



CHATTANOOGA  
PREPARATORY  
SCHOOL

# Student & Parent Handbook

*Designed to provide general information for  
students enrolled in middle school.*

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# SECTION 1: GENERAL INFORMATION

## Mission, Vision, and Core Values

### I. Mission | What We Do

Chattanooga Prep engages young men in a rigorous yet supportive learning environment that nurtures resilience, promotes academic excellence, inspires leadership, and prepares critical thinkers.

### II. Vision | Why We Do It

To inspire and empower young men to achieve academically and participate in a collaborative learning community that will establish a trajectory for lifelong learning and success.

We have a clear vision of how Chattanooga Preparatory School students better known as Prepsters will conduct themselves, both when they enter our school and when they graduate. In class, we expect our Prepsters to be engaged, prepared, ask, and answer questions, and work together with their partners and community within the school. In our school building we expect Chattanooga Prep Prepsters to be respectful, responsible, accountable, and kind. Through their efforts, they will achieve greatness. In life, we expect Prepsters to be contributing members of their community and society as readers, writers, mathematicians, scientists, historians, and advocates for equality.

We know a quality education with a strong work ethic will create college graduates, which in turn will give our boys more opportunities. Finally, we want to redefine what a quality education looks like for our boys and urban education in America.

### III. Core Values

- a. Our civic tradition helps build a strong moral compass and a sense of duty to others in our community.
- b. Integrity is an essential piece to what it means to be a Prepster and integral part of our school's identity.
- c. Excellence is what we strive to attain in every area of our life—home, school, and social development.
- d. Creativity and innovation will be at the core of our academic education.
- e. Emotional intelligence is a necessity to be a leader of others.
- f. Our community is important and we must work together to assist in building tomorrow's leaders.
- g. The ability to persevere and stay resilient is the true measure of a leader.
- h. We believe ethnic, racial, and economic diversity improves the quality of our community at Chattanooga Prep.
- i. Chattanooga Prep values a school community where teaching and learning sets a premium on professionalism and creativity.
- j. An all-boys learning environment increases a boy's confidence and comfort in school.
- k. Boys are active and need to be engaged in a variety of ways throughout their academic day.

- l. Boys should be challenged and encouraged to be great leaders, readers, mathematicians, writers, and speakers.
- m. Higher order thinking must be housed through experiments, innovation, collaboration, and projects.
- n. Chattanooga Prep values the assets and talents of each boy.
- o. Chattanooga Prep believes in the application of technology in ways that stimulate learning, encourage innovation, and inspire creative solutions to social issues.

### Purpose of Student Handbook

In this handbook, you will find information to help you navigate through the school year, including policies and procedures. Additionally, this handbook contains important information on the rights of our students, families, and staff in the educational process to learn and work in safe and supportive environments. We have a shared responsibility to uphold these rights while ensuring children receive the high-quality education they deserve.

Please take the time to become familiar with this handbook and use it as a reference guide throughout the school year. If you need additional assistance, contact us at (423) 602-7737.

### Anti-Discrimination/Anti-Harassment

Chattanooga Preparatory School values all of our students including those who are experiencing disabilities. Chattanooga Preparatory School values all of our students coming from all backgrounds. Chattanooga Prep does not discriminate on the basis of race, color, ethnicity, national origin, religion, income level, disability, proficiency in the English language, or academic ability. Chattanooga Preparatory School is committed to taking immediate action to eliminate harassment on the basis of any protected class, prevent its recurrence, and address its effects. Chattanooga Preparatory School does not tolerate harassment of any kind. Students and school personnel who believe that they have been subjected to harassment are encouraged to report the harassment to the Human Resources Coordinator. Those students or employees who have been found to engage in acts of harassment will be promptly disciplined up to and including suspension and/or expulsion. Students, parents, and school personnel are encouraged to work together to prevent harassment.

### School Hours

Chattanooga Preparatory School is open five days a week. Monday through Thursday instruction runs 7:45am - 3:45pm. Each Friday students are dismissed from school at 12:30. Office Hours are 7:30am- 5:00pm Monday - Friday.

Bell Schedule

<b><u>Middle School Bell Schedule</u></b> <i>Monday - Thursday</i>	
7:30 AM - 8:00 AM	Breakfast
8:05 AM - 8:20 AM	Homeroom
8:20 AM - 9:20 AM	Class Period 1
9:20 AM - 10:20 AM	Class Period 2
10:20 AM - 11:20 AM	Class Period 3
11:20 AM - 11:50 AM	Lunch
11:50 AM - 12:50 PM	Class Period 4
12:50 PM - 1:50 PM	Class Period 5
1:50 AM - 2:50 PM	Class Period 6
2:50 PM - 3:50 PM	Class Period 7

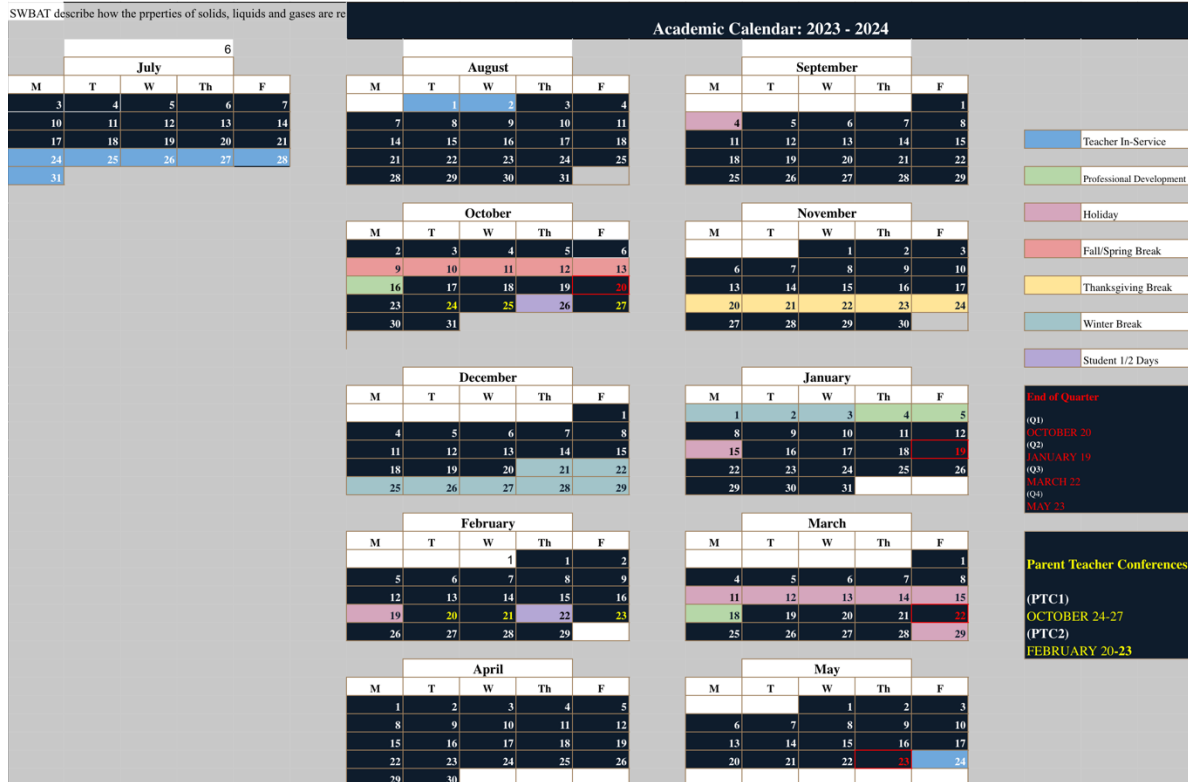
<b><u>Middle School Bell Schedule</u></b> <i>Friday</i>	
7:30 AM - 8:00 AM	Breakfast
8:05 AM - 8:45 AM	Class Period 1
8:48 AM - 9:33 AM	Class Period 2
9:36 AM - 10:21 AM	Class Period 3
10:24 AM - 11:09 AM	Class Period 4
11:12 AM - 11:42 AM	Lunch
11:42 AM - 12:27 PM	Class Period 5

