Users may not use school computers without logging in, and Scholars may not give their login/password to another student.
- Scholars may only print with the permission of staff.
- Scholars may not change the settings of computers, and they may only use programs on the computers that their teacher allows.

- Scholars may not play music or music files on school computers, without staff permission.
- Scholars may not download or install programs on school computers.
- Scholars may not use school computers to access private Internet providers.

Network Folders

- Scholars should not alter material in shared folders without permission.
- Network storage access may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Email/Internet

- Every student at Independence Academy is assigned an Intrepid College Prep email account to be used for professional purposes only. Scholars are expected to check their Intrepid College Prep email daily and to use it to communicate with teachers, summer programs, and colleges.
- Scholars may not browse or download information from inappropriate sites (pornographic, adult, hate groups, etc.). The school will take all possible precautions to restrict access to undesirable materials. However, Scholars must also accept responsibility for restricting access to these materials. Scholars who gain access to undesirable Internet materials must report this material to their teacher.
- Scholars should only surf to sites that are related to the academic curriculum.
- Scholars are advised that e-mail and/or Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to assure that Internet use is in support of school goals. Users are expected to use appropriate language that is not offensive or embarrassing to the school and to abide by all rules of etiquette. Messages relating to or in support of illegal activities may be reported to the authorities.
- Scholars may not knowingly receive or send electronic mail containing pornographic material, inappropriate information, viruses, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises. Users must report all inappropriate materials (solicited or unsolicited) to an Independence Academy teacher or staff member.
- Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in a report or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited. The use of internet sources without proper citation constitutes plagiarism.
- Scholars may not use chat rooms or communicate via electronic mail with unknown adults or children.
- Users are expected to abide by the generally accepted rules of network etiquette. These include the following:
 - Be polite. Do not write or send abusive messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - Do not reveal a personal address or phone number or those of another student.
 - Scholars should assume that all communications and information accessible via the network are private property.

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Misuse of Privileges and Consequences

Users are held responsible for their actions and activity, as outlined above. Unacceptable use of the network will result in the suspension of all user privileges. Reinstatement of privileges will be made at the discretion of the administration.

Addressing Concerns

Independence Academy is committed to maintaining a strong partnership and ongoing dialogue between its teachers, staff, our scholars, and their families. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we welcome your input and encourage you to contact the appropriate staff member at the school.

Informal Complaint Procedures

An informal complaint is a complaint that does not concern the alleged violation of law or the charter (e.g., a concern about an academic grade, the school's uniform policy, or the school's cell phone policy). An individual who (or group that) has an informal complaint against a school policy or member of the school community is encouraged to contact the appropriate staff member at the school by telephone. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing. If an informal complaint is not responded to and resolved promptly or satisfactorily, the group or individual should contact the Principal to discuss the matter; the Principal shall respond in person, by telephone, or in writing.

If a parent or guardian has continued concern after meeting with the Principal about any informal complaint, only then should you contact the Executive Director. Only after receiving a response from the Executive Director, should you contact the Board of Directors. As of the 2018-2019 school year, the Executive Director may be reached at mhoward@intrepidcollegeprep.org and the Board Chair, Ryan Holt, may be reached at rholt@svrhlaw.com.

Formal Complaint Procedures

A formal complaint is a complaint that concerns an alleged violation of law and/or charter. An individual who has a formal complaint against a school policy or a member of the school community may follow the steps below. Please note that these steps are for formal complaints only – meaning complaints which allege a specific violation of law and/or charter. As a matter of policy and practice, MNPS School Board, Charter Authorizers, and State Board of Education will not intervene in concerns which do not allege a specific violation of law and/or charter. The steps below outline the MNPS Formal Complaint Process.¹

Step 1 – Contact staff member involved: If a parent has an issue or concern, the first step toward resolving the issue will be to contact the staff member involved by phone or email. The parent should call the school's front desk to obtain phone and email contact information. The staff member and the parent will then set up a

¹ <http://www.mnps.org/AssetFactory.aspx?did=45976>

meeting to discuss the issue either on the phone or in-person and work to reach a resolution that satisfies both parties.

Step 2 – Written Complaint sent to Principal: If the issue is not resolved satisfactorily, the parent's next step is to write a letter to the Principal. Note that even if the issue is a problem with the Principal directly, the parent should go through this step. It is important to have clear documentation of all steps. The parent may fax, email, mail, or hand-deliver (to the school's front desk) the letter. As of the 2018-2019 school year, the Principal may be reached at bkariuki@intrepidcollegeprep.org. The Principal will reply within 1 business day, at least acknowledging the complaint has been received, and the Principal may take up to 3 business days to investigate and reach a decision. The Principal will send a written decision to the parent within 3 business days of the school receiving the complaint letter. The parent should copy the Dean of Culture (DOC) on the complaint form. The DOC is responsible for monitoring the implementation and documentation of the complaint system. The DOC will put a copy of the complaint form and the Principal's response in the student's file, and the DOC will also ensure that a summary of the complaint and resolution is logged in the school's student information system.

Step 3 – Written Complaint sent to Executive Director: If the parent is unsatisfied with the Principal's decision, the parent may write a letter to the Intrepid College Prep Executive Director (ED). The parent can fax, email, mail, or hand-deliver (to the school's front desk) the letter. As of the 2017-2018 school year, the Executive Director may be reached at mhoward@intrepidcollegeprep.org. The ED will reply within 2 business days and may take up to 3 business days to investigate and reach a decision. The ED will send a written decision to the parent within 3 business days of receiving the letter or form. (Please note that the ED will not respond to complaints that have not gone through steps 1-2). The DOC will put a copy of the complaint form and the ED's response in the student's file, and the DOC will also ensure that a summary of the complaint and resolution is logged in the school's information system.

Step 4 – Written Complaint to the Intrepid College Prep Board: If the parent is unsatisfied with the ED's decisions, the parent may write a letter to the school's Board of Directors. The parent can fax, email, mail, or hand-deliver (to the school's front desk) the letter. A representative of the board will reply within 3 business days and may take up to 10 business days to investigate and reach a decision. The Board or its designee will send a written decision to the parent within 10 business days of receiving the letter or form. (Please note that the Board will not respond to complaints that have not gone through steps 1-3). The DOC will put a copy of the complaint form and the Board's response in the student's file, and the DOC will also ensure that a summary of the complaint and resolution is logged in the school's information system. Please note that if an individual or group voices a complaint at a public meeting of the school's Board or to individual directors, directors shall not respond to the substance of the complaint, but instead shall thank the individual or group for their time and direct them to this complaint procedure.

Step 5 – Written Complaint to the Authorizer: If the parent is not satisfied with the Board's decision, the parent may present their complaint to the MNPS Customer Service Center, who will direct the parent to the appropriate representative in the charter school office. This person will investigate and respond. The parent can get contact information for the Customer Service Center from the school's front desk. (Please note that the school will ask the Customer Service Center not to respond to complaints that have not gone through steps 1-4.) The DOC will put any information received from the Customer Service Center in the student's file, and he/she will also log a summary in the school's student information system.

Please note that if the school receives multiple complaints on the same or a similar subject, the school may elect to consider all the complaints in one process. We do this because responding individually to similar complaints could take an undue amount of time on the part of school staff.

A written complaint form can be found in the appendices.

Withdrawing from the School

Withdrawing from Independence Academy is a serious decision that should not be taken lightly. To that end, Independence Academy has an “exit interview” process in which the school will discuss with the family all the pros and cons of withdrawal. Scholars cannot be withdrawn without first meeting with an administrator of the school. The school will not release transcript information to a receiving school without the requisite paperwork filed at Independence Academy following an exit interview.

Intrepid College Prep Board Meetings

Pursuant to the Open Meetings laws, all meetings of the Board of Directors of the school are open to the public. A schedule of all meetings, including date, time and location will be posted in a prominent space (typically outside of the regional office) at the school. Please check the online calendar for an up-to-date meeting schedule of meeting times and locations.

Open Meetings Laws

1. All meetings of the Board of Directors will be open to the public.
2. A calendar of all scheduled Board meetings will be posted at the school and online.
3. The school will provide notice of the time and place of any scheduled Board meeting and shall conspicuously post such notice in one or more public locations at least 72-hours in advance of the scheduled meeting.
4. To the extent possible, the school will publicly post notices of Board meetings immediately after each meeting date is determined.
5. To determining a quorum, Board members must be physically present at the meeting; members not physically present may join discussions via electronic means but may not vote.
6. Written minutes will be recorded of all Board meetings. Minutes will include: a) The date and time of the meeting, b) A summary of all motions, proposals, resolutions, and other matters formally voted upon, and c) A record of how each Board member voted on each matter
7. In the case of an executive session, the minutes will include a record of the final determination of any action that was taken.
8. Minutes of Board sessions will be available to the public upon request from the Executive Director within two weeks of the date of the meeting.
9. All executive sessions shall be conducted as part of an open meeting; they are not considered separate meetings per se. An executive session may be called via motion and majority vote by the Board; the motion must specifically identify the general area of areas to be considered.

10. All Board members may participate in the executive session, and the Board may authorize others to be present as well.

11. No public funds may be appropriated during an executive session.

12. An executive session can be conducted by the Board for consideration of one or more of the following matters:

- a) Matters which imperil the public safety if disclosed
- b) Any matter which may disclose the identity of a law enforcement agent or informer
- c) Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed
- d) Discussions regarding proposed or pending litigation
- e) Matters which apply to school employees or collective negotiations which are within the scope of Article 14 of the Civil Service Law
- f) The medical, financial, credit, or employment history of a person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a person or corporation
- g) The preparation, grading, or administration of examinations
- h) The proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value

Confidentiality and Records Policy

Use of Pictures and Videos of Scholars

Independence Academy often takes pictures of Scholars during regular school activities to capture the joy and excitement of learning taking place and to celebrate the accomplishments of our teachers and Scholars. Pictures taken of Scholars and staff are used for many purposes. We put pictures of Scholars and staff in our student information system so that teachers and staff can identify all Scholars and call them by name; we publish photo directories of Scholars and staff; we post pictures of Scholars and staff at the school; we include pictures of Scholars and staff on our website and in promotional materials used to recruit Scholars and staff, and to explain Independence Academy to external audiences such as charter authorizers, researchers, and funders. Videos of Scholars and staff during classroom instruction are used to improve teaching practices. Videos are used internally as a professional development tool for teachers to improve their skill by watching themselves and watching other teachers.

It is Independence Academy's policy to use pictures and videos of Scholars and staff for the uses above. By signing the Independence Academy Media Release form that you received prior to the start of the school year, parents are consenting to allowing photos and videos of their child to be used for these purposes. If a parent does not want his or her child's picture/video used for such a purpose, he or she should let the Principal know this in writing.

Confidential Records

The school administration is responsible for all student records. They will discuss, explain, and/or make available to an eligible student (18 years old or greater) or parents/guardians any records on file. If a parent would like to examine a child's record, the parent should submit a request in writing to the Principal. Within 10 days, the eligible student or parent will be allowed to inspect the file and may request a copy of some or all the information contained in the record. There are two different types of student records, which will be treated differently.

Directory Information

Directory Information is basic information about Scholars such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent/guardian. For example, teachers may distribute class lists to everyone in the class so that Scholars may help each other with homework. If a parent/guardian would not like such information released, he/she should submit a request in writing to the Principal.

Confidential Records

Confidential Records include final grades, disciplinary actions, and health records. Confidential records will not be made available to any non-school or non-Intrepid College Prep personnel without consent by the parent/guardian.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funding under an applicable program of the U.S.

Department of Education FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. Scholars to whom the rights have transferred are "eligible Scholars."

