Martin Luther King Jr. College Preparatory High School



STUDENT & PARENT HANDBOOK

2020-2021 "Home of the dReAMerS"

Where we DRIVE to excellence!

Principal: Ms. Delnita L. Mickey, Ed.S.
Assistant Principal: Tarryel Cooper
Assistant Principal: Aaron Burke
Math MCL: Renata Fullilove
English MCL: Chiquita Perry
History MCL: Bria Sawyer
Science MCL: Nathan Ward

Focus Academy Dean of Students: Jesse Allen III
Career and College Readiness Academy Dean of Students: Darryle Rogers

1530 Dellwood Ave. Memphis, TN 38127 Phone # (901) 567-9224

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Message from the Principal

Dear Students and Parents:

Welcome to the 2020-2021 school year at Martin Luther King Jr. College Preparatory High School. This is our seventh year for the High School and we are committed to providing each student with a high-quality education in an optimal learning environment.

Open communication between teachers, students, parents, and administration contributes to the overall success of our educational program. Communication allows all stakeholders to aid in the maximization of successful educational experiences for students and promotes an atmosphere of continuous improvement.

Parents, this handbook is provided for informational purposes for both students and parents. We have included pertinent information about the school and addressed frequently asked questions. If you have questions about information addressed in this booklet or additional questions, we encourage you to contact the appropriate faculty member. Please take the time to read this handbook in its entirety and utilize it as a reference throughout the school year.

Students, although MLK College Prep faculty and staff will introduce and consistently reinforce student expectations within the handbook, it is your responsibility to thoroughly read and become familiar with the information in this handbook, as you will be held accountable to its contents. Additionally, we encourage you to take ownership of your education and take advantage of the wide variety of activities that MLK College Prep offers. Participation in diverse school activities prepares you to interact and excel in a constantly evolving global society.

Again, we welcome you and are delighted to have you as a part of the Martin Luther King Jr. College Preparatory High School family.

Sincerely,

Delnita Mickey

Delnita Mickey, Principal

Our Mission

The mission of Martin Luther King Jr. College Preparatory High School (MLK College Prep) is to prepare high school students in Frayser for success in college, career and their community. MLK College Prep will achieve this mission by providing a rigorous academic program with embedded supports and emphasis on discipline, character and service. MLK College Prep expects to be the transformation needed to move Frayser students.

Our Vision

MLK College Prep's vision is to provide a transformative education to the students of Frayser, providing them with the skills and knowledge required to break the cycle of poverty and crime in the community and set them on the path to college. MLK College Prep will close the achievement gap, ensure that students reach proficiency and provide parents with meaningful opportunities to participate in their children's education. Success for MLK College Prep will look like a dramatic increase in graduation rates in Frayser, from approximately 50% to 90%; a significant increase in student academic performance; and a substantial increase in collegegoing rates of graduates, with 100% earning college acceptance. MLK College Prep's success will result in a powerful positive impact on the community as our graduates, imbued with a sense of service and possessing strong skills, return to Frayser as doctors, lawyers and nonprofit leaders who will continue to invest in the community, its schools and its people.

Our Philosophy

MLK College Prep's approach to education is to hold high expectations of achievement for every student, ensure a focus on excellence and results, and provide systematic support for all students. We believe in you, our students; we know you can succeed. We will motivate, educate, and empower our students with pride, passion, and professionalism to spark the mind of a child who someday will change the world in a positive way. Our school design includes rigorous, standards-based, college preparatory curriculum; intensive teacher coaching led by experienced professional teachers; data driven instruction; a longer school day; a strong behavioral management system; a school culture of academic achievement; and committed and driven teachers. These elements have produced successful student outcomes in schools around the country; we will utilize them to transform Frayser.

Our Program

Our challenging academic program with extensive academic and social drivers, our extended day and year, and our small and supportive environment is well-suited to serve the students and families of the Frayser Community.

Rigorous academics and extensive, differentiated support:

At MLK College Prep, all students participate in a rigorous college preparatory curriculum. All of our teachers deliver high quality instruction, guided by a robust data-driven environment to provide targeted, differentiated academic supports, as well as advisory and character education. MLK College Prep believes in the power of exceptional educators and their ability to transform student lives.

Academies with unique programming and designated leadership:

MLK College Prep is divided into two academies: Focus Academy (9-10) and College Prep Academy (11-12). Each Academy has dedicated teachers, Academy Dean and assigned Administrator; this will allow a smaller, supportive learning environment to promote student success. Each Academy program is designed to provide the instruction, culture and the support students need in those grade levels.

Extended instructional and professional development time:

MLK College Prep provides a longer school day for our students and significantly increases students' instructional time in literacy and math. The day and year are also designed to allow for intensive professional development for teachers through extensive summer training, embedded coaching and weekly professional development sessions, including common planning time and structured data analysis.

Disciplined culture of achievement, character and respect:

Character and leadership development are a critical part of our program. MLK College Prep's character values of Discipline, Responsibility, Integrity, Vision, and Effort (DRIVE) define the school's culture. Curricular themes and service learning components align with the values, and they will serve as the foundation of the school.