<b>High School Bell Schedule</b> <i>Monday - Thursday</i>	
7:30 AM - 8:00 AM	Breakfast
8:05 AM - 8:20 AM	Homeroom
8:20 AM - 9:20 AM	Class Period 1
9:20 AM - 10:20 AM	Class Period 2
10:20 AM - 11:20 AM	Class Period 3
11:20 AM - 12:20 PM	Class Period 4
12:20 PM - 12:50 PM	Lunch
12:50 PM - 1:50 PM	Class Period 5
1:50 PM - 2:50 PM	Class Period 6
2:50 PM - 3:50 PM	Class Period 7

<b>High School Bell Schedule</b> <i>Friday</i>	
7:30 AM - 8:00 AM	Breakfast
8:05 AM - 8:45 AM	Class Period 1
8:48 AM - 9:33 AM	Class Period 2
9:36 AM - 10:21 AM	Class Period 3
10:24 AM - 11:09 AM	Class Period 4
11:12 AM - 11:42 AM	Lunch
11:42 AM - 12:27 PM	Class Period 5



# School Calendar



## Grading Periods (Report Cards/Progress Cards)

Progress reports and report cards consist of the Scholar's current grade, absences, conduct, and any comments the teacher wishes to make. The dates of progress reports are:

Grading Period	Month
First 4.5 Weeks	September
Second 4.5 Weeks	November
Third 4.5 Weeks	February
Fourth 4.5 Weeks	April

Reports cards will be issued at the end of each nine-week grading period.

Grading Period	Date Range	Report Card Month
First Quarter	August - October	October

Second Quarter	October - December	January
Third Quarter	January - March	March
Fourth Quarter	March - May	May

Parents and students can monitor student progress through the parent portal on PowerSchool at any time during the school year.

Prepster Attendance Policy

Please click the following link to view the [Hamilton County Attendance Policy](#).

Parents should be notified by letter, telephone, or personal contact after every absence by a member of the Leadership Team. Parents are to be made aware by letter, telephone, or personal contact of the date and time for an appeal hearing and may be present. It is the responsibility of both the parents and Prepsters to contact the school in the event an appeal is to be made on excessive absenteeism.

Tardy Policy

All Prepsters who arrive late to school after 8:05 AM and/or the beginning of individual classes shall be marked as tardy. Prepsters and parents should understand that three tardy occurrences are treated as one absence. The parent or guardian must accompany the Prepster inside the main building to sign in as tardy. Prepsters should not be admitted to class without a pass from the front office personnel.

The Front Office will assign consequences for all 1st block tardies.

Tardy	Consequence
First tardy	Verbal warning
Second tardy	Call to parents
Third tardy	Referral to Administration
Fourth tardy	Parent(s) called by an Administrator for a meeting

Prepsters who are tardy 5 to 10 times are considered excessively tardy. Excessive tardiness will result in at least two days in In School Suspension (ISS). The Prepster's parent(s) will be required to attend a parent meeting with the Dean of Students and/or Principal. The parent(s) will have to participate in an appeal hearing.

Chronic Absenteeism

The State of Tennessee defines Chronic Absenteeism as missing more than 10% of school days for any reason other than school activity. Students who are chronically absent will be required to attend bi-weekly attendance meetings.

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class or activity during the school day for

which the student is scheduled. A student who accumulates three (3) days of unexcused absences may be deemed habitually truant.

A tiered attendance system will be followed.

Tier One: When a student reaches five (5) unexcused absences the school will contact parent/guardian by mailing a five-day letter/invitation to meet with a designated school official. A conference is required with the family to review the attendance policy expectations for the student and sign an attendance contract. This contract will be in effect for 45 days. Parents and students may be required to participate in regularly scheduled follow-up meetings based upon adherence to the attendance contract.

Tier Two: If a student continues to have unexcused absences, a referral will be made to the School Social Worker and/or Front Desk Coordinator (Truancy Officer). A legal notice will be sent to the family with an invitation for a mandatory meeting where a needs assessment will be given. The letter will state this is a Tier 2 intervention and that the family is required to meet with the school social services team for a needs assessment. This assessment will identify continued barriers and community resources to address those barriers such as mental health and/or socio-economic supports. If the family refuses to meet or does not comply by the deadline, the school social worker and/or Front Desk Coordinator (Truancy Officer) may visit the family home. If this approach proves unsuccessful, the family will automatically be referred to Tier 3, Truancy Board.

Tier Three: If a student accrues eight (8) or more unexcused absences and does not respond to Tier 2 support requests, a certified letter shall be mailed to the home notifying the family that they must attend a Truancy Board meeting. Meetings will be held in each learning community and may include the following members:

- District Appointed Administrative Leader
- School Social Worker or Front Desk Coordinator (Truancy Officer)
- Front Desk Coordinator (Nurse) (as needed)
- School Counselors
- Department of Children Services (DCS) representative and/or Mental Health personnel (as needed)
- Juvenile Court Representative

At this meeting, a confidentiality statement will be signed by the family and all parties present. The Truancy Board will listen to any barriers that the family presents. A contract will be signed by the parent/guardian making them aware that continued unexcused absences will result in a court referral. If the parent/guardian doesn't attend this meeting, or the student fails to make continuous improvement in his or

her attendance, the Truancy Board will have no other choice but to refer the student to the Juvenile Judge.

### Tardy Section

<u>Tardy</u>	<u>Consequences</u>
1-3	Warning
>3	ISS
5	Suspension

- Parents will be contacted with each tardy.
- Tardies are recorded per block. Administration reserves the right to assess additional consequences for habitual offenders.

### Dismissal Policy

Students who need to leave school grounds before the normal 3:45 PM dismissal time must follow certain procedures. To maintain good student attendance and to keep class disruptions to a minimum, all efforts should be made to schedule dismissals at the end of a class block. A bell schedule is included in this handbook for reference.

Students must always receive office approval before leaving, regardless of the reason. Notes are accepted in advance for verifiable doctor or dental appointments, and court orders only. Notes must be brought to the attendance secretary by 7:30 AM on the day of the dismissal, and should include the following: 1) Student's first and last name; 2) Name and phone number of the medical provider; 3) Date and time of appointment; 4) Parent's signature and daytime phone number. Students being dismissed for court appearances must have proper court documentation. Students are not to leave until the appointments have been verified. A student will receive a dismissal slip verifying approved dismissals. All other dismissals from school require a parent signature in our log book. Parent sign outs are accepted as much as 24 hours in advance. Phone dismissals are not permitted except in the case of genuine emergencies. Faxed or emailed dismissal requests are discouraged as they cannot be guaranteed to be on time.

Students must have written permission to be dismissed to the Blue Cross Healthy Field Park. (please note that adult supervision is not provided after school hours).

NOTE: No changes to dismissal plans after 1 PM the day of the change. No early dismissals are permitted after 3:00 or during the last 30 minutes of the school day. Please do not ask us to waive these policies.

Cell Phones

Cell phones, electronic devices and accessories including all listening paraphernalia, etc. are prohibited during school hours, 7:45 AM – 4:00 PM.