In accordance with FERPA law:

1. Parents or Scholars over 18 years of age have the right to inspect and review the student's education records maintained by the school.
2. Parents or Scholars over 18 years of age have the right to request that the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. The issue will first be heard by the Principal of

Independence Academy or the Principal’s designee. If the parent or eligible student is still not satisfied with the decision of the superintendent or the superintendent’s designee, a hearing with the board of directors or a designated subcommittee of the board may be requested. The decision of the board of directors or its designated subcommittee is final.

- 3. The school may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Any parent who does not want such directory information included should contact the Principal.
- 4. Independence Academy will occasionally make formative data on student achievement available to the school population. This data will not consist of Scholars’ final grades, and all data will serve only as a mechanism to inform and motivate Scholars.
- 5. The listing in the parent handbook serves as the school’s annual notification of parents and eligible Scholars of their rights under FERPA.
- 6. Generally, the school must have written permission from the parent or eligible student to release any information from a student’s education record. However, the school may disclose those records, without consent, to the following parties or under the follow conditions (34 CFR § 99.31):
 - a. School officials with legitimate educational interest
 - b. Other schools to which a student is transferring
 - c. Specified officials for audit or evaluation purposes
 - d. Appropriate parties in connection with financial aid to a student
 - e. Organizations conducting certain studies for or on behalf of the school
 - f. Accrediting organizations
 - g. To comply with a judicial order or lawfully issued subpoena
 - h. Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Academic Policies

Graduation Requirements

Independence Academy provides a rigorous, college-preparatory educational program that ensures that every scholar is prepared to enter, succeed within, and graduate from college - ready to compete globally in the 21st century, 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. Scholars who do not meet the promotional criteria in a given year will not advance to the next grade and will instead be expected to repeat the same grade level. Scholars who do not meet the graduation requirements within the traditional four-year period will be required to attend until they complete the remaining requirements.

Course of Studies

Commented [MB4]: Retention policies

All Independence Academy Scholars must complete the school’s course of studies by meeting or surpassing the minimum number of credits in each discipline as outlined below. Most, but not all, Independence Academy courses meet daily for four quarters, which constitutes a full academic year. Please note that satisfactory completion of a course typically, but not always, results in a student earning the equivalent of one academic credit. In some cases, satisfactory completion of a course may result in a student earning more than one credit.

As stated in the “Promotional Requirements” section of this handbook, Scholars who do not meet the promotional requirements for a given grade will be retained in that grade and are thus required to repeat all courses for that grade, including those in which they may have received a passing grade. In these instances, passing the same course more than once does not count towards the total number of credits required for graduation. A student who passes the same course more than once can count that credit only once towards his or her total number of credits in that discipline. Grades for repeated courses will still show up on a student’s transcript, but they will not be factored into their overall GPA.

Commented [MB5]: Retention policies

Overview of Academic Program

Independence Academy’s academic program has been designed to meet all requirements of the state of Tennessee and exceed those standards wherever necessary to ensure college readiness. See the charts below for an explanation of TN State Requirements as compared with Independence Academy’s requirements, followed by the Independence Academy course sequence and course descriptions.

Subject	TN Graduation Required Credits	IA Graduation Required Credits	Course Offerings
English	4	4	English 9 English 10 English 11 English 12 AP English Literature AP English Language
Math	4	4	Algebra 1 Geometry Algebra 2 Precalculus Calculus AP Calculus AP Statistics

Science	3	4	Physics Biology Chemistry Environmental Science AP Environmental Science (or other AP Science Course)
Social Studies	3	4 (Can substitute one credit for Composition 1 in 9 th grade)	World History Pre-AP World History AP World History US History AP US History Government AP Government Economics AP Macro Economics
Foreign Language	2	3	Latin 1 Latin 2 Latin
Fine Arts	1	1	Art/Music/Theater 1 Art/Music/Theater 2
PE and Wellness	1.5	1.5*	Health and Wellness
Financial Literacy (Including Personal Finance)	0.5	2	Personal Finance 9 (Corporate Finance) Personal Finance 10 (Entrepreneurship and Societal Wealth Venturing) Senior Thesis
Elective/Focus	3	3	Junior Seminar (College Prep, ACT Prep, Fin Lit 11) Senior Seminar Senior Elective (Extra Course of Choice)

*The 0.5 credits in Physical Education will be met by substituting a documented and equivalent time of physical activity in marching band, JROTC, cheerleading, interscholastic athletics, school sponsored intramural athletics, and other areas approved by the local board of education.

Independence Academy Course of Study

	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Course 7
9 th Grade	English 9	Algebra 1 OR	Pre-AP World History OR	Physics 1	Health Financial Literacy 9	Latin 1	Study Hall and Small Groups

		Geometry	Composition 9				
10 th Grade	English 10	Geometry OR Algebra 2	AP World History OR World History	Biology 1	Lifetime Wellness Financial Literacy 10	Latin 2	Study Hall and Small Groups
11 th Grade	English 11 OR AP English Language	Algebra 2 OR Precalculus	AP US History OR US History	Chemistry	Music 1 Music 2	Latin 3	Junior Seminar (Fin Lit, Coll Prep, ACT Prep)
12 th Grade	English 12 OR AP English Literature	Precalculus OR Calculus OR AP Calculus OR AP Statistics	AP Government AP Economics OR Government Economics	Environm ental Science OR AP Science Course	Senior Elective (Additional Courses in History, Math, Science, Latin, or Music)	Senior Seminar	Senior Thesis

Adding / Dropping Classes

Scholars have within the first two weeks of any semester to add or drop courses on their schedule based on their needs and graduation requirements. The appropriate forms and meetings must be scheduled with the Principal within the first two weeks of any semester.

Full Course Load

All Scholars must maintain a full course load every quarter, regardless of grade-level status. A full course load is defined as six courses. Fifth-year seniors, with administrative approval, may follow a modified schedule that includes concurrent enrollment at IA and a local or community college.

Office Hours

In addition to hosting after school clubs and activities, teachers will be required to hold regular office hours twice per week. During office hours, Scholars can come before or after school to receive additional assistance from their teachers.

Acceptance to a Four-Year College

Except in special circumstances agreed upon in advance of the scholar's senior year, all scholars must earn at least one official acceptance to a four-year college prior to graduation.

Summer Programs

Independence Academy requires that Scholars complete at least one school-sanctioned enrichment program during the summer prior to graduation. Programs must be approved by the school and must include an element of financial literacy. Acceptable programs must last a minimum of 20 hours total. A student who qualifies to make up an academic credit at IA Summer Academy (because he/she failed the course during the school year) may fulfill the summer program requirements through satisfactory completion of IA Summer Academy.

Scholars who attend a summer enrichment opportunity that IA funds, either in part or in whole, will be required to reimburse the school entirely in any of the following circumstances:

- The scholar does not attend the program.
- The scholar is removed from the program due to disciplinary issues.
- The scholar fails to return to IA for the subsequent school year.

Signing an agreement or acceptance of a summer program indicates that the scholar and the scholar's parents agreed to all the above terms and conditions.

Ninth Grade Academy

Based on baseline testing scores and previously provided services, entering ninth graders may be required to attend a three-week summer academy that provides Scholars with extra academic support prior to their start at Independence Academy. The 2018 Ninth Grade Academy will run from July 10th to July 28th, from 10:00AM until noon. Scholars who are required to attend the ninth-grade academy will be notified via phone no later than June 9th, 2018.

Community Service

All Scholars at Independence Academy are required to complete 20 hours of community service each year by the time they graduate. All these hours must be logged with the school and are tracked by the Dean of Culture. Community service done as restitution to the school or to the community because of a disciplinary action does not count towards the community service graduation requirements.

Grading Policy

Calculating Final Grades

In Year-Long Courses with Exams:

All final grades for Independence Academy courses are calculated based on the six published grades Scholars earn throughout the year. All published grade percentages are pre-set by the school in teachers' grade books. The names of the published grades and their percentages are as follows:

Published Grade	Percentage
Quarter 1	20%
Quarter 2	20%
Quarter 3	20%
Quarter 4	20%
Semester One Exam	10%
Final Exam	10%

In Semester-Long Courses with Exams

Published Grade	Percentage
Quarter 1 or 3	45%
Quarter 2 or 4	45%
Final Exam	10%

In Semester-Long Courses without Exams:

In a small number of courses at Independence Academy (typically non-credit bearing courses), grades are based on quarterly grades only. In these cases, the percentages per published grade are as follows:

Published Grade	Percentage
Quarter 1 or 3	50%
Quarter 2 or 4	50%

Gradebook Policies

Independence Academy teachers maintain grade books for each course that they teach, and they update these grade books at least once per week. All Independence Academy teachers employ a common set of grading categories for all academic courses. The school employs common grading categories and weights to ensure school wide consistency, preserve the distinctive nature of each course, codify the rigor of college-preparatory coursework, and effectively communicate academic expectations to Scholars and families.

The names and weights of each category are listed in the table below:

Category	Percentage
Class Performance and Participation	20%
Homework	20%
Weekly Quizzes and Formative Assessments	20%

Exams and Summative Assessments	40%
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Late Assignments

Assignments must be complete before the time that homework is taken up. For example, if a student's English class meets at 1:00 p.m., his/her English homework must be complete by 1:00 p.m. Scholars are subject to significant penalties for submitting homework late.

Plagiarism Policy

Independence Academy treats plagiarism as academic dishonesty and, therefore, as a violation of the school's honor code. Cases of plagiarism are serious and can be complex. In all cases where plagiarism is suspected, the school will conduct a thorough investigation guided by the following principles: careful examination of evidence, just consequences, and mistakes as opportunities to learn. Scholars found to have committed plagiarism are subject to a range of consequences including, but not limited to: loss of credit for the plagiarized assignment; additional, non-credit bearing assignments to demonstrate the learning required by the plagiarized assignment; questioning and subsequent meeting of consequences by the Honor Council;* loss of college ready status; a phone call to the colleges to which they have been accepted (if the incident occurs after the student has been accepted to college); academic probation. All cases of plagiarism are referred to a dean to oversee the investigation process and the assignment of consequences.

Cheating on homework or exams, using resources inappropriately, and copying other people's work – student's or otherwise – is not only unfair but in the case of plagiarism, illegal. If Scholars are unsure about an assignment, test question, or testing procedure, they should go to their teacher and ask for direction. Specific guidelines regarding cheating and plagiarism will be reviewed with Scholars during Student Orientation and continued throughout the year.

*Juniors and Seniors are eligible to apply for positions on the Honor Council. In the founding years of the school, the Dean of Culture will serve in the Honor Council's stead.

GPA Scale

To best prepare our scholars for college, IA uses a college-style grading scale. The following grading and GPA scale will be used for all GPA weight-bearing courses that will be posted to transcript. Note that an additional point is given for AP courses:

Percentage Range	Letter Scale	GPA Scale	AP GPA Scale
97-100	A +	4.33	5.33
93-96	A	4	5
90-92	A -	3.67	4.67
87-89	B +	3.33	4.33
83-86	B	3	4
80-82	B -	2.67	3.67
77-79	C +	2.33	3.33

73-76	C	2	3
70-72	C -	1.67	2.33
67-69	F (no credit)	1.33	2.33
63-66	F (no credit)	1	2
60-62	F (no credit)	0.67	1.67
0-59	F (no credit)	0	1

Dean's List Criteria

IA awards academic distinction for exceptional performance. Dean's List status is awarded at the end of each quarter and indicated on a scholar's transcript when they apply to college.