College and career focus and preparation:

The rigorous college prep curriculum is complemented by a practical college and career preparatory program. Students are exposed to explicit college readiness programming to educate students about college and career options, and provide exposure and instruction in the skills needed to apply, gain admission to and persist in college and the workforce.

Community and service learning:

Aligned with Dr. King's vision, community and service learning is a key component of MLK College Prep. Students will engage in a specific number of service hours and corresponding projects each year, with expectations increasing as our incoming 9th grade class moves through the program.

Parent and community partnerships:

Through frequent school-wide communication and regular communication with individual families by teachers and advisors, we establish a strong partnership with our families. Much of our community service efforts are targeted toward the surrounding neighborhoods in an effort to transform and be supported by the Frayser community. We also collaborate with a number of community organizations that will provide additional academic, mental and physical health services to our students.



A MLK RAM

Dreams...

The strong should take care of the weak The students of today are the leaders of tomorrow We are a family-oriented school Anything worth doing is worth doing right Our responsibilities never end Our education does not end in the classroom The only way to lose is to quit trying Learning is the key to ultimate success We are all here to make a difference The journey, not the arrival, is what matters most Success is not measured by wealth but by happiness

DRIVE....

Discipline (Students will adhere to the code of conduct, demonstrate respect and make good decisions.)

Responsibility (Students will take ownership of their academics and decision-making.)

Integrity (Students will uphold positive, honest and professional behavior in all aspects of their school life, including academic performance, interactions with faculty and peers, and during extracurricular activities.)

Vision (Students will have a vision of their future – of the possibilities that are available to them as a result of their academic diligence – and will use this vision to guide their choices.)

Effort (Students will commit to excellence and will put forth the highest degree of effort needed to complete tasks and achieve.)

Parent/Guardian Commitments:

We fully commit to MLK in the following way:

- We will make sure our child arrives at MLK by 7:30AM Monday through Friday.
- We will make arrangements so our child can remain at MLK until 3:15PM on Monday through Friday.
- We will make arrangements for our child to attend MLK on appropriate Saturdays.
- We will always help our child in the best way we know how, and we will do Whatever It
 Takes for him/her to learn. This also means that we will check our child's homework
 every night, review school information, and I will contact the teacher with any concerns.
- We will always make ourselves available to our children and the school and we will address any concern(s) they might have.
- We will notify the school as soon as possible if our child will be absent from school.
- We will read all papers sent home carefully, sign them, and return them within two (2) days. If we fail to return papers on time, we understand that our child will or may miss out on a great educational experience.
- We will attend all parent meetings and conferences.
- We will allow our child to go on MLK field trips, including out-of-town field trips.
- We will make sure our child adheres to the MLK dress code.
- We will ensure that our child will attend the mandatory summer orientations and programs.
- We understand that our child must follow all MLK rules in order to protect the safety, interests, and rights of all individuals in the school.
- We, not the school, are responsible for the behavior and actions of our child.

Parent/Guardian(s) Signature:	Date:
In signing, we have read and agree with this co	
and can lead to my child's removal from Martin	n Luther King Jr College Preparatory High School.

** Failure to adhere to these commitments can cause my child to lose various MLK privileges

Student Commitments:

I fully commit to Martin Luther King Jr College Preparatory High School in the following ways:

- I will arrive at MLK everyday by 7:30AM Monday through Friday.
- I will remain at MLK until 3:15PM on Monday through Friday.
- I will come to MLK on appropriate Saturdays at a specified time and remain until dismissal.
- I will always **DRIVE-Discipline**, **Responsibility**, **Integrity**, **Vision**, **and Effort**. I will do *WHATEVER IT TAKES* for my fellow students and I to get to college. I will complete all my assignments and study every night. I will call my teachers if I have a problem with the homework. I will follow school procedures.
- I will contact the school if I have any limitations with attending school (i.e. illness, transportation, or financial disparity).
- I will always make myself available to teachers and will discuss any concern(s) that I may have about school.
- I will always behave in order to protect the safety, interest, and rights of all individuals in the school.
- I will adhere to the MLK dress code.
- I will attend the mandatory orientations and summer programs at MLK.
- I am responsible for my own behavior.
- I will possess a Growth Mindset where effort and perseverance equals success.

** Failure to adhere to these commitments can cause me to lose various MLK privileges and can lead to my removal from the Martin Luther King Jr. College Preparatory High School.

In signing, I have read and agree with this contract.