“Any electronic device, including cell phones, that is seen or heard whether being used or not, will be confiscated and held for a minimum of ten calendar days. Should a student become disagreeable, uncooperative or belligerent, the device may be confiscated for the school year and not returned to the student, parent, or guardian. Confiscation is in accordance with Hamilton County Schools’ policy.” In accordance with HCS Administrative Procedures, violation of the school’s electronics policy shall include the following consequences after a courtesy consequence for the first violation:

- 1st violation – device confiscated; released only to parent/guardian conference
- 2nd violation – device confiscated for 10 calendar days
- 3rd violation – device confiscated for 20 calendar days
- 4th violation – device confiscated and \$15 fee applied to have phone returned (money goes to prom)

Devices not picked up within 1 week after the last school day in a school year become the property of the school. Schools are not responsible for any theft or loss of any electronic device whether confiscated or in the student’s possession.

Outside Food/Drinks

Due to several factors, including discipline, academic distraction, food allergies, and campus cleanliness, outside restaurant food or drinks are not allowed to be brought onto the school campus (including parent or restaurant deliveries). The only food or drinks allowed on campus will be those purchased from the cafeteria. This does NOT pertain to bringing a healthy snack or bringing your lunch from home in a lunchbox/bag. Students who violate this rule will be required to throw away the product and be subject to disciplinary action.

Consequences. “Prepisms” and their Definitions

**STUDENT VIOLATIONS OF BEHAVIORAL EXPECTATIONS AND CONSEQUENCES**

Violations of the behavioral expectations are identified as Level 1, 2 or 3. The information below provides examples of violations at each level as well as consequences for infractions.

<b>EXAMPLES OF LEVEL 1 VIOLATIONS OF STUDENT BEHAVIORAL EXPECTATIONS</b>	
Level 1	<ul style="list-style-type: none"> <li>• 3rd offense- daily classroom disruption</li> <li>• Failure to serve detention or Saturday school</li> </ul>

	<ul style="list-style-type: none"> <li>• Excessive tardiness</li> <li>• Picking on, bothering, or distracting other students</li> <li>• Use of profanity or vulgarity</li> <li>• Dress code violation</li> <li>• Disrupting school activity</li> <li>• Minor defiance of authority/disobedience</li> <li>• Verbal insults or put-downs</li> <li>• Use of cell phones, game boys, and similar electronic devices at unauthorized times</li> <li>• Minor damage or defacement of school property</li> <li>• Unauthorized use of school equipment</li> <li>• Gambling</li> <li>• Minor physical aggression with another student (e.g., pushing, shoving)</li> <li>• Scholastic dishonesty</li> <li>• Other minor school-based misconduct</li> </ul>
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**EXAMPLES OF LEVEL 1 VIOLATIONS OF STUDENT BEHAVIORAL EXPECTATIONS**

FIRST VIOLATION	<ul style="list-style-type: none"> <li>• Warning- make student aware of offense and consequences</li> <li>• Student returns to school after administrator/parent conference</li> <li>• Make student aware of offense and expectations</li> </ul>
SECOND VIOLATION	<ul style="list-style-type: none"> <li>• Restrictive Attendance (contact parent to pick up student)</li> <li>• Parent contact</li> <li>• ISS until parent arrives</li> </ul>
THIRD VIOLATION	<ul style="list-style-type: none"> <li>• Restrictive Attendance (contact parent to pick up student)</li> <li>• Saturday School</li> <li>• Parent/Administrator/Teacher/Student conference</li> </ul>
FOURTH VIOLATION	<ul style="list-style-type: none"> <li>• Discipline will be determined at the discretion of Administration</li> </ul>

**EXAMPLES OF LEVEL 2 VIOLATIONS OF STUDENT BEHAVIORAL EXPECTATIONS**

Level 2	<ul style="list-style-type: none"> <li>• False activation of a fire alarm</li> <li>• Possession of fireworks/firecrackers</li> <li>• Bullying</li> <li>• Harassment based on race, ethnicity, sexual orientation, gender identity, disability,</li> <li>• or religion</li> <li>• Sexual harassment</li> <li>• Consensual but inappropriate physical contact</li> <li>• Destruction or theft of school property, including graffiti (under \$500)</li> <li>• Severe defiance of authority/disobedience</li> <li>• Trespassing</li> <li>• Possessing of Tobacco products including but not limited to e-cigarettes</li> <li>• Theft from an individual (under \$500)</li> <li>• Other school-based misconduct that disrupts the school environment including but not limited to gang activity, misuse of student publications</li> <li>• Recurring Level One offenses</li> </ul>
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**EXAMPLES OF LEVEL 2 VIOLATIONS OF STUDENT BEHAVIORAL EXPECTATIONS**

FIRST VIOLATION	<ul style="list-style-type: none"> <li>• Restrictive Attendance</li> <li>• Parent must return with student for re-admitting conference</li> <li>• Administrator/parent conference</li> <li>• ISS (days to be determined)</li> </ul>
SECOND VIOLATION	<ul style="list-style-type: none"> <li>• Restrictive Attendance (contact parent to pick up student)</li> <li>• Saturday School</li> <li>• Parent/Administrator/Teacher/Student conference</li> </ul>
THIRD VIOLATION	<ul style="list-style-type: none"> <li>• Immediate Long-Term suspension of five or more days with referral to Tribunal Committee for possible expulsion. If readmitted, student must serve Saturday School for a minimum of 6 days</li> </ul>

**EXAMPLES OF LEVEL 3 VIOLATIONS OF STUDENT BEHAVIORAL EXPECTATIONS**

Level 3	<ul style="list-style-type: none"> <li>• Persistent bullying</li> <li>• Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion</li> <li>• Persistent sexual harassment</li> <li>• Fighting (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Use of Tobacco products</li> <li>• Severe disrespect of authority</li> <li>• Being under the influence of drugs or alcohol</li> <li>• Possession of alcohol or unauthorized (but legal) drugs</li> <li>• Possession of mace, pepper spray, or tasers</li> <li>• Possession of illegal drugs - Mandatory Referral to Law Enforcement</li> <li>• Destruction or theft of school property, including graffiti (\$500 - \$5000)</li> <li>• Theft from an individual (\$500 - \$5000)</li> <li>• School-based misconduct that substantially disrupts the school environment</li> <li>• Possession of weapons</li> <li>• Verbal or social media threats of violence against another student, staff or faculty member</li> <li>• Using any item as a weapon to physically assault or threaten a person</li> <li>• Assault against faculty or staff member</li> <li>• Recurring Level 2 offenses</li> </ul>
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EXAMPLES OF LEVEL 3 VIOLATIONS OF STUDENT BEHAVIORAL EXPECTATIONS	
FIRST VIOLATION	<ul style="list-style-type: none"> <li>• Immediate long-term suspension (10 days or more) with referral to Tribunal Committee for possible expulsion (See HCDE “zero tolerance” offenses as well as HCDE and Tennessee Department of Education due process for students).</li> </ul>

ISS (In-school suspension)

Students who do not respond to behavior intervention strategies may be assigned to attend ISS.

When assigned, attendance is mandatory.

Policy and Procedures

1. ISS will operate Monday through Thursday and serve as a deterrent to discipline.
2. Discipline referrals for ISS will be made by the principal; the parent / guardian of the student will be advised.
3. If a student refuses to attend, they will be subject to additional disciplinary action.
4. Students must adhere to the school uniform policy and follow all school rules and policies. Failure to do so will result in additional referrals resulting in extended days and/or suspension.

Saturday School

Students who do not respond to behavior intervention strategies can be assigned to attend the Saturday School. When assigned, attendance is mandatory. During this



time students will participate in activities to build skills that will enable them to make positive contributions to the learning environment. If a student fails to attend Saturday school, he will be placed on restrictive attendance subject to additional disciplinary consequences including a referral. The student must also serve the hours missed in addition to the remaining assigned hours.