Distinction	Criteria
Dean's List with High Honors	Average of "A-" and Above (3.67 – 4.33)
Dean's List	Average of "B+" to "A-" (3.34-3.66)
Honorable Mention	Average of "B-" to "B+" (2.67-3.33)

Homework

One of the most important ways that parents can partner with the school is through supporting their Scholars with homework. This partnership looks like:

- Providing Scholars with a quiet space (free from distractions) to work while at home
- Ensuring that all homework is complete
- Removing obstacles from their student's path until homework is complete:
 - Television
 - Computers
 - Gaming Systems
 - Phones and Cell Phones
 - Household Chores and Babysitting (to the extent possible)
- Communicating the importance of homework completion to Scholars
- Encouraging good study habits including:
 - Time management, taking initiative (not procrastinating)
 - Asking questions of friends and teachers when confused
 - Re-reading difficult passages and referring to the notes or textbook when confused
 - Studying for tests and quizzes
 - Intentionality in completing more difficult assignments first

Scholars are assigned 2 -3 hours of homework every night, with an average of 20-30 minutes from each class (with AP classes requiring significantly more time, particularly involving longer, more involved and dense reading assignments). Parents are encouraged to discuss assignments with Scholars and check their homework. All homework for all classes will be checked or collected at the beginning of their respective classes. Homework is now categorized as an Academic metric. Thus, homework grades will be recorded for

accuracy. Scholars will not lose PRIDE shares for homework infractions. Any homework that is given for completion will be factored into the Scholar's participation grade for that day. If a student comes late to school their homework will only be accepted with a note from a doctor or parent.

Following an absence, Scholars are expected to return to school with all work due the day that they were absent complete. Scholars who return from an absence and do not submit the assignments that were due the day they were absent are subject to the school's missing and late homework academic penalties. Additionally, within one day of their return, Scholars are required to complete homework assigned while they were absent. This work is make-up work from the absence, so it is assigned in addition to the work assigned on the day they return to school.

Homework Club

To further assist Scholars in building strong homework habits, IA runs an after-school Homework Club program. The after-school computer lab opens in September and is available from 3:40-4:45 PM Monday through Thursday. The Club is an optional space for Scholars to stay after school and complete homework. Scholars can use this space to work in small groups, pairs or individually. Please note that any student who misbehaves or distracts others will be asked to leave the Club and may face a set amount of time before he or she can return in the future. Scholars are expected to leave the building after tutoring ends, and the building will be locked for student use at 5:00 PM.

Recommended Schedules for Scholars

The following options for Scholars are recommended based on how top Scholars manage to get all their homework done while still having free time. As a school, we recognize that each child's situation is unique and there is no truly "typical" day; however, the best Scholars almost always have general routines for getting work done, and we have provided several examples below to help Scholars and parents plan accordingly. Other considerations for scheduling include:

- Longer ride home
- More chores or activities
- Must take care of sibling
- Behind and must do more studying

Option 1: No After-School Activities; Like to Start Work Immediately	
Time	Activity
4:00 PM	Dismissal / Ride Home
4:30 PM	Homework Part 1
5:00 PM	
5:30 PM	Chores / Studying / Free Time
6:00 PM	
6:30 PM	Dinner / Time with Family
7:00 PM	
7:30 PM	Homework Part 2
8:00 PM	
8:30 PM	Chores / Studying / Free Time
9:00 PM	
9:30 PM	Chores / Studying / Free Time
10:00 PM	

Option 2: After School Activity, Tutoring, or Detention; Like to Start Work Immediately	
Time	Activity
4:00 PM	After School Activity, Tutoring, or Detention
4:30 PM	
5:00 PM	Dismissal / Ride Home
5:30 PM	
6:00 PM	Homework Part 1
6:30 PM	
7:00 PM	Dinner / Time with Family
7:30 PM	
8:00 PM	Homework Part 2
8:30 PM	
9:00 PM	Chores / Studying / Free Time
9:30 PM	
10:00 PM	Chores / Studying / Free Time

Option 3: No After-School Activities; Like to Wait Before Starting Work	
Time	Activity
4:00 PM	Dismissal / Ride Home
4:30 PM	Chores / Studying / Free Time
5:00 PM	
5:30 PM	Homework Part 1
6:00 PM	
6:30 PM	Dinner / Time with Family
7:00 PM	
7:30 PM	Chores / Studying / Free Time
8:00 PM	
8:30 PM	Homework Part 2
9:00 PM	
9:30 PM	Chores / Studying / Free Time
10:00 PM	

Option 4: After School Activity, Tutoring, or Detention; Like to Wait Before Starting Work	
Time	Activity
4:00 PM	After School Activity, Tutoring, or Detention
4:30 PM	
5:00 PM	Dismissal / Ride Home
5:30 PM	
6:00 PM	Chores / Studying / Free Time
6:30 PM	Dinner / Time with Family
7:00 PM	Homework Part 1
7:30 PM	
8:00 PM	Chores / Studying / Free Time
8:30 PM	
9:00 PM	Homework Part 2
9:30 PM	
10:00 PM	Homework Part 2

Promotion Requirements

As Scholars move through the school's course of studies, they will be promoted to the next grade level. Each grade-level status includes shared experiences and often privileges. Scholars will not be allowed to take part in any grade-level shared experiences and privileges (trips, dances, social events, etc.) until they have been promoted to that grade. Further, advisory groupings are based on grade level. IA administration makes all final decisions regarding student promotion.

At IA, the close of Summer Academy marks the official end of the school year, and credits earned in Summer Academy apply to the school year. For example, Summer Academy credits earned in May 2017 apply to the 2016-2017 school year. As such, the school makes final promotion decisions each year by August 1st.

Scholars who have not met the promotion requirements for their grade by the close of Summer Academy will be retained and will repeat the full course of studies for that year, including courses they passed the prior year.

Grade Level	Promotion Requirements (by the end of Summer Academy)
9 th Grade	- Must pass all or all but one of the school's ninth grade courses
10 th Grade	- Must pass all or all but one of the school's tenth grade courses - Must have accrued no more than one additional academic credit deficiency
11 th Grade	- Must pass all or all but one of the school's eleventh grade courses - Must have accrued no more than one additional academic credit deficiency
12 th Grade	- Must pass all or all but one of the school's twelfth grade courses by the end of senior credit recovery - Must have accrued no more than one additional academic credit deficiency

*Note that seniors will not have the chance to attend Summer Academy to graduate on time

Repeated Courses

Scholars who fail to meet promotional requirements will repeat the full complement of courses for the grade failed. For example, a ninth-grade student who does not meet promotional requirements to move up to tenth grade status will take ninth-grade literature, composition, math, science, college readiness and history and will be assigned to a ninth-grade advisory regardless of whether he/she passed any of these courses the previous year. The only exception to this policy is in the case of mathematics courses. The administration may allow a student to progress to the next level of math course, despite being retained, if the student's performance in the previous year's math course is so stellar as to warrant advancement to the next course in the school's sequence of courses. Repeated courses do not count towards graduation requirements.

A student may not earn credits for taking the same course twice. For example, if a student took English 9 and passes the course, he or she earns one credit. If the student fails two other academic courses, however, and must repeat the ninth grade, he or she will not earn a second credit for passing English 9 a second time.

When a student is retained, the grades for the courses he/she took during his first year that grade will remain visible on the student's transcript but will no longer bear weight on the student's GPA. The grades the student earns during his/her second year in that grade will be visible on the transcript and will bear weight on the student's cumulative GPA.

Scholars who exceed 15 absences in an academic year are subject to automatic non-promotion, regardless of whether they have passed their courses for the year. It is district policy that 5 unexcused absences in a school year must be reported to an Attendance Officer. * Scholars who exceed 3 absences in a quarter are subject to potential failure of all courses for the quarter.

All promotion decisions are contingent on the student progression towards graduation based on the school's graduation requirements, both academic and non-academic.

* <http://www.mnps.org/AssetFactory.aspx?did=56848>

Summer Academy

Scholars who fail a course during the regular school year with a final average in the range of 60 – 69 and who are in good standing regarding both attendance and conduct are eligible to earn one credit during Summer Academy. IA reserves the right to refuse Summer Academy privileges to Scholars who fail a course with a final average below 60. In such cases, IA may require Scholars to repeat the entire course. During Summer

Commented [MB6]: Promotion Policy

Academy, Scholars may take only one course. They must earn a passing grade of at least 70 and pass any relevant Summer Academy final exams to earn a credit. The highest possible grade to earn in a Summer Academy class is 75. IA does not recognize summer school credits from any external high school or online course. Once a student passes a Summer Academy course, the grade for the failed course will remain visible on the transcript but will no longer bear any weight on the student's cumulative GPA. The Summer Academy course will bear weight on the GPA.

Retention and Promotion in Doubt Policies

IA does not operate on a "credit based" system, but rather, assigns scholars a grade level status (detailed above) based upon the number of full courses they have completed. IA will retain any Scholars under the following circumstances:

- The scholar is deficient three or more credits before Summer Academy
- The scholar is deficient two or more credits at the end of Summer Academy
- The scholar has accrued 16 or more absences in an academic year

Scholars are educated about the school's non-promotion policies during orientation at the beginning of the year, in college readiness classes, and through advisory lessons. Scholars who are in danger of non-promotion will be directly informed by their advisor at the end of every quarter (when report cards are published).

At each progress report night, parents of Scholars in danger of failing who attend will be informed of this danger by the child's advisor and/or a school administrator. Parents of Scholars in danger of failing who are unable to attend will receive a phone call from the school.

After the Quarter 1 report card is published, parents of Scholars in danger of non-promotion, based on their present academic standing, will be sent a notice and will receive a phone call from the school indicating that their child is in danger of not meeting the school's promotion criteria. Parents of scholars in danger of non-promotion based on their present academic standing will be asked to come to the school to sign a Promotion-In-Doubt letter. Scholars' teachers will schedule these meetings with parents.

After the Quarter 2 report card is published, parents of Scholars in danger of non-promotion, based on their present academic standing, will be sent a notice and will receive a phone call from the school indicating that their child is in danger of not meeting the school's promotion criteria. Further, parents of scholars failing 2 or more classes will be asked to come to the school to sign a Promotion-In-Doubt letter. The student's advisor will also set up a meeting with the parents, the student, and other members of the IA faculty and administration to discuss the student's academic situation and establish potential additional supports for the student.

After the Quarter 3 report card is published, parents of Scholars in danger of non-promotion, based on their present academic standing, will be sent a notice and will receive a phone call from the school indicating that their child is in danger of not meeting the school's promotional criteria. Parents of scholars in danger of non-promotion, based on their present academic standing, will be asked to come to the school to sign a Promotion-In-Doubt letter. Furthermore, the student's advisor will set up a meeting with the parents, the student, and other members of the IA faculty and administration to discuss the student's academic situation and establish potential additional support for the student.

If a student is in danger of non-promotion, an administrator will inform the parent of the school's final decision by August 1.

Non-Promotion Plans

When a student is not promoted to the next grade, the student's advisor, his/her teachers, and the school administration will work with the student and his/her family to create an action plan designed to help ensure that the student earns promotion the following year. The plan may include additional academic, as well as behavioral, supports, incentives, and consequences.

Informing Other Schools

In situations where a student who has not been promoted to the next grade decides to transfer out of IA, the receiving school will require that IA forward that student's academic records. These records will include the student's grade level status at IA. As such, the receiving school will be made aware by IA of the student's non-promotion status and will be asked to honor that decision.

Transfer Credits

All decisions regarding credits from other educational institutions are made by Independence Academy in conjunction with the Intrepid College Prep network.

Credits from Other High Schools

Scholars who transfer into IA from another high school are required to meet the same promotional and graduation criteria and are subject to the same student performance standards (specifically earning a 70 or better to earn credit) as regularly matriculating Scholars. When a student transfers into IA, the transferring student's transcript will be analyzed by the IA administrators to determine the student's IA grade-level status as well as any credit deficiencies. In some cases, transferring Scholars may be required to repeat a grade or enroll in a heavier course load than a regularly matriculating student to meet the IA promotional and graduation requirements. For Scholars transferring into IA from another school, an English credit from the transferring school will count as both a literature and composition credit at IA. Moreover, Scholars from transferring schools will not be required to have earned college readiness credits prior to attending IA. The transferring student will be accorded the same credit recovery options as regularly matriculating Scholars. The IA administration is the final authority on the student's grade level status.