Student's Signature:	Date:	_

Martin Luther King, Jr. College Preparatory High School **Faculty and Staff** 2020-2021

Administration

Principal	Delnita Mickey, Ed.S.		
Assistant Principal	Tarryel Cooper		
Assistant Principal	Aaron Burke		
Building Engineer	Kenneth Herod		
Cafeteria Manager			
Enrollment Manager	Jermeelah Chambers		
Office Manager	Whitney Nelson		
Attendance Manager/Parent Liaison	Valorie Virgous		
Math MCL	Renata Fullilove		
ELA MCL	Chiquita Perry		
History MCL	Bria Sawyer		
Science MCL	Nathan Ward		
Dean of Students	Jesse Allen		
Dean of Students	Darryle Rogers		
School Counselor 9 th & 10 th	Sherita Payne-Ward		
School Counselor 11 th & 12 th	Adrian Walker		
Social Worker	Kiera Williams		
RTI2 Instructional Lead	Anjeanette Clark		
CTE Director	Christie Peet		



MLK College Prep Course Offerings and Staff 2020-2021

Content Area(s)	Subject(s)	Teacher(s) Assigned	
English			
	ELA I/Honors	Mollie Abell	
	ELA II/Honors	Robert Clay	
	ELA III/Honors/AP	Kevin Jung	
	ELA IV/Honors/AP	Shelby Poindexter	
	Creative Writing/Journalism	Toria Howard	
	RTI ELA	Chelsea Jones	
Math			
	Algebra I/Honors	Jonathan Higginbottom	
	Geometry/Honors		
	Algebra II/Honors	Sherlyn Colem <mark>an</mark>	
	Pre-Calculus/Bridge Math	Shetwan Bobo	
	RTI Math		
Sci <mark>ence</mark>			
	Biology I/Honors	Kenisha Clark	
	Physical Science/Honors	Jessica Lindsey	
	Chemistry I/Honors	Laramie Banks	
History			
	FHAO/African American History	Kenyatta Hooks	
	FHAO/AP	Le Marquee La Flora	
	World History/Geography (AP)	Nate Mulder	
	AP US History/Contemporary	Rachel Mohr	
	Issues		
	U.S. Government and	Jeremy Rockette	
	Economics		
Health and PE			
	Physical Education	Robert Gillard	
	Lifetime Wellness	Danny Cannon	
Foreign Language			
	Spanish I	Angela Matthews	
	Spanish II	Online Course	

Arts			
	General Music/Choir	Demetria Barnes	
	General Music/Band	Dr. Rodney Chism	
	Visual Arts I, II, and III	Jonathan Strahan	
	Drama/Theatre/Public Speaking	Jonathan McCarter	
CTE/Elective(s)			
	Computer Applications/	Charles Yates	
	Advanced Computer		
	Applications		
	Business Communication/		
	Business Management		
	Computer Science/Coding I, II,	Janel Purdy	
	III		
7.	Credit Recovery	Cheralyn Howell	
	Personal	Janet Benford	
	Finance/Contemporary Issues		
	Culinary Arts	Jennifer Chalmers	
Support (s)			
	ESL/ELL	Lynsee Brinker <mark>hoff</mark>	
	ACES Teachers and	Chanda Robinson,	
	Paraprofessionals (All Subjects)	Anjeanette Cla <mark>rk, Rebecca</mark>	
		Trivette, Teres <mark>a Brown,</mark>	
		Angela Watson, Kyna	
		Stanfield	
	ISS Coordinator	Anthony Walton	
	Hall Monitors	Jamaal Rufus	
		Darryl Stringfellow	

^{*}Indicates electives

Attendance

MLK Attendance Expectation

Attendance is critical to your student's success at MLK College Prep. Students cannot master the content and skills of our rigorous academic program without being here every day. Absences for any reason are unfavorable to learning and should be avoided. The responsibility of the student regular attendance rests with the individual and the parent or legal guardian. In an effort to support our students and their families, MLK is committed to assisting parents, legal guardians and students with achieving our daily attendance goal of 93%.

MLK will record and report the monitoring of daily attendance to the State of Tennessee's Department of Education and Juvenile Court in accordance with the Tennessee Compulsory law(T.C.A. §49-6-3001).

Compulsory Attendance Policy

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001) requires that students of legal age attend school (ages of six and seventeen years, both inclusively), exceptions are circumstances that arise which temporarily or permanently excuse the student from attendance.

Attendance Requirements

In the State of Tennessee, a student's school year consist of 180 instructional days. This does not include vacations, administrative days, and natural disasters (T.C.A. §49-6-3004) as approved by Frayser Community Schools. The school calendar is divided by semester; refer to the front of the handbook to review the calendar.

Enrollment of overage students

Students that are 18 years of age or older are considered beyond the compulsory attendance age. Enrollment for overage individuals must be reviewed by the Attendance Manager, School Counselor and Dean to evaluate previous attendance records, discuss academic alternatives, make proper education placement referrals; layout academic course guidelines, attendance and behavioral expectations of the student.

Individuals that are interested in enrollment must register within the first twenty (20) days of school and go through the evaluation process. Evaluation conditions are mentioned below and not limited to:

- 1. Has dropped out of school and wants to re-enroll
- 2. Enrolling after the first twenty (20) days of school

Exceptions to this policy are:

- A doctor's note that covers the absences
- Frayser Community Schools will permit enrollment under the Individuals with Disabilities Education Act.

Drop from Enrollment Policy

Students that are beyond the compulsory attendance age may be dropped from enrollment after five (5) consecutive unexcused absences or a total of five (10) unexcused absences from class or school, upon the approval of the school principal or attendance manager.