#### Saturday School - Policy and Procedures

1. Saturday School will operate twice a month (unless otherwise assigned) from 8 AM – 2 PM p.m. and serve as a deterrent to discipline.
2. Discipline referrals will be made by the Principal; the parent / guardian of the student will be advised of Saturday School.
3. Administration reserves the right to assign additional Saturday school if rationale given for missing Saturday school is unsatisfactory.
4. If a student refuses to attend Saturday school, they will be subject to additional disciplinary action.
5. Saturday school takes precedence over weekend athletic or school related activities.
6. Students must adhere to the school uniform policy.

#### Student Uniform Policy

The wearing of uniforms is a requirement at Chattanooga Preparatory School. Prepsters are required to uphold the ideals of family and unity and wear the designated uniform daily. Uniforms must be clean and in good condition. The school will designate and notify parents in writing of the particular uniform costs and the recommended vendor for uniform purchases. Parents and guardians must inform school Administrators immediately whenever there are difficulties, of any kind, in obtaining the required uniform for the Prepster.

Parents and guardians are advised not to substitute their own version or alternatives to the required uniform. To do so puts the Prepster at risk of wearing unacceptable attire and may result in parents/guardians purchasing items the Prepsters cannot wear. A school Administrator makes the final decision regarding the appropriateness of Prepster's dress and appearance.

Business/Professional Uniform consists of:

- Oxford Shirt (long or short sleeves)
- Chattanooga Prep Navy Blue Tie
- Khaki, Navy Blue, or Black Pants
- Black or Brown Belt
- Black or Brown Dress Shoes (e.g. penny loafers or oxford-type shoes)

This uniform is worn every Monday.

Business Casual Uniform consists of:

- Chattanooga Prep Polo (Navy blue or gray) or t-shirt, or college t-shirt
- Khaki, Navy Blue, or Black Pants
- Black or Brown Belt
- Black or Brown Dress Shoes (e.g. penny loafers or oxford-type shoes)

This uniform is worn every Tuesday - Friday.

#### I. Shirts

Oxford and Polo shirts should be tucked in neatly and belts must be worn at all times. All t-shirts worn underneath uniform shirts must be either white or the same color as the uniform shirt. Chattanooga Prep long and short-sleeve t-shirts can be worn at designated times only

#### II. Pants

Joggers, jeans, and shorts are not acceptable. Chattanooga Prep reserves the right to require Prepsters to provide appropriate school clothing if any item of clothing is deemed unacceptable. Prepsters should not be admitted to class unless they are in dress code.

#### III. Shoes

Prepsters can wear black or brown penny loafers and oxford-type shoes with their uniforms. Flip-flops/slides, jellies, Crocs, boat shoes or pointed-toe shoes are not permitted.

#### IV. Outerwear

The only outer garments allowed in the classrooms and hallways are Chattanooga Prep cardigans (navy blue or black), or other Chattanooga Prep sweaters which can be purchased through the attire vendor. Prepsters will not be allowed to wear coats, hats, or hoods during the school day.

Chattanooga Prepsters may not wear scarves as headwear. Any headwear that ties or is disruptive to the learning environment will not be allowed.

#### V. Jewelry and Accessories

Chattanooga Prepsters can wear modest jewelry such as stud earrings (small in size and silver or gold in color). Chains must be tucked in. Prepsters cannot wear beaded necklaces or bracelets, or hoop earrings as they tend to be disruptive in the learning environment- they can also become a safety issue. Facial and/or body piercings are not allowed.

Failure to follow uniform policies will result in disciplinary consequences.

Attire vendor information can be found on the school's website ([chattanoogaprep.com](http://chattanooga.com)).

#### Grooming

In order to help Prepsters foster a positive self-image, we encourage Prepsters to leave home dressed and groomed appropriately. Prepsters are discouraged from combing or brushing hair in public places such as classrooms, the dining hall, etc. Any non-academic items such as combs, brushes, etc. may be collected by faculty or staff and returned at the end of the day.

## SECTION 2: ACADEMIC PROGRAM

### Academic Information

#### I. Grading Policy

If a Prepster does not demonstrate proficiency through course assessments, he will be required to attend tutoring. With the support of his teacher(s), the Prepster will continue learning and practicing until he achieves proficiency or better.

To earn course credit and advance to the next course, a middle school Prepster must master 70% of course standards.

#### II. Communication Regarding Grading System

As a result of the action of the Tennessee State Board of Education, the following grading scale, effective July 1, 2006 will be used by the school.

Numerical Grade Range	Corresponding Letter Grade
100 - 93	A
92 - 85	B
84 - 75	C
74 - 70	D
69 - 0	F

Prepsters will be given multiple opportunities to demonstrate mastery of a standard. The multiple assessment opportunities will be graded according to the following combination: 70% of the newest assessment score and 30% of the average from previous assessments scores.

### Early Intervention

Essential Question: What can Chattanooga Preparatory School do early to determine Prepsters are receiving extra attention and, therefore, put on track to be promoted to the next grade?

1. Examine Prepster's daily work and test, identify problem areas, reteach and retest. This is done with the expectation that all staff and teachers will employ the plan.
2. After the first progress report Prepsters will be informed whether or not they need to attend mandatory tutoring.
3. Prepsters will receive individualized instruction during guided reading, guided math and during independent practice.
4. If Prepsters are failing any class, teachers will work with them to ensure they are receiving extra assistance during reviews and independent practice.

5. After the first progress report administrators and teachers will use data to determine which Prepsters need to be put on alert for instructional assistance. At this point, Prepsters will need to attend mandatory tutoring.
6. After each progress report and interim assessment, administrators and teachers will reevaluate who is attending mandatory tutoring. They will determine who needs to be taken off or added to the list.

### Make-Up Work

Excused absences (those meeting State Attendance Rules) shall entitle Prepsters to make up work missed. Unexcused absences may result in LW assignments as make-up work. Prepsters will make up work in accordance with the length of absence. Extenuating circumstances may warrant additional time. Request for make-up work is the responsibility of the Prepster.

### Lifework Policy

Lifework (LW) assignments are to provide practice and reinforcement of classroom learning. Prepsters are expected to complete LW assignments and to study work assigned.

### Late Work Policy

Chattanooga Preparatory School has adopted a policy to encourage Prepsters to manage their time and adequately prepare for post-secondary expectations. Work is considered late if it is submitted after the assigned due date. Late work may be accepted at the discretion of each individual teacher. Students must stay after school to complete their LW if it is not turned in with 100% effort and completion.

### Homeroom

Coordinated by the Administrative Team, homeroom is the class that starts the day. Prepsters are not allowed to be in any classrooms without a teacher unless given permission in the form of a pass or note from that teacher.

This class comes up with college chants, competes against other homerooms throughout the year, and works together on STEAM projects that will be presented to the whole school community.

### Progress Reports

Progress reports consist of the Prepster's current grade, absences, conduct, and any comments the teacher wishes to make.

Report card and conference dates will be posted on the Important Dates Calendar on the school's website

Requests for parent-teacher conferences will be made through the main office: (423) 602-7737.

### Promotion and Retention (Middle School)

Promotion, retention, or acceleration shall be considered on the basis of what is best for the child. The teacher is responsible for making the recommendation after consulting with the appropriate professional staff. The parents may appeal the decision to the Principal and CEO. The Principal and CEO retains the final decision on promotion or retention.

#### I. Promotion

Prepsters who have satisfactorily completed requirements for a grade or subject area are promoted.

#### II. Retention

When a pupil is not performing acceptably in a grade or subject and faces possible retention, the parent shall be notified in writing. It shall be the responsibility of the principal to send to the CEO a list of pupils who have been retained stating the pupil's name, grade and / or subject.

If two classes are failed students are required to attend Summer School. More than two failed classes will result in retention.