Scholars' Transcripts

The school is the ultimate guardian of a scholar's transcript and transcripts can only be released in certain circumstances and when certain criteria are met. The only person who may request a transcript outside of another school or legal authority is the child's guardian (or the child if he/she is 18 or older).

When making a transcript request, the school requires a one-week window of time to process and prepare a transcript. Transcripts will never be given on the same day they are requested. The school will not release transcripts to anyone until all accounts are settled with the school. This includes final transcripts for scholars necessary to matriculate to college.

If a scholar wants to withdraw from the school, the transcripts will not be released until the parent/guardian and scholar have had a meeting with the Principal or Dean.

Behavior Policies

Attendance Philosophy

Attendance at school is the most basic requirement for learning. For Scholars to reach for their personal best, they must show up and make their strongest effort at school every day. Scholars receive 90 pride shares each week for arriving on time each day.

At IA, regular attendance is required, and poor attendance will not be tolerated. Our curriculum is ambitious, and every day is essential for Scholars to keep pace. Parents are expected to ensure that their child is in school. Please do not allow your child to miss a day of school except for serious illness. Excessive absences will be considered a violation of the Team and Family Responsibility Code.

We believe that parents are ultimately responsible for getting their child to school every day. Independence Academy considers more than three absences in a quarter or more than seven absences in a year to be excessive. Almost all Scholars should make it through the school year with fewer than five absences.

Our school day runs from 7:30 am to 3:30 pm Monday-Thursday and 7:30 am to 2:30 pm on Friday. Scholars are expected to be in school during these times. It is not acceptable for parents to bring Scholars late or pick them up before 3:30 pm (2:30 pm on Fridays) unless it is an emergency. Tardies and early dismissals, like absences, deprive the child of his or her full education experience.

The Dean of Culture, in collaboration with teachers, will regularly and systematically monitor student attendance to ensure that all Scholars come to school to get the education they need and deserve.

Prior to the beginning of the school year, the staff will review the school's strict attendance policy and request the parent/guardian's strong support in enforcing this policy. The school will take attendance daily and will maintain records of all student absences. If a student misses school, IA staff will make reasonable efforts to contact the student's parent/guardian by telephone, writing, or in person. The Dean of Culture will follow-up with parents/guardians about recurring attendance issues.

Attendance Policy

All Absences – "Excused" and "Unexcused" – Are Still Considered Absences

Any day your child does not attend school is considered an absence. For example, missing school due to a serious illness (with a doctor's note) or a death in the family is still considered being absent at IA. While we appreciate a call or note from a parent or doctor explaining the absence, the student is still considered (and marked) absent from school. No matter the circumstances, if a scholar is absent, they will receive a -15 PRIDE shares for not attending school. In the same way that our staff members are held accountable for their attendance regardless of circumstances, our scholars are held similarly accountable.

The chart below explains several additional key points of the attendance policy:

Never miss school for appointment	Parents/guardians are responsible for scheduling medical appointments outside of school time. The best times are Friday afternoons (after 2:30 p.m.) or when school is not in session. In the rare case that a student has a medical appointment at a time when school is in session, he or she should not be absent for the entire school day.
Suspensions are considered absences	If a student is absent from school due to suspension, these days will be treated the same as an absence.
Fifteen absences results in retention	If a scholar misses fifteen days of school in a year, he or she will be automatically retained.
Transportation does not excuse absence	Complications with transportation are not an acceptable reason to miss an entire school day. Although there are occasionally transportation issues, each student should have a back-up plan for getting to school. Parents should call the school immediately after a transportation issue is identified, so that the school knows the situation and can help problem-solve.
Absent Scholars cannot attend after-school events	Scholars who are absent from school cannot attend school events, dances, or other school-sponsored activities on the day of the absence, unless the school has given advance permission. Scholars must be in school for at least seven hours of the regular school day (7:30 a.m. to 3:30 p.m.) to be able to attend school events. For weekend events, Scholars must be present at the school on Friday to attend these.
Vacations are unexcused	It is not acceptable for a parent to take a child out of school for a vacation during the school year. If a family chooses to go on vacation, the student will not be excused from those absences and they will count towards their fifteen absences for the year.

Tardiness

Definition of “Tardy”

It is essential that scholars arrive on time each day. If a scholar has not crossed the threshold of the front door at school after 7:29:59 a.m., they are considered late to school. Scholars who are late to school will automatically receive a Tardy to School demerit that results in an automatic -5 PRIDE shares.

Five times tardy to school equals an absence

Every five times a scholar arrives late to school, it will be counted as one (1) absence. Parents will be notified each time Scholars accumulate a new absence due to tardies.

Early Dismissal

Scholars are expected to stay in school until the very end of the day (3:30pm for regular dismissal and 2:30pm on Fridays). Early pickups are disruptive to the learning environment. Since we are intently focused on gaining acceptance into and excelling in selective colleges, we will not release Scholars prior to the end of the school day without prior notification. Like tardies, five early dismissals in a year will be counted as one absence. Further, Scholars will receive a Leaving Early demerit that results in -5 PRIDE shares.

Except in the case of a true emergency, the school will not disrupt class to get a student early, and Scholars will not be allowed to leave until the end of the school day. Parents will need to wait until the end of the full school day to pick up Scholars. Parents should wait outside the school building (in a designated area) until the 3:30 pm dismissal.

For a student to be dismissed early, the family must log the request in the Intrepid smart phone application. Parents are discouraged from “calling in” to tell the school to find and send down the student at a certain time. The school will arrange for Scholars to be at the Main Office at the time the parent requests on the note.

Classroom Expectations

All teachers have classroom expectations and rules. Scholars must abide by these rules always. Some general classroom rules and procedures include:

- Scholars should bring all supplies and required texts to class everyday
- Be on time
- Girls should keep all purses off the desks
- Book bags should not be on the desk, chair or worn during class
- At no time should make-up or hair products be applied in class
- No eating or drinking except during designated times
- Scholars should track the speaker and be intellectually engaged always
- No cell phones are permitted in classrooms

Disciplinary Code

Our approach to discipline is rooted in a belief that the learning environment is sacred. At Independence Academy, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we “sweat the small stuff” to create and preserve a safe and focused learning environment.

Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, doing their best to “catch Scholars doing the RIGHT thing.” Faculty will model and teach the IA core values, give Shout Outs for exceptional conduct, and celebrate scholars when they exceed expectations.

We also use consequences and a problem-solving approach to fix student behavior problems. Scholars may lose privileges (social time, trips, etc.) when they violate our Core Values. We do our best to rarely suspend

Scholars at IA; Scholars are here to learn, and they will continue to do that, even after most serious disciplinary infractions.

The Dean of Culture is the point person for all discipline issues. The Dean works with teachers, parents, and Scholars to ensure that the scholar is learning and growing from any disciplinary infractions. The Dean and the Principal have the authority to decide on the appropriate consequence for student behavior. The Dean and the Principal may solicit parent input in certain situations, but they retain all decision-making authority.

Group Consequences

Independence Academy retains the right, during particularly difficult circumstances, to keep groups of Scholars or an entire class of Scholars during lunch or after school. The school does not seek to punish the good with the bad, but it believes that we are all responsible for each other – that the actions of some of us do impact, and are impacted by, the entire group.

Public Apologies

High school Scholars will be required to make public apologies only on very rare occasions. High school Scholars with chronic misbehaviors may be asked to apologize to the entire faculty.

The Merit System

While Scholars will be exposed to the core values throughout their time at IA, Scholars' initial instruction in how to live the values comes through the merit system. The merit system is a way of tracking and recording student behaviors as well as reinforcing the behavioral expectations that will be required of Scholars when they one day enter the working world. Our goal is for Scholars to learn the habits by which the professional world operates through teaching them the soft skills that they need to gain access to top universities and jobs. The Merit System sets clear and consistent expectations for the required behaviors, encourages Scholars while candidly holding them fully accountable, and provides a vehicle for Scholars and advisors to work together to celebrate successes and establish new habits one skill at a time.

The Merit System focuses on consistency and habit formation; it very explicitly conveys those expectations and behaviors that all scholars will need to do or avoid doing to be successful. Clear, fair, consistent, and immediate feedback is at the core of Independence Academy's Merit system. Clarity comes from the level of detail present in the system and the way in which teachers deliver demerits (always with the child's name and the behavior so there is no ambiguity). The system is fair in that teachers strive to apply it equally to all Scholars, as consistently as possible, from teacher to teacher, all the time. It is also fair in that we provide a detailed list of all demerits before Scholars attend our school, and we are able daily to give updates to Scholars on where they stand. Finally, the system is immediate and "closes the loop" as quickly as possible to help Scholars train themselves to establish new and better habits.

Merit System Operations

Each day, Scholars are awarded TEAM Shares based upon their attendance at school that day. They then subtract from that total (i.e. get demerits) based upon their behavioral and academic choices that day. If a student earns 3 or more demerits in a day, they will have to serve lunch detention the following day.

Each week, scholars receive a PRIDE Share report on Thursday detailing how they did that week. Parents are STRONGLY encouraged to examine these reports and request them from their scholars. Scholars who earned a 95 or higher earn a school/college spirit day on Friday. Scholars who earn less than 80 PRIDE Shares earn Friday Extension, a detention lasting from 2:45PM to 4:45PM each Friday.

One of the most important features of the merit system is that it does not follow a traditional daily schedule. A "PRIDE Share Day" runs from 4:45 PM one day until 4:44 PM the next (with lunch detention served the following day). For example, a lunch detention earned before 4:45 PM on Tuesday would be served on Wednesday. A "merit week" runs from Wednesday, 4:45 PM until the following Wednesday at 4:44 PM. Reports are distributed to scholars in their advisory on Thursday, as advisory does not meet on Friday.

Attendance and the Merit System

In the professional world, adults are paid according to their productivity in attendance at work. Scholars are automatically given 90 PRIDE Shares for a week of school like a salary. Like policies in the workplace around attendance, if a scholar doesn't show up, even for a compelling reason, they will lose 15 PRIDE Shares. Similarly, early departures or late arrivals will also result in loss of PRIDE Shares. The chart below shows how scholars receive attendance-related merits and demerits at IA.

	Unexcused	Excused	Exempt
Absent	Scholar loses 15 PRIDE Shares	Scholar loses 15 PRIDE Shares	No consequence
Tardy	Tardy to School (-5)	-5 PRIDE Shares, No Detention	No consequence
Early Dismissal	Leaving Early (-5)	-5 PRIDE Shares, No Detention	No consequence
Guiding Principles	<ul style="list-style-type: none"> Factors within student's and family's control Not easily verifiable 	<ul style="list-style-type: none"> Important and verifiable Within student's and family's control 	<ul style="list-style-type: none"> Not in student's or family's control Nurse initiated Extreme circumstances Admin/operational failure
Examples	<ul style="list-style-type: none"> Overslept Vacation No reason relayed 	<ul style="list-style-type: none"> Doctor's appointment Non-Nurse initiated medical absence, tardy, or early dismissal 	<ul style="list-style-type: none"> Student is ill or communicable and is told by school to stay home Funeral of immediate family member

Privileges and Statutes

As Scholars accumulate merits over the course of the school year, it is important that their earned trust result in earned privileges. It is our intent to help our scholars internalize the notion that making good choices in life

will reward them with more opportunities, freedoms, and still more choices. Conversely, poor choices result in fewer freedoms.

Each week, scholars receive paychecks that reflect both the current week's PRIDE Shares as well as their cumulative number of PRIDE Shares. These reports inform Scholars of the changes in their merit totals, whether they have earned Friday extension, and whether their merit status has changed.