Attendance Guideline for Students 17 years and older

Students that accumulate eleven (11) or more unexcused absences may result in a recommendation from the school to drop a student from enrollment for non-compliance of Tennessee compulsory law 49-6-3001. Preventive measures will be implemented as indicated in the Truancy Prevention Section.

Excused and Unexcused Absences Policy

We realize that there are times when students will not be in school. However, MLK College Prep strongly believes that your student's education should be his or her priority. Students are expected to be on time and attend all scheduled classes each day. Students receiving an excused absence under this section will have opportunities to make up missed assignments. A parent or legal guardian provides the school with a medical or written note within one (1) days of the students return. Handwritten notes cannot exceed more than six (6) written notes per year.

Excused Absences

MLK College Prep will only count any absences from school as excused for the following:

- Personal illness (absences exceeding three days may require a physician's statement).
- 2. Personal injuries, homebound circumstance or hospitalization of the student with documentation from the treating medical physician.
- 3. Medical, Dental and Optometric appointments (we strongly recommend you to make these appointments outside of school hours or during vacations).
- 4. A death in the immediate family or other significant family crisis (limited to three (3) days with proper documentation)
- 5. Religious holidays
- 6. Suspensions
- 7. Court orders; subpoena; and other appointments with verified documentation
- 8. Students that are participating in school events, activities and verified college visits
- 9. Circumstances that affected the student's absence as approved by the principal or designee.
- 10. Students that have a parent or legal guardian in the military, National Guard or Reserve that is deployed will be permitted one (1) day.
- 11. Special requests from parent/legal guardian (pre-arranged by principal or attendance manager)

Note: All other absences will be unexcused

The Tennessee law requires students to bring a letter of documentation from the parent, legal guardian or medical professional when absent. To comply with state law, upon return to school, students MUST bring in a note covering absences accrued. The note must include:

- The date(s) of the absence(s)
- The reason for the absence(s)
- A phone number where a parent, legal guardian, and medical professional can be reached
- The parent or legal guardian signature

Unexcused Absences:

Unexcused absences are accumulated due to unlawfully missing school without acceptable reasons, not having an excused note on file or exceeding handwritten notes.

Below are examples of unexcused absences.

- 1. Missing the bus, ride or car trouble (unless the fault of the bus company)
- 2. Missing class due to late school arrivals and check outs without acceptable reasons.

- 3. Missing class due to oversleeping/alarm failure
- 4. Skipping class or leaving campus without following proper check out procedure
- 5. Leaving school during the regular school day without approval of school personnel
- 6. Driver's License/ Permit appointments (appointments should be made during breaks or vacations).
- 7. Missing class or school for employment or job interviews
- 8. Personal grooming appointments (hair or nails)
- Needed at home/ babysitting
- 10. Missing school due to fatigue

Parents or legal guardians will receive notification via phone, email or letter from the school after three (3) unexcused absences to offer support in problem-solving, resources and notifications of the next steps.

Pre-Arranged Absences

Contact the attendance manager in regards to pre-arranged absences. Please note that absences have a detrimental effect on a student's accomplishments and progress, and this should be considered prior to requesting pre-arranged absences.

Course Credit Attendance Policy

This policy allows a total of (10) unexcused absences accrued maximum in any one (1) course subject each semester. Student grades may fail the course if they have ten or more unexcused absences accrued in a nine-week period. The student shall not exceed twenty (20) unexcused absence for the school year. If this number is exceeded, the student may receive an "F" in the subject/class for the year, unless otherwise determined by the administrative team. Please keep in mind, late school arrivals and early check-outs without medical or court documentation will affect class attendance and will not be excused.

Opportunities for Make-up Work

Students will be given the opportunity to make up work missed due to an excused absence and/or out of school suspension within three official school days of the students return. It is the parent and students' responsibility to notify the teacher to arrange make-up work, pick up makeup packages and to ensure makeup work is returned by given deadline only by appointment. There will be no exceptions. Most, if not all, teachers will have regular make-up policies already in place, and students should be aware of those requirements. Remember that make-up work is the responsibility of the student. It is not the teacher's responsibility to track down students to administer make-up tests and collect homework. Also, the teacher schedules

make-up work, not the student. Students submit all make-up work, tests and quiz with-in five days or determined by the teacher. Assignments missed due to an unexcused absence may not be made up.

Truancy

Truancy is a major violation of MLK regulations. Any student who misses school or a class without prior permission or who misses for reasons other than those outlined in the excused absence section may be considered truant.

In an effort to deter students from missing school, all truancy violations are CUMULATIVE for one school year. The parent or legal guardian will be notified in writing or by phone if a student is considered truant. The parent/guardian will be required to have a conference with the attendance manager and school administrator.

Students who do not submit an excuse upon returning to school will receive an unexcused absence and may not be permitted to make up any missed assignments. This includes classwork, homework, and assessments. Please note that MLK will contact the Shelby County Juvenile Court Division at 616 Adams Ave. Memphis, TN 38105 when a student is suspected of being truant.