### Promotion and Retention (High School)

Promotion, retention, or acceleration shall be considered on the basis of what is best for the child. The teacher is responsible for making the recommendation after consulting with the appropriate professional staff. The parents may appeal the decision to the Principal and CEO. The Principal and CEO retains the final decision on promotion or retention.

#### I. Promotion

Prepsters who have satisfactorily completed requirements for a grade or subject area are promoted.

#### II. Retention

When a pupil is not performing acceptably in a grade or subject and faces possible retention, the parent shall be notified in writing. It shall be the responsibility of the Principal to send to the CEO a list of pupils who have been retained stating the pupil's name, grade and/or subject.

Up to two failed class credits can be made up in the summer. More than two will result in the students repeating that course the next school year or semester for credit.

### PowerSchool Reporting

All grades are submitted to and reflected in PowerSchool.

Lifework accounts for 10% of a Prepster's grade. Prepsters need to finish their lifework with effort and completion.

### Types of Instruction

Dual Enrollment/Early College Program: Students with satisfactory ACT score and GPA may apply to take Dual Enrollment courses, which earn both high school and college credit. Classes with 15 or more students may be held on the CPS campus during regular school hours. Students with appropriate transportation may take classes on the college campus. Dual enrollment courses are available through UTC and Chattanooga State Community College.

Advanced Placement (AP): The College Board's Advanced Placement Program is an opportunity for students to pursue college-level studies while still in secondary school and to receive advanced placement and/or credit in college. Courses offered for advanced placement may include: Language/Composition, Literature/Composition, Calculus, US History, Chemistry, Biology, and Music Theory. New courses are continually developing. College credit is awarded based upon results on national exams administered in May of each school year.

### TNREADY/TCAP ASSESSMENTS

The Tennessee Department of Education requires TNReady/TCAP assessment to be administered to all students in Algebra I and II, Geometry, Biology, English 9, and 10, and U.S. History. These exams will be given at the end of the appropriate course and will serve as 15% of their grade.

### GRADUATION REQUIREMENTS

To meet the requirements for graduation in the Hamilton County School System, a student must (1) earn the specified Carnegie units, (2) have satisfactory records of attendance and conduct, (3) have a senior capstone experience, (4) take the ACT or SAT while enrolled in a Tennessee Public School during their junior year, and (5) take the Tennessee Civics Assessment. All students follow a college readiness diploma.

### Graduation Credit Requirements

9th - 12th Credits

Courses	Potential Credits Earned
English	4
Math	4
Science	3
Social Studies	3

Wellness	1.5
Foreign Language	2
Fine Arts	1
Electives	3
Personal Finance	.5

#### Community Service Student Volunteer Hours

Grade Level	Number of Hours Required
9th	37.5
10th	37.5
11th	37.5
12th	37.5

4 hours each month beginning in 9th grade

#### DIPLOMAS

- A CPS High School Diploma is awarded to students who successfully complete all graduation requirements set forth by the Tennessee Department of Education.
- A CPS High School Honors Diploma is awarded to students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT.
- A CPS High School Diploma with Distinction is awarded to students attaining a B average and completing at least one of the following: be selected as a National Merit Finalist or Semifinalist; attain a composite score of 31 or higher on the ACT or 1360 on the SAT; attain a score of 3 or higher on at least two Advanced Placement exams; earn 12 or more semester hours of transcribed postsecondary credit.
- A CPS High School Honors Diploma with Distinction is awarded to students who qualify for both number 2 and 3, as described above.
- An Exceptional Education Diploma is awarded to students at the end of their fourth year of high school who have 1) not met the requirements for a regular high school diploma; 2) have satisfactorily completed an individualized

education program, and 3) have satisfactory records of attendance and conduct; Students who obtain the special education diploma may continue to work towards a the high school diploma through the end of the school year in which they turn twenty-two years old.

- An Alternate Academic Diploma- In order to earn the AAD, a student must: 1) Have participated in the high school alternate state assessments; 2) earned the prescribed 22 credit minimum; 3) received special education services or supports and made satisfactory progress on an individualized education program (IEP); 4) have satisfactory records of attendance and conduct: and 5) completed a transition assessment(s) that measures, at a minimum, postsecondary education and training, employment, independent living, and community involvement. Students who obtain the alternate academic diploma may continue to work towards a high school diploma through the end of the school year in which they turn twenty-two years old.

### CERTIFICATES

- AP Capstone Diploma is awarded to students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams throughout high school.
- AP Seminar and Research Certificate is awarded to students who earn a 3 or higher in AP Seminar and AP Research.
- Seal of Biliteracy is awarded to students who meet [requirements](#) set forth by the Tennessee Department of Education.

### ACADEMIC HONESTY

All students are expected to produce their own original work. Violations of academic honesty include, but are not limited to: cheating, plagiarism, copying, inappropriate aid, selling or buying papers/projects, and forging of parental or doctors' notes. Students will not be given credit for work involving violations of academic honesty. The teacher will contact the student's parent/guardian and refer the case to the administration. Recommended disciplinary actions include:

- First Offense: zero on assignment, parent and administration notification by teacher
- Second Offense: 1-day ISS and first offense consequences
- Third offense: 3 days ISS and first offense consequences

Students enrolled in dual credit courses affiliated with colleges or universities are subject to the policies and consequences of those institutions in addition to those of CPS, outlined above.

### SELECTION OF VALEDICTORIAN

The Valedictorian must earn the highest numerical average rounded to the nearest hundredth not to exceed 100.

The Salutatorian must earn the second highest numerical average.



Both should be based on taking two of the highest academic course levels each year to include AP, Dual Enrollment, Dual Credit, and Honors courses offered in the core curriculum (English, Math, Science, Social Studies) of the single path at each high school. The Valedictorian and Salutatorian must be enrolled at the beginning of the junior year in the school from which he/she graduates. Students graduating with six semesters or less are not eligible to be named valedictorian, salutatorian, or receive a senior award. Courses may not be repeated to improve average. Once named the candidates must maintain good academic standing and attendance through the end of the school year in order to receive the award.

#### End of Course Test

Students will take EOC tests in English I and II, Algebra I and II and Geometry, U.S. History and Biology I. The End of Course tests will count as 15% of the final semester grade for the semester in which the test is administered.

#### Exemptions from Exams

All high school students must take the final exam in all classes in which they are enrolled. Students may be exempt from exams in semester courses if they have a B or better average and have no more than two excused absences on that course for the semester.

Students may choose to take a final exam in a course in an effort to improve the grade in that course.

State mandated tests cannot be exempted, this includes End of Course and Advanced Placement exams.

## SECTION 3: CODE OF CONDUCT

### Transportation

By law, school bus transportation is a privilege and not a right. A student shall be prevented from using school bus transportation if his/her behavior physically endangers other riders, causes problems on the school bus or when he/she breaks state and/or local rules and regulations pertaining to school bus transportation. If a student may wish to ride a bus home with a friend. A signed parent note from parents of both students stating students' names, the bus number, and the riding date should be submitted to the attendance secretary upon arrival to school, but definitely before lunch on the requested day. The student will then receive a special pass to board the bus. Requests by phone are not permitted. The administration reserves the right to deny such requests based on space availability on the bus or other reasonable circumstances.

### Elevator Policy

The elevator is off limits to all students unless given specific permission by an administrator and issued an elevator pass.

### Searches

All students and visitors are subject to being searched for drugs, drug paraphernalia, dangerous weapons, and other property not properly in their possession.

In accordance with Tennessee state law, students are notified that lockers and other storage areas are school property and are subject to search. TCA 49-6-4204

A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the principal. TCA 49-6-4205

Vehicles located on school property are subject to search in accordance to: TCA 49-6-4204.

Animals may be used to facilitate a search on school property in accordance with TCA 49-6-4208.