Below is a table indicating all the privileges that Scholars earn through their merit totals as well as the status names and signifiers. Merit statuses can change on Thursdays depending on the scholars' weekly merit average. A student who has earned a status lives in that status for the next week.

	Penalty Status	College Prep Status	College Ready Status
Criteria	Scholars 's weekly merit average for the quarter has fallen below 85	Scholars 's weekly merit average for the quarter is greater than 85	Scholars 's weekly merit average for the quarter is greater than 95, and he or she has applied and been approved for college-ready status
Privileges	No privileges earned. Penalty status Scholars ... - May not attend social lunch - May not attend field trips - May not attend assemblies - May not attend special events	- Social lunch - Laptop use - Attend field trips - Attend assemblies - Attend special events	- Social lunch - Laptop use - Attend field trips - Attend assemblies - Attend special events - Dress-down Mondays (college and IA gear) - Parking lot use - Open Lunch (11 th /12 th only) - College ready exclusive trips - College ready lounge use

T.E.A.M. Demerit List

In addition to the PRIDE merit and demerit system, Scholars at Independence Academy will be held accountable for the following T.E.A.M. demerits. Depending on whether a student receives a standard demerit, automatic detention or escalated consequence (e.g. ISS or OSS), will determine the number of PRIDE shares a student loses. Scholars earn demerits based upon the choices that they make during the day. No demerits are issued in anticipation of an action, only in response to a scholar's decision.

	T	E	A	M
1)	Reject feedback	Poor Attitude	Poor Leadership	Close-minded
2)	No work shown	Energy Drainer	Discourage others	Wrongly reject others
3)	Wrongly blaming others	Rejects Challenges	Lack of inclusivity	Careless error (CS)
4)	Making False Statement (AD)	Struggle to regulate (LL)	Disrespect or Take from community	Negate other's truth (LL) (ISS)
5)	Lie by omission (AD)	Failure to regulate (HL)	Silent when it matters (ISS)	Gross negligence (OSS)
6)	Failure to sign Grade Report (AD)		Unethical Leadership (ISS)	Negate other's truth (HL)*OSS
7)	Academic Dishonesty * (ISS)		Hate Speech (OSS)	

*AD- Automatic Detention

ISS- In School Suspension

OSS- Out of School Suspension

LL- Low Level

HL- High Level

Key Look For

a. *Transparency*

1. *Reject Feedback*- student rejects receiving constructive feedback.
2. *No work shown*- lack of effort to show work after explicit directions have been provided.
3. *Wrongly blaming others*- Intentional act of placing the blame on another peer, without any empirical evidence.
4. *Making false statement*- Intentional act of providing a false record or statement.
5. *Lie by omission*- intentional omission of important information needed in an inquiry or formal investigation.

b. *Enthusiasm*

6. *Poor attitude*- verbal or visible student actions that reflect disengagement and poor attitude (e.g. body postures, verbal responses, eye-rolling, etc.)
7. *Energy Drainer*- intentional student action to diminish momentum or energy within a classroom setting.
8. *Rejects Challenges*- negative orientation or response to new opportunities or challenges.
9. *Struggle to Regulate*- inappropriate/unprofessional regulation of behavior (e.g. non-related class joke during instruction)
10. *Failure to Regulate*- egregious expression of inappropriate/unprofessional regulation of behavior. (e.g. yelling during voice level 0 expectations)

c. Activism

11. *Poor leadership*- action taken that sets poor example for peers.
12. *Discourage others*- intentional discouragement of others in any form.
13. *Lack of inclusivity*- intentional neglect to include others.
14. *Disrespect or take from community*- disrespect to school property. *Vandalism is considered grounds for OSS.

d. Mindfulness

15. *Close-Minded*- statements or actions that reflect deficit mindset.
16. *Wrongly reject others*- intentional rejection of others.
17. *Careless error*- error made in lack of attention to details towards others.
18. *Negate other's truth*- intentional rejection or negation of a peers' truth or story of self.
19. *Gross negligence*- conscious or voluntary disregard to elicit reasonable care to property or persons.

Detention

Friday Extension is held every Friday from 2:45pm to 4:45pm. Scholars earn detention by receiving a referral out of class or whenever their PRIDE Shares for the week are below 80.

IA makes great efforts to communicate with families about detention. Scholars are notified in three ways that they have detention:

- Orally – teachers at IA are required to tell a scholar each time they earn a demerit
- Letter home – a paycheck will be sent home anytime a Scholar receives detention or extension
- Automated Phone Call – the school will place an automated phone call to each scholar the Friday before they must serve extension the next week

If a scholar's name is assigned detention, they are expected to go to detention without exception. In detention, Scholars will:

1. Be silent. They may not talk, communicate, or make noises.
2. Sit up straight. They may not put their head down or slouch.
3. Follow all directions. They must follow all directions from the teacher in charge.
4. Be respectful. They must talk to and respond to the teacher in charge with respectful language, tone, and body language.
5. Complete detention work. Scholars in detention will first work on their homework for that night. If they have completed their work, they will be issued an independent reading book. They may not draw or choose to do nothing.

*Please also note that Scholars can still receive merits and demerits during detention and that **two** demerits during detention will result in the scholar being removed from detention and placed in ISS the following day.

Excused from Detention/Extension

Detention in Error

If a scholar believes that their detention has been issued in error, they must still go to the detention. Great efforts are made on the part of the school to ensure accurate merit and demerit entry. If a scholar believes that there is a mistake on his/her PRIDE Share Report which has caused them to earn detention, he/she may pick up a PRIDE Share Report Change Request Form available on the door of the Dean of Culture. If the student can obtain the required signatures and submit to the DOC by 12:00PM on Friday, then he/she will have their PRIDE share total for the week changed and does not need to go to detention.

*Scholars may not publicly share with the community their intention to appeal a detention (i.e. the scholar may not talk back to the teacher nor tell their peers that they are going to appeal a detention after it is issued). If they are caught doing so, the scholar will lose their right to appeal any detentions for the next four weeks of school.

**If the scholar uses the pass to publicly discount a consequence (i.e. if the scholar verbally responds to the teacher after receiving a detention that he or she will use the “get out of detention free” pass), the “get out of detention free” pass will be marked void at the discretion of the Dean of Culture. Scholars should use the “get out of detention free” pass discretely.

Medical and Legal Excuses

Independence Academy also automatically excuses Scholars from detention for either medical (doctor's appointments, dentist appointments, etc.) or legal reasons (court appearances, DCF meetings, etc.), so long as a note is brought to school the next day. Scholars must bring in this note first thing in the morning and deliver it to the office manager. The school also, on a case-by-case basis, may excuse Scholars for extreme situations (i.e. the death of a family member).

Skipped Detentions

Scholars who do not attend detention – even if their parents told them that they should not attend – will be subject to the consequences listed below for a skipped detention, if they did not either: (A) notify the school and receive approval in advance; or (B) provide a note verifying a medical or legal excuse the following morning. IA goes to great lengths to ensure that our detention and extension processes are fair and accurate. Thus, we take skipping detention and extension very seriously.

Skipped Detentions

Anyone who does not attend detention for anything other than the reasons listed above, or anyone who is removed from detention for poor behavior, will automatically receive -50 PRIDE Shares and receive the appropriate consequence based upon the following table:

Number of Detentions Skipped or Removed	Consequence
1	-50 PRIDE Shares and ISS the following day
2	-50 PRIDE Shares and ISS the following day
3	-50 PRIDE Shares and ISS the following two days + parent meeting
4+	-50 PRIDE Shares and 1-day OSS + parent meeting

Skipped Extensions

Any student who skips extension for anything other than the reasons listed above, or any student who is removed from After School Extension for poor behavior, will automatically receive -50 PRIDE Shares and receive the appropriate consequence based upon the following table:

Number of Extensions Skipped or Removed	Consequence
1	-50 PRIDE Shares and ISS until a parent comes in or Thursday (whichever comes first)
2	-50 PRIDE Shares and ISS until a parent comes in or Thursday (whichever comes first)
3	-50 PRIDE Shares and OSS Monday. ISS on Tuesday or until a parent can come in.
4+	-50 PRIDE Shares and OSS Monday and Tuesday. ISS on Wednesday or until a parent can come in.

Disciplinary Procedures for Safe and Orderly Environment

Intrepid College Preparatory Charter Schools are unequivocally committed to providing a safe and orderly environment in which Scholars can maximize their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen; therefore, we cannot over-emphasize the importance of providing a firm and consistent discipline policy. Scholars and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our student code of conduct.

The Intrepid College Prep discipline system is designed to focus Scholars on our mission by ensuring that class and school environments are safe and orderly. This system includes a set of tiered consequences which reinforce our values and support the Intrepid College Prep mission. These consequences are as follows:

1. Demerits
2. Detentions
3. In-School Suspensions / Independent Study Center (ISC)
4. Suspensions (OSS)
5. Dismissal
6. Expulsion

Below is a description of school-related disciplinary offenses for which a student may be subject to in-school suspension (ISS), out-of-school suspension, dismissal, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring while the student is on school grounds, during a school-sponsored activity, or during events sufficiently linked to school.

In-School Suspension (ISS)

The overarching goal of Independence Academy is to ensure that all Scholars have the opportunity to attend the college of their choice. However, there are times in which it is in the best interest of the broader student body to remove a student from class to preserve the integrity of the learning environment and the authority of the teacher. IA provides Scholars with a structured and silent room known, as the Independent Study Center (ISC) or the Culture Room (Dean's Office), in which Scholars are given supports to help them understand the long-term impact of their choices.

Scholars are only placed in ISS with the express permission of one of the school administrators. Teachers may not place Scholars in ISS without confirming this with a member of the leadership team. Scholars can be placed in ISS for any egregious infraction or by accruing repeated demerit infractions in a single class.

Scholars can also be placed in ISS if they are unable or unwilling to be in full uniform for the day. If a student is in ISS for uniform reasons, they may leave ISS immediately after being able to "fix" their uniform issue, whether this be through compliance or through a family member bringing in their needed item. Scholars can use the phone to call parents to bring them missing items only if they are in ISS for a uniform violation.

Expectations While on ISS

While on ISS, Scholars must participate in class and complete any classwork assigned during instructional periods. If a student is in the Culture room, then the student must be doing work always (e.g. reflection prompts, writing or reading), which will be provided by the Dean of Culture. The work given in class that day is provided to all Scholars on ISS. If a student completes all their work, independent reading books are provided. Scholars are expected to adhere to the following guidelines while on ISS in the Culture Room:

1. All coats and backpacks must be hung up on the provided hooks.
2. Scholars must sit in the seat assigned to them.
3. Scholars may not sleep or put their head down.
4. Scholars may not use cell phones or other electronics.
5. Scholars must remain in as close to full uniform as possible.
6. Scholars must ask to use the restroom and be provided with a pass at the discretion of the DOC/ ISS coordinator.

If a student receives five demerits while on ISS for misbehavior, the student will be suspended for the day and will be asked to "redo" the day in the ISS the following day. Repeated misbehavior while on ISS constitutes gross insubordination. Parents will be notified if this happens and will be expected to provide transportation for their child. If the family cannot provide transportation, the scholar will not be permitted to come to the school on the following day.

If a scholar can anticipate that they will be placed on ISS (e.g. she skipped detention on Tuesday, so she knows that she will have ISS on Wednesday), he/she is still expected to show up in full uniform and may not "dress down." If a scholar dresses down in anticipation of being in ISS, the scholar's parents will be called and asked to bring a change of clothes. If they are unable to do so, the scholar's day on ISS will not "count" and he/she will repeat the following day.