Truancy Intervention

MLK strives for student's excellence and achievement. Attendance plays a vital role in their academic success. There are three (3) categories of attendance interventions listed below. The prevention plan will be implemented daily as students will be reminded of MLK's attendance policies and expectation during morning meetings. Early intervention will be implemented when a student has (3) unexcused absences. Legal enforcement will be implemented when we have exhausted all options of interventions.

Prevention

- Review of Attendance Policy with students during morning meetings
- Monitoring and recording data
- Referrals of student or family needs
- Partnership with parents or legal guardians

Intervention

- 1. Meeting with student
- 2. Conduct home visits
- 3. Referral to Student Support Services or recommendation to outside community agencies
- 4. Facilitate Student Attendance Review Board (SARB) Meeting with student and parent or legal guardian
- 5. Implementation of attendance intervention plan
- 6. Interruption of driver's license and Tennessee Family First Benefits
- 7. Department of Child Services reporting and recommendations
- 8. Reporting and scheduling a mandatory parent meeting with a member of the District Attorney's Office

Legal Enforcement

- 1. Referral to Shelby County Juvenile Court at 616 Adams Ave. Memphis TN, 38105
- 2. Referral to Department of Children Services and Department of Human Services
- 3. Referral to the District Attorney Office

Driver's License or Permit

To obtain a driver's license or permit to drive in Tennessee, the Department of Safety requires each person between the ages of fifteen (15) and seventeen (17) inclusive to:

- 1. Obtain a Certificate of Compulsory Attendance, and
- 2. Pass a Driver's Education class OR have a learner's permit (for at least three months)

The Certificate of Compulsory Attendance is provided by the high school attendance office to students who meet the legal requirements of compulsory attendance, in addition to currently passing three (3) full unit subjects or the equivalency. To maintain the driver's permit or certificate, the student must continue to meet the legal requirement of

compulsory attendance and the academic requirement of currently passing three (3) full unit subjects or the equivalency. (T.C.A.§49-6-3017(c))

Motor Vehicle or Permit License Revocation

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for motor vehicle or permit license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least (3) full unit subjects or their equivalency at the end of semester grading.

A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions shall be considered unexcused absences. A copy of the notice sent to the Department of Safety by school personnel shall also be mailed to the student's parent or legal guardian.

A copy of the notice sent to the Department of Safety by school personnel shall also be mailed to the student's parent or legal guardian.



Communication and Support for Attendance

MLK College Prep is committed to student daily attendance of 97% or higher. MLK College Prep will increase student attendance by implementing a series of strategic interventions. Teachers and staff will establish relationships with every MLK College Prep student's family through athome visits, family orientation, ongoing communication with parents or legal guardians throughout the school year, and family events at the school. We will leverage these relationships in support of student attendance. Every time a student is absent, his/her family will be contacted as soon as attendance is taken to check on the student's whereabouts. Any student who has an excused absence will be required to make up all the classwork and homework missed during his/her absence. School Counselors will support students in coordinating this work as needed. We strive to work with families to support student attendance and have established a system of rewards and consequences to promote increased attendance. We publicly track attendance data in the building in the aggregate and disaggregated by grade and advisory. Advisories and grade levels meeting our goal of 93% attendance are recognized and have the opportunity to gain privileges and/or rewards, within the PBIS framework. This friendly competition helps support students' positive choices.

Further, we relentlessly pursue and support students who miss school. Specifically, any student who is late or absent will serve a detention. After three unexcused absences, the Attendance Manager will meet with the student and his/her family to identify and address issues that are preventing students from attending school. Additional supports may be put in place as appropriate, such as regular telephone calls home, coordinating transportation, required attendance at Saturday school and counseling to address underlying issues. The Attendance Manager (and counselor, if appropriate) will monitor the effectiveness of these supports and make adjustments accordingly. Per Tennessee law TCA 49-6-3007 (e) (2), students who have more than 10 unexcused absences in the academic year may be referred to the proper authorities.

Arrival and Dismissal

School Hours

Monday - Friday 8:00AM - 3:15PM Wednesday 8:00AM - 2:00PM **Breakfast** 7:30AM - 7:55AM

Students are permitted to enter the school beginning at 7:30AM for breakfast. Students will dismiss at 3:15PM, Monday through Friday and 2:00 pm on Wednesday. During inclement weather students will be allowed to enter the cafeteria and the gymnasium.

Tardy to School

Tardiness to school is excused only for doctor's visits, dentist visits, late school buses or court appearances with appropriate notes from those agencies. We encourage our students to arrive on time daily as tardiness hinders student's success due to loss of instructional learning. Students who arrive to school after 8:15 a.m. must be accompanied by a parent or legal guardian and sign in at the Attendance Office to obtain an admit slip to class. Excessive tardiness could affect the student's attendance as three (3) unexcused tardies deems as one (1) unexcused absence. Therefore, student tardiness to class is not tolerated and will be considered truant resulting in disciplinary action and can be reported to the truancy office.