Workrooms/vending machines

Students are not permitted to access staff workrooms or use the vending machines housed in them without receiving permission from school staff.

Teacher restrooms

Students are not permitted to use staff restrooms. Students are only permitted to use the student restrooms.

In School Suspension (ISS)

(ISS) Students placed in ISS will be required to complete all class assignments for work missed. Students must successfully complete full days of their assignment in ISS before returning to their regular classes. Late arrival or early dismissal from ISS will result in an additional day in ISS.

## SECTION 4: POLICIES AND PROCEDURES

### Exceptional Education

All Prepsters eligible for exceptional education services must receive an appropriate education in the least restrictive environment under the guidelines of the Individuals with Disabilities Education Act (IDEA). Eligibility for exceptional services will be determined through identification and evaluation. Each eligible Prepster's educational program is determined annually by an assessment team (A-Team) composed of the Prepster, the parents (should they choose to attend), the resource teacher, and at least one of the Prepster's regular classroom teachers, as well as any other professionals or advocates whose input is vital to the success of the Prepster. Eligible Prepsters are M-Teamed for either a full credit program with a goal of a regular diploma, or a non-credit program with the goal of a diploma of specialized education. All teachers of eligible Prepsters must sign off on their Prepsters' folders indicating that they have read and understand the required modifications for their Prepsters. Folders must be signed within the first two weeks of school. Referrals for an evaluation of eligibility for services may be made to the resource teacher by any of the Prepster's teachers, by the guidance department, or by the Prepster and/or his parents/guardians. All evaluations are confidential and no information is released to any other school system or agency without written permission of the parents or the Prepster if the Prepster is of legal age.

All eligible Prepsters must receive an appropriate education in the Least Restrictive Environment (LRE) under the guidelines of the IDEA. Each eligible Prepster has a required Individual Education Plan (IEP) that mandates goals, objectives, modifications and accommodations for learning in the LRE. Any teacher that teaches these Prepsters is required to read, commit to and sign the IEP prior to the issuance of the first progress report. If a Prepster has an Individual Behavior Plan that plan must be followed in order to properly manage the Prepster's behavior. The teacher must be familiar with the Prepster's educational goals and accommodations and modifications in order to provide the Prepster with the LRE. Teachers will also appropriately monitor the Prepster's progress. IEPs are reviewed annually during an IEP meeting with all decisions being made as a team. In order for a legal IEP meeting to be held the following participants are required to be present: Administrator, Exceptional Education service providers, parent or guardian of Prepster (if they choose to participate), regular education teacher and any other service providers. The Prepster's attendance is optional but encouraged. All evaluations are confidential. Evaluations for eligibility will be completed within 40 school days from date of the initial referral.

### Expeditionary Learning

Prepsters may not miss more than three (3) instructional periods of the same class per semester (term) for educational field trips. Prepsters who are involved in school sponsored or system sponsored competitive activities are excluded from this limitation e.g. Chess Club, Debate, etc.

The validity of learning / field trip depends upon the integration with existing curriculum. This should be reflected on the "Request for Expeditionary Learning" form, which is to be completed through Dynamic Forms. Follow-up activities should include a writing assignment. Be sure to notify the Operations Coordinator if your Prepsters will be on a field trip during a regularly scheduled lunch period.

### Focused Study

All 6th grade Prepsters will participate in 90-minute ELA and 90-minute Math blocks. These classes provide Prepsters with additional individualized education following the Response to Intervention (RTI) model. Prepsters are instructed in small groups that focus on literacy and math to achieve grade level knowledge.

### Registration/Health Records

All Prepsters enrolled at Chattanooga Preparatory School must have a complete Registration card on file in the main office. Registration cards should have current parental contact information, emergency contact information, and medical information and alerts.

### Smoking Policy

All uses of tobacco and tobacco products, including smokeless tobacco and e-cigarettes/vapes, are prohibited in all of the school district's buildings, vehicles, and public seating areas, including but not limited to bleachers used for sporting events, or public restrooms. Employees are allowed to smoke outdoors, but not within fifty (50) feet of any entrance to any building or in the presence of students. Any violation of the smoking policy may result in disciplinary action leading up to and including suspension / termination.

### Hazing

The school system defines "hazing" to mean any intentional or reckless act, on or off Chattanooga Prep property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. This policy focuses on those actions taken and situations created in connection with initiation into or affiliation with any school-sponsored or school-affiliated group/team. "Hazing" does not include customary athletic events or similar contests or competitions.

Chattanooga Prep expressly prohibits "hazing" as it is defined above. Any students found to have violated this policy will face disciplinary action, including, but not

limited to, suspension or expulsion. Any employees found to have violated this policy will also face disciplinary action, including, but not limited to, reprimand, suspension or dismissal.

### Supervision of Prepsters

Prepsters will be under the supervision of school personnel, either certified or classified at all times. The Principal shall assign Prepsters to school personnel and ensure proper supervision. The Principal, teacher, or school personnel may relocate a Prepster from the Prepster's present location to another location for the Prepster's safety or safety of others. Trained personnel will intervene as necessary.

### Child Abuse and Neglect

School personnel are required by state law to watch for signs of child abuse and neglect. They are also required by law to report any information or suspicions to the proper authorities.

### Photographs and Video Images of Students

Throughout the school year, there may be school sponsored programs and events where photographs or videos may be taken by the media or school district staff. These photographs and/or videos may then be cablecast on the district's website, thereby making it available to anyone with local cable or internet access. It is the policy of Chattanooga Prep that neither students nor their works be identified by name when featured on its website without prior consent. Your consent to these types of group photographs or videos is assumed, unless you notify Chattanooga Prep in writing that you do not want your child included in such photographs or videos.

### Inclement Weather

In the event of school closing due to weather conditions, Chattanooga Prep will issue weather alerts. Please be aware that Chattanooga Prep does not always follow HCDE school closings. Closings will be announced via television, radio, email, and text and social media.

### Visitor Policy and Procedures

All visitors and guests will adhere to the outlined policy to gain entry to Chattanooga Prep.

1. Visitors must enter the front office
2. Visitors must provide photo ID and sign in the front office. If they do not, the front office staff should immediately alert Administration by radio. Administration will then determine the action to take
3. Every visitor will be asked about the purpose of their visit, before being allowed to sign in to the school.

Just because they want to visit, does not constitute a visit. E. Once that has been confirmed, visitors must sign in using the check-in system. The visitor sign in books should always remain behind the counter in case the computer is down. Each and every "Visitor" MUST wear a visitor sticker, even if they are wearing a company name tag.

#### School Volunteers and Chaperones

Chattanooga Prep welcomes and encourages community and family members to act as school volunteers and field trip chaperones. With that encouragement, however, comes the need to maintain a safe environment for Chattanooga Prep students.

Therefore, all school volunteers and field trip chaperones must:

- Be willing to treat all Chattanooga Prep students and staff members with dignity and respect;
- Be willing to provide proof they are 21 years of age or older;
- Be willing to sign in and out at the front office when entering/exiting a school building;
- Be willing, whenever possible, to remain in the presence of a staff when students are present;
- Be willing to truthfully complete and return a (YOU MAY HAVE A DIFFERENT FORM) Volunteer/Chaperone Release;
- Be willing to acknowledge the authority of staff members at school or on field trips;
- Be willing to take direction from and perform tasks assigned by school staff members;
- Be willing to refrain from disciplining, striking or inappropriately interacting with students;
- Be willing to refrain from using tobacco, alcohol and illegal drugs while a volunteer/chaperone;
- Be willing to dress appropriately and use no vulgar language while a volunteer/chaperone.