Leaving ISS

While it is ideal that Scholars sent out of class remain on ISS for no more than 90 minutes, there is no fixed time limit on how long a student may remain on ISS. Scholars at IA may leave ISS when they have successfully repaired their relationship with the adult in whose care they misbehaved. A scholar may leave ISS through one of the following two paths:

1. Reflection Sheet- Scholars who are sent to the culture room will be assigned a reflection sheet with structured reflection questions to complete. If the student successfully completes the sheet (at the discretion of the Dean of Culture or facilitator of the culture room), they may have a conversation with the teacher who referred them to the culture room. If the teacher who referred them feels that the student has sufficiently "owned" their misbehavior and signs the reflection sheet, they may return to class. Teachers have specific expectations around checking in on scholars who they need to have a conversation with.
2. Public Letter & Apology- Scholars who are sent to the culture room for more egregious misbehaviors will be assigned to construct a public apology letter to the class and teacher involved. Additionally, Scholars will have to complete the requirements of the reflection sheet protocol to be cleared. If the student successfully completes the sheet (at the discretion of the IS coordinator or the Dean of Culture), they must then have three successful conversations with:
 - a. The person who referred them to the culture room
 - b. The Dean of Culture
 - c. One or more members of the IA Honor Council*

*Provided that the scholar has had successful conversations with each of these individuals, they may then return to class.

Suspensions

If a student commits one of the infractions listed below, the student shall receive an in- or out-of-school suspension. Before the student may return to class, the student, his/her parent or guardian, and the student's Advisor, Dean of Culture, or Principal, must meet to address the student's behavior and plan for improvement.

Infractions worthy of suspension include, but are not limited to, the following:

Infraction	Consequence
<ul style="list-style-type: none"> - Skipping Class - Gross Disrespect to Peer - Gross Disrespect to Adult - Gambling - Being asked to report to the Dean's office during class 2 times in a given day 	1-2 days
<ul style="list-style-type: none"> - Major Integrity Violation - Major Disrespect to Property - Removal from Consequence - Insubordination - Deliberate Derailment of Learning - Unsafe contact - Verbal Altercation - Making verbal or physical threats, empty or otherwise - Using or possessing tobacco products - Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti) - Using abusive, vulgar, or profane language or treatment - Setting off false alarms or calling in groundless threats - Disrupting Friday extension or the ISC through misbehavior - Leaving school grounds without permission - Repeated offenses for which the student has already earned ISS or OSS 	1-3 days
<ul style="list-style-type: none"> - Committing sexual, racial, or any form of harassment or intimidation - Being charged with a felony - Continued disruption of class - Repeated and fundamental disregard of school policies and procedures 	2 or more days

*When a scholar returns from OSS, they must remain in ISS until they have participated in a reentry meeting.

If a scholar is sent home from ISC due to poor behavior, they will repeat the entire subsequent day in ISS.

Suspension Procedures

The following steps describe procedures for suspension:

1. When an infraction occurs, the student will be removed from class and sent to the main office, the Dean of Culture's office, or another designated school location.
2. Unless the student presents a danger or risk of substantial disruption to the educational process, the student shall receive an opportunity to present his/her version of the relevant facts prior to a suspension of 1 to 10 days. In the case of danger or a risk of substantial disruption, the student will be removed from the school building and provided the opportunity to present his/her version of the relevant facts later. A school official is authorized to hear the student's version of events without prior parental consent.

3. The Dean of Culture will contact the parent to inform him/her of the suspension, reiterate student and parent expectations while the student is suspended, and schedule the reentry meeting.
4. The Dean of Culture will give the student an envelope containing:
 - a. Highlighted Student Commitment to College Completion based on incident/offense
 - b. Official Suspension Letter
 - c. Apology Letter Template (to be completed during suspension)
 - d. Student Support Plan Template (to be completed during suspension)
5. The Dean of Culture will attempt to provide the student with any remaining assignments for the day that the student may miss due to early dismissal
6. In the case that a student is assigned a suspension, the student's parent/guardian must immediately come to the school, meet with the Dean of Culture and/or principal, and remove the student from the school building. If the parent/guardian cannot immediately come to the school building, the student will wait in a designated area until the parent/guardian arrives. Written notice will be sent home designating the length of suspension.

The following steps will take place during the time that the student is suspended and prior to the reentry meeting:

1. The student will complete the apology letter template
2. The parent and student will complete their sections of the student support plan
3. A representative of the school will attempt to call the student's home each morning that the student is suspended to ensure that the student is awake by 8:00am and working on schoolwork or chores
4. A parent or family representative (other than the student) will come by the school before 10:00am each day to turn in the previous day's homework and classwork and pick up the student's homework and classwork for that day

Note that Scholars who are suspended two or more times maybe asked to submit a reasonable and genuine plan for improvement in addition to the apology letter. The student may also have to meet additional conditions as required by IA.

Once the above conditions are met, the student will be welcomed back into the community. If the student has not met the above requirements, he or she may earn in school suspension in the Independent Study Center. Scholars are responsible for completing academic work missed during the suspension. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If the student does not complete this work, the student may face standard academic consequences (e.g. homework club, no academic credit).

Reentry Meetings

Prior to the student's return to class, a reentry meeting will be led by the Dean of Culture. The following table outlines the additional support that we will give to Scholars upon suspension. Please note that we should make EVERY EFFORT to conduct suspension meetings before the scholar returns to class. If a meeting gets pushed back, it is possible that the student could get suspended again in the meantime. Starting with suspension #3, the scholar is not allowed back in class until the reentry meeting occurs.

During the reentry meeting, the following steps will take place:

1. Student will read the completed apology letter
2. Student will review the highlighted infractions and address their impact
3. Student will review the completed student section of support plan
4. Parent will review the completed parent section of support plan
5. Team will finalize support plan (all sections: student, parent, teacher) and include appropriate goals, milestones, consequences, and incentives
6. Team will finalize communication, follow up plan, and a set date for follow-up review (after 2 weeks)

Upon completion of suspension meeting, the student's advisor will provide the student with a copy of his/her finalized support plan and any progress tracking tools. A follow up meeting should take place 2 weeks after the initial suspension meeting. At that time, the results of the student support plan should be discussed. The support team will then decide whether to continue the support plan or cease intervention. A copy of the support plan and the support plan report should be given to the DOS upon completion of the support plan.

Procedures for Dismissal, Expulsion or Long-Term Suspension

For dismissal, expulsion, or suspension longer than ten days, the student's parent shall receive written notice of the charges and the right to either:

1. Select a hearing in front of an ad-hoc disciplinary committee from the Intrepid College Prep Network

OR

2. Withdraw from Independence Academy

If the parent selects a hearing in front of Intrepid College Prep's ad-hoc disciplinary committee, the parent shall have the right to review and question evidence presented by the school, and a reasonably prompt, written decision including specific grounds for the decision. The meeting of the Board's ad-hoc disciplinary committee will occur within ten days, during which time the student will remain suspended from school.

If the parent chooses to withdraw, he/she must contact MNPS Student Services and speak with the disciplinary coordinator who will then determine whether to conduct an expulsion hearing or to refer the student to his/her school of zone.

Expulsion

A student committing a non-Zero Tolerance or Zero Tolerance offense as described in the MNPS Code of Conduct (available on the MNPS website) will be expelled from Independence Academy. An expulsion is an extended suspension of more than 10 days from Independence Academy and all MNPS schools for one calendar year. Zero Tolerance offenses merit a minimum of a 1-year expulsion from MNPS schools. Following are a list of Zero Tolerance offenses:

1. Assault of Teacher or Staff - Code 32-12 (ZT) & Code 35-12 (ZT). A student will not commit an assault of staff. Assault of staff is intentionally, knowingly or recklessly causing physical contact with another that was extremely offensive or provocative. This incident is always Zero Tolerance (ZT). (also considered battery of staff)

2. Aggravated Assault of Teacher or Staff - Code 35-12 (ZT). A student will not commit an aggravated assault of staff. Aggravated assault of staff is intentionally or knowingly causing serious bodily injury to the staff person. This incident is always Zero Tolerance (ZT). (also considered battery of staff)
3. Drugs - Code 17-12 (ZT). Unlawful use, possession, or distribution of any drug including any controlled substance, legend drug (prescription drug) or synthetic drug. This can include, but is not limited to, ketamine, bath salts, and salvia. This incident is always Zero Tolerance (ZT). Per MNPS policy SP 6.129, all medicine, nonprescription or controlled, should be registered at the school's front office. Failure to do so could result in a suspension of up to 10 days or an expulsion (suspension of more than 10 days) at the principal's discretion, but will not be considered a Zero Tolerance (ZT) offense.
4. Explosive - Code 20-12 (ZT). Possession of an explosive, incendiary device-any destructive device which includes: bomb, grenade, rocket/missile, mine, poison gas, etc. This incident is always Zero Tolerance (ZT). A student will not use, possess, or distribute fireworks. This violation is considered a non-Zero Tolerance (ZT) offense under 08-12 conduct prejudicial to good order. Altered or modified fireworks, if identified as explosives by law enforcement authorities, can be considered a Zero Tolerance (ZT) offense.
5. Handgun/Rifle/Shotgun - Code 18-12 & 19-12. A student will not bring a firearm to school or be in possession of a firearm at school. The student will be deemed to have committed a Zero Tolerance (ZT) violation and will be expelled from school for one (1) calendar year. As required by state and federal laws, any student who brings a weapon to school will be referred to law enforcement.

Independence Academy's Principal may recommend any student charged with committing a non-Zero Tolerance or Zero Tolerance MNPS disciplinary offense for expulsion. If the Independence Academy Principal recommends a student for expulsion, the student's parent shall be notified of an opportunity for a parent conference. During this conference, the parent will be given the option to either request a hearing with an ad-hoc disciplinary committee of the Intrepid College Prep Board or immediately withdraw his/her child. If the parent chooses to withdraw, he/she must fill out a withdrawal form along with a dismissal form. Intrepid College Prep will forward these signed forms to the MNPS Student Services office which will then determine the correct school placement for the student. Once the withdrawal form has been signed, the parent must contact MNPS Student Services and speak with the disciplinary coordinator who will then determine whether to conduct an expulsion hearing or to refer the student to his/her school of zone.

If the parent requests an expulsion hearing with the ad-hoc disciplinary committee of the Intrepid College Prep Board, the committee will conduct a hearing within 10 days. While awaiting this expulsion hearing, the student shall be suspended from Independence Academy. At the expulsion hearing the student may have representation, along with the opportunity to present evidence before the Principal.

If the disciplinary committee upholds the expulsion recommendation, the parent must contact MNPS Student Services and speak with the disciplinary coordinator who will then determine whether to conduct an additional expulsion hearing or to refer the student to his/her school of zone.

When a student is dismissed under the provisions of this section, MNPS shall determine whether, and in what school setting, to provide educational services to said student. Once the student has either withdrawn from, or

been expelled by, Independence Academy, the district's discipline coordinator may request and shall receive from the Principal a written statement of the reasons for said expulsion.

Dismissal

In addition to those non-Zero Tolerance and Zero Tolerance categories provided by the MNPS Code of Conduct, Scholars may face dismissal from Independence Academy for the violation of Intrepid College Prep Zero Tolerance expectations. Dismissal is the removal from Intrepid College Prep for no less than the remainder of the current school year. Parents of any student who is dismissed from an Intrepid College Prep school must contact MNPS Student Services and speak with the discipline coordinator who will then determine whether to conduct an expulsion hearing or to refer the student to his/her school of zone. Dismissal from Intrepid College Prep may result from MNPS non-Zero Tolerance offenses including the following infractions:

1. Conduct prejudicial to good order
2. Possession, use, intoxication by, or transfer of tobacco, drugs, or alcohol
3. Assault, or threat of assault, against fellow Scholars or other members of the school community
4. Destruction or attempted destruction of school property including arson

The Principal is authorized to suspend, dismiss, or expel a student who has been convicted of a felony if the Principal determines that the student's continued presence would have a detrimental effect on the general welfare of the school.