- 1. After three (3) unexcused tardies, notice will be given to the student and parent/guardian by the Attendance Manager.
- 2. Starting with the third unexcused tardy, EVERY unexcused tardy will result in the student receiving a detention from the Dean of Students.
- 3. After the fifth (5) unexcused tardy during a nine-week period, a parent/legal guardian conference must be held.
- 4. After seven (7) or more unexcused tardies in a nine week, a parent/legal guardian conference will be held. Disciplinary action will be discussed, and the Shelby County Juvenile Court will be involved.

Early Dismissal

Students may leave school before 3:15 PM only if they have been officially checked-out from the Main Office by a parent or legal guardian in person for emergencies only (Refer to the excused and unexcused absences policy). NO CHECKOUTS ARE ALLOWED AFTER 2:00 PM on Monday, Tuesday, Thursday, and Friday and after 12:00 am on Wednesday. Early dismissal from school should be avoided whenever possible. ONLY PERSONS DESIGNATED BY PARENTS/LEGAL GUARDIANS ON STUDENT DATA FORM MAY CHECK OUT A STUDENT FROM SCHOOL.

Students who become ill during class MUST call parents using the classroom phone with the teacher's permission. Once the student's parent arrives the Main Office will notify the student's classroom for the student to be dismissed. Excessive checkouts should be avoided as it affects the student's academic success and attendance. Parents or Legal Guardians should provide reasons of early check outs and provide a signed note stating the nature of student early departure. Early check outs may affect the student attendance and result in disciplinary actions and truancy reporting. Early check outs must be clearly stated and in detailed in order to be considered excused. We encourage all routine checkup medical appointments if possible to be made after school hours and/or during days that students are not in school or on break. This will help keep our students on track academically.



Frayser Community Schools 2020-21 ACADEMIC Calendar

2020-2021 School Calendar

July '20						
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	April '21							
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	May '21						
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2020-2021 **Calendar Assessment**

District or State Mandated Assessment	Test Administration Window	Assessment	Participants/Brief Description	Testing Method
State Mandated RTI ² Universal Screener 1	August 24-Sept. 4, 2020	Aimsweb	Grades 6-12 will participate in skill based reading and math screener assessments	Online
District Intervention Program Diagnostic Assessment	August 17-20, 2020 Late enrollees are tested during Specials by MCL's.	Edgenuity/ i-Ready	Grades 6-12 students receiving intervention will complete diagnostic assessments in Reading and Math with <u>i</u> -Ready.	Online
District Common Formative Assessment 1	Sept. 14-22, 2020	CASE Assessment	Grades 6-8 and High School students enrolled in EOC tested courses will take standards-based assessments in ELA, math, science, and history.	Paper
State Mandated	Sep. 22, Oct. 6, or Oct. 20, 2020	ACT Seniors	Eligible seniors will be tested at MLK Prep during the regular school day.	Paper
State Mandated	Sep. 22-25 & Sept. 28-Oct. 2 OR Oct. 6-9, 12 OR Oct. 20-23 & 26, 2020	ACT with Accommodations - Seniors	Seniors that are eligible for ACT-approved accommodations will take the ACT during the accommodations window.	Paper
Not Required	Oct. 17 or Oct. 28, 2020	PSAT 10 th and 11th	10 th or 11 th grade students may participate in this assessment. Pre-registration is necessary.	Paper
District 9th Grade PSAT	TBD	PSAT 9 th	All 9 th grade students will take the PSAT 8/9	Paper
State Mandated RTI ² : Universal Screener 2 Written Expression/Dyslexia Screening and District Intervention Program Diagnostic Assessment	November 16 – Dec. 18, 2020	Aimsweb Written Expression and Dyslexia Screening	Grades 6-8 will participate in skill-based reading and math screener assessments. Identified 9-12 th students (EWS) will complete benchmark assessments. Grades 6-12 will complete the	
	December 14-17, 2020	į-Ready	intervention will complete diagnostic assessment in į-Ready.	
District Common Formative Assessment 2	January 21-29, 2020	CASE Assessment	Grades 6-8 and MLK Prep High students enrolled in EOC tested courses will take standards-based assessments in ELA, math, science, and history.	Online
State Mandated NAEP	January 25-February 5, 2020	NAEP	Selected schools will participate in the 8 th grade NAEP assessments.	Online