Chattanooga Prep and its staff members retain full and absolute authority to determine whether volunteers and chaperones have complied with the above-directives. Serving as a school volunteer or field trip chaperone remains a privilege and not a right; therefore, Chattanooga Prep, the CEO, or a building level supervisor may unilaterally determine to strip all volunteer/chaperone privileges without recourse or appeal, including, but not limited to, a determination based on failing to comply with the above- directives. Chattanooga Prep, the CEO, or a building level supervisor may also unilaterally determine to reject a school volunteer/chaperone for any reason allowed by law.

## SECTION 5: TECHNOLOGY ACCEPTABLE USAGE AGREEMENT

Prepsters are expected to adhere to the Responsible Use Policy. When a Prepster is unable to do so, he could lose the privilege of using technology at school. Prepsters using social media sites without permission from a teacher during the school day will lose their technology. If school technology is what's used - teachers may adjust the assignment, so the Prepster is able to complete the assignment without the use of technology.

### Acceptable Usage Agreement

The Internet and email provide invaluable resources and communications to Chattanooga Preparatory School Prepsters and employees (hereafter referred to as "user"). Users accessing the Internet are representing the Chattanooga Preparatory School and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution. The school's Internet Safety Policy and the Technology Acceptable Usage Agreement shall be reviewed, evaluated and revised, as needed, annually.

Scope of Use: To ensure that Prepsters receive a quality education in an intellectually stimulating environment, it is the goal of Chattanooga Prep to provide all Prepsters with access to a variety of technological resources. The creation of a large and varied technological environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the policies and instructional goals of Chattanooga Prep. Thus, it is the intention of Chattanooga Prep that all technological resources be used in accordance with any and all school policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is understood that all users of Chattanooga Prep will use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

Rules for Usage: The primary goal of the technology environment is to support the educational and instructional endeavors of Prepsters and employees of Chattanooga Preparatory School. Use of any and all technological resources is a privilege and not a right. Any violation of the Acceptable Usage Agreement may result in termination of usage and/or appropriate discipline. All Chattanooga Prep Prepsters and their parents/guardians, and all employees must sign this agreement as acknowledgment of receipt of these procedures and policies.

- I. ACCESS:
  - A. Any user who accesses the Chattanooga Prep network or any computer system for any purpose agrees to be bound by the terms of the Agreement, even if no signed Agreement is on file.
  - B. The use of all Chattanooga Prep school technological resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.



- C. The Chattanooga Prep network or any computer system is in effect an extension of the classroom experience. The user, Prepster or employee, should use the same judgment as they would in a classroom.
  - D. Prepsters accessing the internet by any means other than the Chattanooga Prep network while in a Chattanooga Prep school facility is prohibited unless approved by administration. The Chattanooga Prep network is filtered to meet CIPA compliance. (Refer to VI. Internet Filtering). Prepsters are accountable for their actions when connected to an outside network. Chattanooga Prep is not liable.
  - E. All computers connected to Chattanooga Prep physical network (a computer located at a Chattanooga Prep facility, either wired or wireless) must be the property of Chattanooga Prep unless approved by a manager or CEO. Individuals are prohibited from connecting a computer to the Chattanooga Prep network without first obtaining permission from a supervisor staff member. Bring your own device (BYOD) initiatives are to be approved by the school administration first. All devices connected to the Chattanooga Prep network are subject to same guidelines
  - F. Individuals may use only accounts, files, software, and technological resources that are assigned to him
  - G. Individuals may not log in to or attempt to log in to the network by using another person's account and/or password or allow any other person to use his/her password to access the network, e-mail, or the Internet.
  - H. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and/or outside the Chattanooga Preparatory School.
  - I. Individuals identified as a security risk may be denied access to the Chattanooga Prep technological resources. Any use of technological resources that reduces the efficiency of use for others will be considered a violation of this agreement.
  - J. Individuals must not disrupt or attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
  - K. Individuals must not modify or attempt to modify hardware, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any security system, either with or without malicious intent.
  - L. The Director of Operations and/or site Administrators will determine when inappropriate use has occurred and each has the right to deny, revoke, or suspend specific user accounts and access. Users have the right to appeal the decision to the site Administrator or CEO. Accessing the Chattanooga Prep network from outside the network is prohibited without prior authorization
- II. COPYRIGHT:
- A. The illegal use of copyrighted materials is prohibited. Reproductions of documents, graphics, pictures, digital recordings, music, etc. shall be subject to fair use guidelines and applicable laws and regulations. (For Fair Use guidelines, go to this link: <http://www.copyright.gov/fls/fl102.html>).
  - B. Illegal copies of software may not be created or used on school system equipment.

- C. Any questions about copyright provisions should be directed to the Principal or Director.
- D. The legal and ethical practices of appropriate use of technological resources will be taught to all Prepsters in the school (i.e. during lab orientation, network orientation, etc.)
- E. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The Chattanooga Prep Technology Department and the person requesting the software will be responsible for determining how many copies should be purchased.
- F. The site Administrator is authorized to sign license agreements for the school. Copies of any school- wide license agreements must be signed by the Chattanooga Prep Technology Department and/or Director and software distributed.
- G. The Chattanooga Prep staff or site technology assistant is responsible for installation of all software in use on the local area network and/or individual workstations within the school.
- H. Users should not purchase software for use on Chattanooga Prep computers or other technological resources without prior consultations with the Chattanooga Prep staff.

III. ELECTRONIC COMMUNICATION:

- A. Communications with Prepsters/parents/guardians, even if not using school resources, are within the jurisdiction of the school to monitor as they arise out of one's position as an educator. For official Chattanooga Prep business, Chattanooga Prep employees are strongly encouraged to use the Chattanooga Prep email account when communicating with a Prepster via email.
- B. Electronic communication between staff and Prepsters should be written as a professional representing Chattanooga Prep. This includes word choices, tone, grammar and subject matter.
- C. All data stored or transmitted on school system computers shall be monitored. Chattanooga Preparatory School's email accounts may not be used for sending or attempting to send anonymous messages.
- D. Photos and videos of Prepsters and staff should not be shared or posted electronically on any social media platform without permission.
- E. Chattanooga Preparatory School's email accounts may not be used for sending non-school related information school-wide.
- F. Electronic correspondence is a public record under the Public Records Act.
- G. Chattanooga Prep recommends using educational social networking.
- H. The line between academic life and personal life must be clear at all times. Prepsters should only use their educational educational email account to communicate with school faculty and staff and/or Prepsters, and should only communicate on matters directly related to education. Relationships associated with such educational accounts should only be with members of the educational community, such as Administrators, teachers, and Prepsters. It is strongly recommended that Prepsters reject requests from individuals who do not fit into these categories.

- I. Chattanooga Preparatory School employees who wish to utilize an approved Chattanooga Prep website for communication must notify parents and obtain signed permission from the parent(s) to electronically post/share Prepster pictures.
- J. Prepsters and parents understand that a laptop, iPad and all issued components are the property of Chattanooga Preparatory School, and that although the computer and components may be taken from school premises during the Prepsters enrollement, they remain the property of Chattanooga Prep.
- K. All e-mail messages and computer files are the property of Chattanooga Prep. Therefore, messages and files are not confidential.

#### Internet

- A. The intent of the Chattanooga Preparatory School is to provide access to resources available via the Internet with the understanding that faculty, staff, and Prepsters will access and use information that is appropriate for his various curricula.
- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- C. Teachers are responsible for Internet resources that will be presented in the classroom prior to their introduction.
- D. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from parents, guardians, Prepsters, employees via this signed agreement.
- E. Prepsters who are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

#### Internet filtering

- A. On the school's network, internet access for all users is filtered by a filtering system provided through the school system's ISP and by the district firewall system through one central point, by URL and IP address.
- B. URLs and IP addresses may be added to or deleted from the filtered list by the Chattanooga Prep administrative staff.
- C. Employees may request a review for override of filtered sites from the Chattanooga Prep staff.