The Principal also has the authority to recommend Scholars for dismissal to preserve the sanctity of the learning environment and protect the student body from behavior that is so repeatedly disruptive as to prevent the orderly operation of the school. Therefore, six out of school suspensions (OSS) will trigger a dismissal hearing. The school has the right to decide to dismiss the student after the hearing as six suspensions represent a repeated pattern of behavior significantly disruptive to the learning process and prejudicial to good order. In addition, the Principal has the authority to recommend dismissal where a student engages in egregious disrespect that seriously impairs the ability of the school to function. The school reserves the right, however, to recommend against dismissal at a hearing involving such behavior where mitigating circumstances warrant such recommendation.

In addition to any of the preceding infractions, any breaches of Federal law, Tennessee State law, or laws of Metropolitan Nashville and Davidson County, may be handled in cooperation with the Nashville Police Department and may result in dismissal and/or expulsion.

General Policies

Scholar Searches

To maintain the security of all its Scholars, the faculty of Independence Academy reserves the right to conduct searches of Scholars and their property where there is reasonable suspicion that the student has violated the law or a school rule. If searches are conducted, the school will ensure that the privacy of the student(s) is respected to the extent possible, and that Scholars and their families are informed of the circumstances surrounding the results of the search.

The school authorizes the Principal and the Principal's designee(s) to conduct searches of Scholars and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in the evidence that the student violated the law or the school's Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the school, other Scholars, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the school acknowledges both state and federal constitutional rights, which are applicable to personal searches of Scholars and searches of their possessions.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the school's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they know was not accurate.

Scholars may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the scope of the search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Scholars have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage place. The school exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials, with or without notice.

Field Trips

The school's curriculum may sometimes require outside learning experiences or special school events. During these activities, it is important for all Scholars to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

A permission slip that allows Scholars to attend school-sponsored field trips and events will be sent home prior to the event and must be signed by a parent/guardian and returned. If the scholar has not returned the permission slip by the established deadline at school, they will not be permitted to attend the trip, as it is important for the school to have an early, accurate head count for securing transportation. This applies even if the family calls in or returns the permission slip late. Permission will never be granted on the day of a trip.

A student may be considered ineligible for a trip/event for reasons including but not limited to: low merit average, not returning the school-sponsored trip permission form, involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior or severe lack of academic effort on the day of or on days prior to the trip, etc. Scholars who are considered ineligible for attending will be required to attend school that day.

If parents or other volunteers assist with such trips or events, Scholars must afford these chaperones the same respect they would provide teachers. Appropriate behavior must be maintained when attending school sponsored events and riding on school-provided transportation. Past inappropriate behavior, or excessive demerits and/or suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

Alcohol, Drugs, and Tobacco

Pursuant to the goals of Intrepid College Prep to maintain a drug, tobacco, and alcohol-free environment, the school shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidences in the school involving possession, sale, and/or use of behavior affecting substances. These substances shall include, but not be limited to, alcohol and controlled substances as defined in the Penal Code of the State of Tennessee.

Alcohol, stimulants, and street drugs, including but not limited to marijuana, heroin and cocaine, as well as anabolic steroids, diuretics and other performance enhancing substances, are addressed by this policy and accompanying administrative regulations.

Privacy Rights

Personal privacy rights of Scholars shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential between student and professional, except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is immediate threat to, or where Scholars' health, safety, and welfare may be jeopardized.

Illegal Activities

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school and considered for expulsion. In cases of the illegal activity as possessing or selling drugs or alcohol, student will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the IA Principal.

Notification of Policy

Annually, Scholars will be notified through the student handbook, or through other means, of disciplinary sanctions for violation of this policy. The Principal shall include statements, appropriate to Scholar's maturity, in school handbooks to the effect that:

- The unlawful manufacture, distribution, dispensing, possession or use of controlled substances, or other illegal drugs or alcohol is prohibited in school, on school grounds, and at school sponsored activities;
- Compliance with the standards of conduct stated in the handbook is mandatory; and
- A violation of its provisions will subject Scholars to disciplinary action to and including expulsion and referral for prosecution.

Disciplinary Action

Scholars who violate this policy will be subject to disciplinary action, which includes, but is not limited to suspension, dismissal, or expulsion. Any disciplinary actions imposed will ensure that similar violations will be treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student drug abuse, the employee shall refer the matter to the administration for evaluation. Following the evaluation, disciplinary action may be imposed if the situation warrants.
2. If an employee obtains physical evidence of controlled substances from a student in school, on school grounds, or at a school sponsored event, the employee shall turn the student and controlled substances over to the Principal or designee. The Principal will notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time required by state law.

Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

- Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint, aerosol or substance, and
- Designated to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination

No student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

Scholars who violate this policy shall be subject to disciplinary action as outlined in this policy, up to and including suspension and expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program.

Performance-Enhancing Drugs

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board prohibits the use of performance enhancing drugs, including anabolic steroids, by Scholars involved in school-related athletics or any co-curricular or extracurricular school activity/program, other than use for a valid medical purpose as

documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Tennessee State law, Board policy, and as prescribed by a student's physician, dentist, physician assistant, or advanced practitioner registered nurse.

Scholars shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action.

Tobacco Use by Scholars

There shall be no smoking or any other unauthorized use or possession of tobacco by Scholars in any school building at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel (such as when the student is at any school function, extracurricular event, field trip, or school activity). Scholars who violate this policy will be subject to disciplinary action.

Definitions

Controlled Substances include any alcohol or malt beverage, any drug listed as a controlled substance, chemical abuse substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. This includes controlled drugs as defined in Tenn. Code Ann. § 39-17-402* and would not include any drug for which a student has a prescription. Examples of the above include, but are not limited to, cocaine, cocaine derivatives, "crack," "ice," beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances and ANY capsule or pills not registered with the school nurse, annotated within the student's health record and given in accordance with the school's policy for the administration of medication to Scholars in school.

- Performance-Enhancing Substances include any performance-enhancing drug, including anabolic agents or steroids, used for the intent of bodybuilding and muscle enhancement of physical ability and not for a valid medical purpose by a physician; includes, but is not limited to, those performance-enhancing drugs/substances on the list reflected below;
- Pharmacological agents (prescription or nonprescription) taken in doses that exceed the recommended therapeutic dose or taken when the therapeutic indicators are not present;
- Agents used for weight control, including stimulants, diet pills, diuretics, and laxatives, when the user is in a sport that has weight classification or that rewards leanness;
- Agents used for weight gain, including over the counter products advertised as promoting increased muscle mass;
- Physiologic agents or other strategies used to enhance oxygen-carrying capacity, including erythropoietin and red blood cell transfusions (blood doping);
- Any substance that is used for reasons other than to treat documented disease state or deficiency;
- Any substance that is known to mask adverse effects or detect ability of another performance-enhancing substance;

- Distribution or Sale of Controlled Substances means to deliver, sell, pass, share or give any alcohol, drug or mood altering controlled substance, as defined by this regulation, on one's person, in one's personal belongings, one's locker, car, backpack, etc.
- Drug paraphernalia includes any instrument, utensil or item that in the school administrator's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowl. Reference should be made to Tenn. Code Ann. § 39-17-425**

*<http://law.justia.com/codes/70tennessee/2010/title-39/chapter-17/part-4>

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Substance-Abuse Assessment is an evaluation conducted by a professional to determine the student's overall health and condition in relation to use of a controlled substance or drug.

Controlled Substances: Use or Possession (Drug, Alcohol, Inhalants)

It is the policy of the Board to prevent and prohibit the possession and/or use of any drug (except as duly authorized through the school nurse), or drug paraphernalia at any time on school property, at school-sponsored events or on school-provided transportation. Therefore, the District maintains a zero-tolerance policy regarding controlled substances and alcohol possession and use on school grounds and at school-sponsored events. The school will provide a supportive environment for recovering chemically dependent Scholars during and/or after their involvement in a treatment program for chemical dependency.

Any student found to be using or in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, or otherwise off school grounds when such student's conduct violates the substance abuse policy and is seriously disruptive of the educational process shall be subject to consequences. These consequences apply to all Scholars, including all student athletes, and those Scholars involved in co-curricular and extracurricular activities.

The Board has approved the use of a breath alcohol tester as an option for Scholars at all dances, proms, and other such events/activities. The breath alcohol tester will be considered for use where, in the judgment of the school administrator, there exists reasonable suspicion that a student has consumed an alcoholic beverage, and the student denies to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a positive reading on the breath alcohol tester, consequences will be administered in accordance with the school's disciplinary policy.

Suicide and Self-Harm Prevention and Intervention

Intrepid College Prep recognizes that suicide is a complex issue and that, while the school may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide in-depth counseling. Instead, the Intrepid College Prep directs school staff to refer Scholars who may be at risk of attempting suicide to an appropriate service for assessment and counseling.

Intrepid College Prep recognizes the need for youth suicide prevention procedures and will ask the school to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for school staff. The school counselor will be the main contact person for all suicide related issues.

Any school employee who may have knowledge of a suicide threat must take the proper steps to report this information to the Principal and school counselor who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

Scholars at Risk for Suicide

General Procedures during School Hours: A staff member who has identified a student who exhibits the signs as noted below or who has other reason to believe the student is at risk for suicide or self-harm must immediately bring the student's name to the attention of the Principal and school counselor. This must be done even if the student has confided in the staff person and asked the staff person to keep their information confidential. In such cases, the staff person would explain that he/she cannot keep confidentiality in these circumstances.

Appropriate staff member(s) gather background information prior to contacting the student unless there appears to be imminent risk of self-harm. This background check should be done on the same day as the referral and may include:

- Further discussion with the person who made the referral.
- Contact with other staff members to get data on recent student behaviors and performance. At the earliest possible moment following the collection of information, contact with the student will be made to determine the seriousness of the situation.

Potential Situation: The student has some suicide ideation and has thought about how he/she would do it. He/she has access to the method but does not have everything in place. Although the student may exhibit feelings of hopelessness, helplessness, and unbearable pain, he/she shows some willingness to accept help. The following action will be taken, the order to be determined by the specific situation: - A staff member will explain to the student that parent(s) will be contacted to arrange for professional help and to develop an appropriate support system. - The Principal or designee will ask the student to sign an agreement not to harm himself/herself. - Following the meeting with the student the Principal or designee will:

- Contact the student's parent(s) to inform them of the seriousness of the situation and to request a meeting that day.
- Obtain further information from the parent(s) concerning the student's mental health history including therapy and previous suicidal attempts or threats. If the student is currently being seen by a mental health professional, the Principal will ask for permission / release of information to speak with that professional.
- Communicate the need for suicidal risk evaluation.
 - If the parent refuses to come to school, the Principal will explain that the school may be required to file a medical neglect report with the Department of Children and Families.
 - As follow up, the counselor will contact the family to discuss plans to provide professional help to the student.

Critical Situation: In the event of a critical situation, such as one where the student has the intent to kill himself/herself, a specific plan for how he/she will do it, and immediate access to the method, the staff member will take the student immediately to the counselor. The counselor will stay with the student to offer support. In addition, he/she will explain to the student that someone will be contacting his/her parent(s) because of deep concern.

A staff member will notify the parent(s) and request that they come to the school immediately. The following points should be covered in the meeting with the parents:

- The seriousness of the situation
- The need for immediate outside professional help
- The need for continued monitoring
- A request for parent(s) to sign a release of information form for communication between the school and the facility to which the student will be taken, the student's therapist and other individuals as appropriate

If the parent(s) cannot be contacted or if they refuse to come to the school and the team determines that a medical emergency exists, normal procedures will be followed for such emergencies. The Principal will explain that the school may be required to file a medical neglect report with the Department of Children and Families. In addition, the Principal may inform the parents that the student will not be accepted back into school until a formal mental health evaluation has taken place. This exclusion will be done in compliance with state regulations and only if it is deemed to be in the best interest of the student.