State Mandated WIDA	February 16, 2021 – April 2, 2021 (Tentative)	WIDA ACCESS for EL's	All English Language Learners in K-12 are assessed in reading, math, science, and social studies.	Paper and Online based on grade.
District Common Formative Assessment 3 and State Mandated RTI ² Universal Screener 3	March 1-9 and March 22-26, 2021	CASE Assessment AIMSWEB	Grades 6-8 and MLK Prep High students enrolled in EOC tested courses will take standards-based assessments in ELA, math, science, and history. Grades 6-8 will participate in skill-based reading and math screener assessments.	Paper and Online
State Mandated	March 2, 2021	ACT	ACT for 11 th Grade Students	Paper
State Mandated	March 9-12, March 30-April 2, or April 5-9, 2021	ACT w/accommodations	11 th Graders that are eligible for ACT approved accommodations will take the ACT during one of the accommodation windows.	Paper
State Mandated	March 22-April 30, 2021 (Tentative)	TCAP Alternative Assessments	Some students in grades 6-11 with significant cognitive disabilities take the alternate assessments in English Language Arts and math (MSAA); and science and social studies (TCAP ALT) instead of the regular TCAP assessments.	Paper and Online
State Mandated	March 30, 2021	ACT Make-up	ACT make-up for 11 th grade students	Paper
State Mandated	April 12 – May 6, 2021	TCAP and EOC Courses	Students in grades 6-8 will take state mandated assessments in English Language Arts, math, science, and social studies. MLK Prep High students will complete English I and II, Algebra I and II, Geometry, U.S. History, and Biology End of Course assessments.	Paper and TBD
State Mandated	May, 2021 Dates TBD	State-Wide Dual Credit Challenge Exams	Challenge exams are required for students participating in state-wide dual credit courses.	Online
District	May 3-14, 2021	Advanced Placement	Students enrolled in AP classes take AP exams.	Paper
District Intervention Program Diagnostic Assessment	May 10-13, 2021	į-Ready	Grades 6-12 students receiving intervention will complete diagnostic assessments.	Online

2020-2021 Student Assessment, Homework Schedule, and Tutoring

Area of Studies	Assessment	Data	Home	Tutoring
		Talks	Work	
English 1 through 4	Monday	Wednesdays	At minimum of 2 nights a	TBA
			week	
	Tuesday	Wednesdays	At minimum of 2 nights a	TBA
World History, US History,			week	
Economics/Government,FHAO			4	
		Wednesdays	At minimum of 2 nights a	TBA
Algebra 1 through 2,	Thursday		week	
Geometry, Bridge Math,				
Trigonometry, Pre-Calculus	DATE T			
Biology <mark>1, Chemist</mark> ry, Physical		Wednesdays	At minimum of 2 nights a	TBA
Science	Friday		week	
			,	A
CTE Courses/Electives (Visual	Friday	Wednesdays	At minim <mark>um of</mark> 2 nights a	TBA
Art, Business Communication,			week	
Computer Applications,				
Culinary Arts, Foreign			/ 6	7//
Langua <mark>ge, Life Time</mark>				
Wellness/Health and Personal				
Finance)		0 1		

2020-2021 **Progress Report and Report Card Schedule**

1st 9 weeks - August 10-October 9,2020

2nd 9 weeks- October 12- December 18,2020

3rd 9 weeks- January 5- March 5, 2021

4th 9 weeks- March 8- May 21, 2021

Progress	Progress	Report	Report	Report
Report	Report	Card	Card	Cards
Grades	Distributed	Grades	Grade	Distributed
<u>Due</u>		<u>Due</u>	Verification	
	3		Completed	
	///			
		MIL		
September	September 16,	October 9,	October 12,	October 14,
<u>11, 2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	2020
November	November 11,	December	January 8,	January 13,
<u>6, 2020</u>	<u>2020</u>	<u>18, 2020</u>	<u>2021</u>	<u>2021</u>
February 5,	<u>February</u>	March 5,	March 8, 2021	March
<u>2021</u>	10,2021	<u>2021</u>		<u>11,2021</u>
April 9,	April 14, 2021	May	May 18, 2021	May 26,2021
<u>2021</u>		<u>14,2021</u>		(Mail Out)

2020-2021 **Class Schedules**

Breakfast	7:25 -7:55 (30 min)
Homeroom	8:00-8:15 (15min)
1 st period	8:20-9:10 (50 min)
2 nd Period	9:15-10:05 (50 min)
3 rd Period	10:10-11:00 (50 min)
4 th Period	11:05-12:30 (100 min)
	Lunch A 11:05-11:30
	Lunch B 11:35-12:00 (5 min transitions)
	Lunch C 12:05-12:30
5 th Period	12:35-1:25 (50 min)
6 th Period	1:30-2:20 (50 min)
7 th Period	2:25-3:15 (50 min)
Dismissal	3:15 pm

A Lunch	B Lunch	C Lunch	Planning
			•
	67	0 8	
	V A F C		
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Grading Policy

At MLK College Prep, students' grades will reflect their mastery of grade level skills and content. Grade point averages (GPA) will be calculated using the 4.0 scale and/or 5.0 scale (advance placement/ honors) articulated by the TN Department of Education.

Grade Scale (7 points) 100-93 A 92-85 B 84-75 C 74-70 D 69-0 **GPA Advance Placement/Honors Class Quality Points** A - 5 points B – 4 points C - 3 points D-2 points F – 0 points **GPA Class Quality Points** A - 4 points B - 3 points C – 2 points D-1 points F - 0 point

Class Category Weights

Assessments (Formative and Summative Assessment including: weekly, midterm and 9 week exams) – 40%

Class Participation (Check for Understanding including: Do Now, Exit Tickets, Extended Learning/Homework, Guided Practice, and Independent Practice) – 30%

Home Work (Independent practice and review, online or paper based) – 10%

Project Base Learning Assignments (1per nine weeks) - 20%

^{*}Accommodations and Modifications will be provided for students with disabilities as specified in their individual Education Plan (IEP).