#### Internet safety measures

- A. Internet safety measures shall be implemented that effectively address the following:
  - a. Safety and security of Prepsters when using any form of direct electronic communications.
  - b. Preventing unauthorized access, including "hacking" and other unlawful activities by Prepsters online.
  - c. Restricting Prepsters' access to materials that may be inappropriate or harmful to them.

- B. The processes for ensuring that the system's resources are not used for purposes prohibited by law or for accessing sexually explicit material are:
  - a. Monitoring online activities of Prepsters;
  - b. Utilizing technology that blocks or filters Internet access (for both Prepsters and adults) to material that is obscene, pornographic or potentially harmful to Prepsters; and
  - c. Maintaining a usage log.
- C. All Prepsters will participate in Internet safety training, which is integrated into the school's instructional program in grades 6-12. The school will use existing avenues of communication to inform parents, grandparents, caregivers, community stakeholders and other interested parties about Internet safety.

I.

II. LIABILITY:

- A. The Chattanooga Preparatory School does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet. The Chattanooga Preparatory School does not guarantee the confidentiality of any communications or data transmitted on its system.
- B. The Chattanooga Preparatory School is not liable for any communication that has taken place on a personal device.

III.

IV. PRIVACY:

- A. To maintain network integrity and to ensure the network is being used responsibly, the Supervisor reserves the right to review files and network communications.
- B. Users should have no expectation of privacy with regards to any data stored, transmitted or accessed on any device using the Chattanooga Prep network.
- C. Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. The Chattanooga Preparatory School cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. All computer data including search histories and email communications transmitted on school system computers or by means of the school system network are subject to monitoring and may be archived.
- F. Users are encouraged to avoid storing personal and/or private information on the school's technological resources.
- G. The system-wide technology staff performs routine backups of the servers. However, all users are responsible for the backup and storage of any critical files and/or data.

Email Policy

All students are provided with an individual school email account upon registration. Students are required to use this school email address to communicate with their teachers. School administrators reserve the right to monitor student and teacher emails, as well as conversations that occur within their emails, and have no expectation of privacy on a school-issued device.

- Students are responsible for messages sent from their accounts. This means that if someone else signs into another student's account, both students will be held responsible for the violation.

- Students should not share passwords and are expected to have strong passwords for their accounts. Should a student share their password or have a password that is easily guessed, they will be subject to disciplinary action for their negligence.
- The use of the school email system will align with the school's code of conduct, and misuse of the school's email system may result in disciplinary actions, including but not limited to suspension from the school email system and/or disenrollment from Chattanooga Preparatory School.

#### Device Policy

Students will be assigned a Chromebook at the beginning of the school year and are bound to the following conditions:

1. Student understands that devices are given to them under the assumption that they will be treated with respect. Accountability is a must and parents will be asked to actively participate in holding their student(s) accountable.
2. Every device will be managed by Chattanooga Preparatory School and will have GoGuardian, a monitoring software, installed on it.
3. Official records may be withheld until device and all other equipment is returned. If not returned within one week of our collection date, a replacement cost will be noted.
4. Students who wish to bring their own device may do so with the permission of the Director of Information Technology. This device will be enrolled into our enterprise and subject to the same policy.
5. Device must be returned upon disenrollment from the school or upon graduation.
6. Devices are for school use only. Any explicit content searched will be reported to our Head of School and Principal with a mandatory parent conference.
7. The Director of Information Technology, Principal, and Head of School can deny device privileges for any reason seen fit.

#### Damaged, Lost, or Stolen Devices

Devices that are broken out of negligence, lost, or stolen are subject to a replacement fee. If the device is deemed to be broken out of negligence will require a \$50 fee for the first occurrence and full replacement price for the second occurrence. Students who lose, or have their device stolen, will need to pay the full replacement price.

## PANDEMIC ADDENDUM

### Prepster Misconduct

Each student is expected to demonstrate these principles in his academic work. Academic misconduct is evidence of lack of respect for self and others, lack of individual responsibility, and lack of personal integrity. Chattanooga Preparatory School (CPS) will not tolerate misconduct of any type, including but not limited to:

- Cheating: copying work or homework, or lending the same to another student to be copied, knowingly or intentionally helping another student to perform any act of academic misconduct
- Communicating in any way with other students during a test, midterm or final
- Stealing or Forgery: having any unauthorized test-related material on or near one's desk during a test or gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records or forging signatures for the purpose of academic advantage
- Plagiarism: taking ideas or writings knowingly from another person or source (including the work of other students) and presenting those ideas or writings as one's own original work
- Unauthorized use of electronics or any technology to assist in taking tests or quizzes in the Classroom

A breach in academic integrity may result in the following possible consequences: receiving a zero on the assignment, opportunity to resubmit the assignment, parental notification, parent/student/teacher conference, referral to counselors, referral to administrators.

### Email Policy

- All CPS students are provided with an individual school email account upon registration. Students are required to use this school email address to communicate with their teachers. School administrators reserve the right to monitor student and teacher emails, as well as conversations that occur within Google Hangouts.
- Students are responsible for messages sent from their accounts.
- Students should not share passwords.
- The use of the school email system will align with the school's code of conduct, and misuse of the school's email system may result in disciplinary actions, including but not limited to suspension from the school email system and/or disenrollment from CPS.

### Laptop/Device Policy

Students may check out a laptop/device to access their courses, and if so, the student must adhere to the following requirements:

1. It is the student's/parent's responsibility to maintain the laptop/device in good working order and undamaged.
2. If the laptop/device is not returned, lost, stolen or damaged, then the student/parent will owe CPS the fair market value on the date of loss.
3. Official records may be withheld until the laptop/device equipment is returned, and a replacement cost will be noted.
4. Laptop/device must be returned upon disenrollment from the school or upon graduation.

5. Upon loan, the student and parent are required to complete the Student Laptop/device Checkout Agreement.

### Health and Safety

#### Activities Requiring Written Permission from Parent or Guardian

1. Releasing your student during the day to anyone other than the parent or guardian. This includes picking up a student unless such person(s) are identified on the student emergency card on file.
2. Participation in any activity not ordinarily connected with the school, including field trips or excursions.
3. Students being transported to a school-related activity by anyone other than parent/guardian.
4. Taking/Administration of medication and medical treatment.
5. Physical Education exemption. (A doctor's note is required for non-participation that exceeds days in any given month.)

### Electronic Surveillance

In an ongoing effort to improve the supervision of students and to provide a safe and secure environment, CPS may use video cameras to monitor specific open and public areas of the school and therefore students and others have no reasonable expectation of privacy in those areas.

### Absences

It is expected that students will log into their digital curriculum daily and access their classes daily, Monday - Friday. In the event that attendance is not possible because of illness, family emergency, or personal necessity, the following procedures must be followed.

Regular attendance is extremely valuable to every student. Days missed can never be replaced. When your son is unable to work on his/her assigned course work please call the front office. It is important to notify your student's teacher of the absence and the reason for it. Students with a history of excessive absences may be required to sign an Attendance Contract while enrolled as a student here at CPS. grade. If attendance problems continue, students may be disenrolled from CPS.

### Search with Probable Cause

Administrators have the right to conduct personal searches if the administrator has a reasonable suspicion that a student or visitor has violated school rules, or is in possession of drugs, drug paraphernalia, and/or dangerous weapons. Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons. A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the principal.

### Discipline Review Board

The Discipline Review Board consists of the teachers, Principal or Designee, and/or the CEO. Students with consistent and repeated violations of school policies may be required along with their parents to meet with the Discipline Review Board to determine appropriate disciplinary measures, up to and including recommendation for disenrollment. Students and their parents shall be provided with documentation of disciplinary interventions for violations of school policies.