As a follow up, a staff member will contact the family to discuss the family's plans to provide professional help and support to the student. A plan of action for in-school support of the student will be discussed.

Procedures After School Hours: If a staff member has become aware of a potentially suicidal student after school hours, he/she should consider and decide the following actions:

- Contact the parents (mandatory)
- Contact the Principal (mandatory)
- Contact the School Counselor (mandatory)
- Contact the police
- Contact student's therapist
- Contact 24-hour crisis center

Scholars Who Have Attempted Suicide:

1. In School Attempt
 - a. The staff person who becomes aware of the attempt will remain with the student and will immediately send for the counselor and Principal
 - b. The counselor and/or Principal will follow school medical emergency procedures to get immediate medical help for the student
 - c. The parents will be contacted

- d. The Principal will refer to the Crisis Intervention Plan and Media guidelines to determine the course of action
2. Out of School Attempt
 - a. The staff person who receives the information concerning an attempted suicide will immediately contact the Principal who will verify the information and actions taken by the parents
 - b. The Principal will determine if the situation warrants informing the full faculty
 - c. If the attempted suicide is causing visible distress among Scholars, an after-school meeting may be held to identify others at risk with Scholars and discuss concerns
 - d. The counselor will develop a plan to monitor and support high risk Scholars
 - e. The counselor will be assigned to follow up and monitor the student upon his/her return to school
 - f. If appropriate, information will be shared with the Principal of the sibling's school

Suicide Assessment

Suicide Prevention and Intervention:

Risk Assessment Checklist

- Has the person recently withdrawn from therapeutic help?
- Has the person been abusing drugs or alcohol recently? • Is there a history of suicide in the person's family?
- Is the person exhibiting marked hostility to those around him or her?
- Has the person's life become disorganized recently?
- Does the person drop in and out of school?
- Has the person become unusually depressed or anxious recently?
- Has a friend committed suicide recently?
- Has the person threatened suicide, or spoken about it with friends or teachers?
- Is the person preoccupied with themes of death or dying?
- Has the person made previous suicide attempts?
- Does the person have trouble holding onto friends?
- Does the person have a "plan" for suicide, and has the person made preliminary arrangements?
- Has the person made "final arrangements" (given away possessions, said "Goodbye")?

If you believe someone may be thinking of suicide, get help for that person by immediately contacting people designated in the district plan on crisis intervention. Do not wait!

Suicide Risk Factors

The following life crises, behaviors and circumstances have been identified by experts as potential risk factors for suicide. No one can say with certainty which specific life conditions and personality traits may combine to result in suicide. Nor can we say why one person commits suicide and another with similar circumstances does not. Staff should become familiar with these risk factors and make referrals to the Principal or his designee when they are observed.

Family Factors

- Suicide of a family member (especially of a parent or sibling)
- Loss of a parent through death or divorce
- Family alcoholism or another drug dependency
- Destructive, violent parent-child interactions
- Physical, emotional or sexual abuse
- Chronically depressed, mentally ill or suicidal parent

Environmental Factors

- Suicide of someone the youth has known or identified with
- Social isolation and failure to develop peer attachments
- Accumulating failures or rejections

Behavioral Factors

- History of suicide gestures or attempts
- Alcohol or another drug abuse
- Eating disorders
- Aggression and rage that shows up in violent outburst
- Fascination with death, violence, Satanism
- Self-risking behaviors such as reckless driving, overt sexual promiscuity or potentially harmful risk taking

Personal Factors

- Frequent periods of feeling down
- Learning disabled
- Poor impulse control
- Unwillingness to seek or accept help for problems
- Desire for revenge or to punish another
- Confusion/conflict over sexual identity
- Alienation from traditional social institutions and values
- Compulsively perfectionistic/highly self-critical
- Desire to be reunited with someone who is dead
- Strong feelings of shame or guilt that persist over time • Unresolved feelings of grief

Psychiatric Factors

- Affective disorder diagnosis
- Conduct disorder diagnosis
- Depression diagnosis
- Substance abuse diagnosis

Harassment, Intimidation, and Bullying Policy

Independence Academy prohibits acts of harassment, intimidation or bullying by or toward any Scholars or school community members.

A safe and civil environment in school is necessary for Scholars 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, or pager) that takes place on school grounds/property, at any school-sponsored function or on a school bus and that:

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

Independence Academy expects Scholars to conduct themselves in keeping with our core values. In addition, IA strongly believes that passive action can be as significant as active action – witnessing a wrongdoing can implicate the observer. Scholars are expected to do what they reasonably and safely can do to divert a situation and must also inform an IA staff member.

Consequences and/or remedial action for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including the developmental age and maturity levels of the parties involved, the levels of harm, the nature of the behaviors, past incidences or past or continuing patterns of behavior and performance, and the relationships between the parties involved. Concluding whether an action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances. Consequences for Scholars 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 Scholars 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.

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 Scholars, 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 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 because 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 and complaints.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern or systematic problem of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Parents shall be promptly notified in situations where Scholars are to be or have been interviewed by law enforcement officials.

Remedial measures at both the individual and the institutional level shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for document systemic problems related to harassment, intimidation, and bullying. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to social skills training for Scholars, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers. In addition, resources (e.g., counseling) will be made available to support individual victims of harassment, intimidation and bullying and such support will be provided in a manner that does not stigmatize victim(s).

Intrepid College Prep prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying, be they student, school employee, volunteer, or visitor. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by school leadership after consideration of the nature and circumstances of the act.

Scholars, school employees, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be discipline in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

This policy applies to all school grounds including school-sponsored functions and school busses.

Updated July 18, 2018

Appendix B – Paycheck Sample (w/ Test Student)

Appendix C – Staff Directory

Appendix D – PTO Calendar

Appendix E – Bus Routes

Appendix F – Written Complaint Form

Independence Academy is committed to maintaining a strong partnership and ongoing dialogue between our teachers, staff, Scholars, and families. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we welcome your input and encourage you to contact the appropriate staff member at the school. Please use this form to describe an incident/issue and submit the form to the school's Principal, Dean, or Front Office.

Today's Date: _____

Your Name: _____

Phone Number: _____

Student's Name: _____ Grade: _____

Relationship to Student: _____

Have you discussed this issue with anyone at the school yet? Yes No

If yes, who were you in-touch with: _____

What was the result?

Please describe the Incident/Issue in the space below. Be sure to include the DATE of the incident and the NAMES of any people who were involved. (Please attach extra page if more space is needed).

Appendix G – Copy of Team and Family Responsibility Code (To be submitted prior to or on the school's start date)

Teachers: We fully commit to educate all Scholars at Intrepid College Prep Schools in the following ways:

- We will arrive at Intrepid College Prep each day at the time determined by our Principal (but in no event after 7:30 a.m.)
- We will work smarter, harder and longer than others because we will do whatever it takes for our scholars to learn.
- We will make ourselves available to scholars and parents by phone, email, and in person, and we will respond respectfully to any concerns they have.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- We will prepare engaging and rigorous lessons with meaningful homework assignments and frequent assessments.
- We will use data from assessments and assignments to improve instruction and make sure every scholar succeeds.
- We will provide individual and small group tutoring to ensure our scholars succeed.

Failure to adhere to these commitments can lead to our removal from the ICPS Team and Family.

Scholars: I fully commit to Intrepid College Prep in the following ways:

- I will arrive to school each day on time and ready to learn.
- I will remain at school until dismissal.
- I will attend required tutoring sessions and homework club after school as assigned and on Saturdays when necessary.
- I will attend Prep for Promotion Academy if it is necessary for promotion or success.
- I will share reports of my academic and behavior progress with my family whenever I am asked.
- I will study the ICPS Handbook and abide by the rules contained within.
- I will ask appropriately for clarification if I am confused about why something is important. I will remember that my teachers and school want what is best for me, even when I do not always understand how.
- I will have PROFESSIONALISM in all that I do – arrive at school on time, wear the proper uniform and demonstrate respect toward my peers, teachers, all adults in the community and all school property.
- I will act with RIGOR to complete all assignments, homework, which means studying daily to prepare for tests, quizzes and the next learning day.
- I will demonstrate INITIATIVE by taking advantage of opportunities to be a positive leader, starting and participating in after-school activities, and working to solve problems in my community and in our world.
- I will use DISCIPLINE in my thoughts and actions, which means figuring out the right thing to do and doing it even when no one is watching.
- I will show ENDURANCE by refusing to give up when things get hard, seeing tasks through to completion, and staying focused on my long-game, which is college completion.

I am responsible for my own behavior and I will follow my teacher's directions. I understand that failure to adhere to these commitments can lead to the imposition of appropriate consequences and the loss of privileges. Intrepid College Prep Schools are schools of choice. I understand that by choosing Intrepid, I am choosing to conduct myself like a professional, be kind to others, and work continuously toward my goal of college completion.

Families: We fully commit to Intrepid College Prep Schools in the following ways:

- Our family will ensure our child arrives at school on time and no earlier than 15 minutes before the start of the scheduled school day (unless by appointment) Monday through Friday.
- We will make arrangements so that our child can remain at Intrepid College Prep until he or she is dismissed.
- We will make arrangements so that our child can attend all required after school activities and provide documentation when necessary family affairs conflict with detention or school events.
- We will ensure our child attends Saturday Academy and Prep for Promotion Academy if deemed necessary by the school.
- We will always help our child to learn in the best way we know how.
- We will review all communication from the school and the teachers, check and assist with homework and review planners nightly, allow our children to call their teachers for help when necessary, and make sure that our child reads every night.
- We will call our child's teachers when we have a concern about our child's academic or behavioral performance or progress.
- We will support the school's financial literacy initiatives by signing up for our scholar to open a savings account, attending financial literacy events, and attending at least one financial literacy field trip.
- We will make ourselves available to the school, attend as many school events as we are able, and be in close contact with our child's teachers.
- We will volunteer, contribute to, and support the school in every way possible.
- We will provide the school with our most up-to-date contact information.
- We will allow our child to participate in field trips if he or she has earned them.
- We will ensure our child understands and follows the school's attendance, tardiness, and uniform policies.
- We will support Intrepid College Prep in the enforcement of school rules to protect the safety, interest, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

By working with Intrepid College Prep, I am building a partnership that prepares my child for success in scholarship, financial stewardship, and leadership. Failure to adhere to these commitments can cause my child to lose various privileges at Intrepid College Prep.

Student Name (printed): _____ Signature: _____ Date: _____

Parent/Guardian Name (printed): _____ Signature: _____

Date: _____

Faculty Representative Name (printed): _____ Signature: _____

Date: _____

Appendix H – Copy of Statement of Understanding

Statement of Understanding (Copy)

By signing this, Scholars indicate that they have received and read a copy of IA Family Handbook and understand and agree to the rules, regulations, and procedures of the school. Student signatures further show that Scholars understand that if they ever have any questions regarding school policies, they can always ask their parent/guard or other member of the school community for a further explanation.

By signing this, parents indicate that they have received a copy of IA Family Handbook and understand and agree to the rules, regulations, and procedures of the school. Parent signatures also show that parents understand that if they ever have any questions regarding school policy, they can always ask a teacher or staff member for further clarification.

_____	_____
Student Name	Parent/Guardian Name
_____	_____
Student Signature	Parent/Guardian Signature
_____	_____
Date: _____	Date: _____

A signed copy of the State of Understanding is due by Monday, August 6th (the first day of school). Scholars who return this form on time will receive a dress down day on Monday August 13th, whereas scholars who fail to do so will receive a lunch detention. Thank you for your cooperation!