MLK College Prep Graduation Requirements

MLK College Prep's graduation requirements will build on the core graduation requirements of the Tennessee State Board of Education. Having additional academic requirements, as well as service learning and college-readiness components, we will graduate well-rounded scholars who are truly prepared for the high expectations of college and/or a career. During the first three years of operation, MLK College Prep graduates will have earned the following:

Academic Year	TN Required Credits	College and Career Readiness Credits	Required Community Service Hours
2020-2021	22	3.0	20

The 2020-2021 year, MLK College Prep graduates will:

- Complete 26 credits. Credit will be earned when a student earns a 70 or above in the course.
- Complete 80 hours of community and service learning and associated academic and on-site components (20 hours in Grades 9 and 10; 20 hours in Grades 11 and 12)
- Senior Capstone Project
- Earn an acceptance letter to at least one college/university or other post-secondary institution

Graduation requirements for students who transfer to MLK College Prep after the 9th grade will meet the state of Tennessee graduation requirements and specific collegiate and career readiness and community service requirements. A transfer student's graduation requirements will be determined by the School Counselor, the Administrators and the Principal upon that student's transfer to MLK College Prep and the number of years the student is expected to enroll at the school.

School-Wide Rewards

- Interim Assessment Achievements (quarterly)
- **PBIS Rewards**

- Behavior Incentive (per quarter)
- Honors Assembly (9 weeks)
- Perfect Attendance (9 weeks)
- Exception from Final Exams Yearly

Promotion & Retention Policy

Assessment of the student in the context of the total learning situation and its attendant circumstances should be used to determine what is best for the student. Factors to be considered in deciding what is best for the student should include:

- 1. current skill level;
- 2. the student's age;
- 3. achievement potential;
- 4. previous performance;
- evaluative data;
- 6. chances for success with more difficult material when current skills are inadequate;
- 7. number of absences:
- 8. previous retention;
- 9. maturity level;
- 10. standardized test results; and
- 11. what benefits can be accomplished by retention.

Promotion

Promotion shall be based on skill mastery and shall be considered on the basis of what is best for the student in terms of school success.

Conditional Promotion and/or Assignment to Transitional Classes

If a student's ability to succeed at the next grade level is highly questionable, consideration shall be given to conditional promotion and/or assignment to transitional classes if such classes exist.

Retention

Retention is used to help students improve their knowledge base by providing an additional year of instruction to address inadequate skills mastery. Retention will be considered on an individual basis. Deficiencies in several of the factors to be considered in deciding what is best for the student that are listed above indicate that retention shall be considered. Retention, however, should not be used as a punitive measure or as a way to hold a student back because of parental wishes when a student's performance does not warrant it or when the school feels retention is inappropriate.

Special Consideration

Special consideration for promotion and/or retention shall be given to students with special academic, social, and emotional needs.

Despite the numerous ongoing academic supports offered by staff and teachers at MLK College Prep, we realize that some students may not demonstrate mastery of all standards in our rigorous program by the end of the year. Students who do not earn a 70 or above will have the opportunity to demonstrate mastery of the course work through additional instruction and assessment during summer school. Our goal is to provide as much preventive and ongoing support to students throughout the year in order to decrease the number of students who need summer opportunities to earn credits and promotion. Each spring, we will gauge summer school needs and develop an appropriate schedule. We anticipate that, similar to 9th Grade Induction, summer school will run from 8:30 a.m.-1:00 p.m. Monday through Friday and include some advisory, as well as instruction in core academic classes. A fee of \$75 per student per course will be assessed for summer school. Students can only enroll in courses that the student has previously failed to master all required standards of the course.

Dress Code Policy

In order to minimize distractions and to foster a sense of unity at the school, MLK College Prep students will wear uniforms. We will use our school dress code to teach students about self-discipline and the importance of appearance in college, career and the community. Having students wearing the appropriate clothes also helps promote a sense of belonging for students, which can help increase student effort and investment. Students will be expected to in proper dress every day and may not be permitted to attend class if they are not. Positive behavior will be fostered through other privileges as decided by student input.

It is our school policy to confiscate non-compliant articles of clothing. Those items will be returned after school by an administrator upon completion of admin duties. Students continuing to be in non-compliance as it relates to the dress code policy will be issued a consequence (i.e. after-school detention, ISS or OSS). Please support Martin Luther King Jr. College Preparatory High School in our efforts to ensure each student is in compliance with our dress code.

Student Dress Code

MLK is a school environment that celebrates students' individuality and encourages creativity and innovation. However, students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The dress regulations listed below apply at all MLK activities, including extra-curricular activities taking place on campus outside of regular school hours. These regulations, while restrictive, still allow for students to dress in ways that reflect their personalities. The following regulations are to be observed and will be enforced:

- 1. Appropriate footwear is required. No shower shoes, flip flops or slide in type shoes; closed toe shoes only.
- 2. Bare backs, bare midriffs, see-through garments, mesh garments, clothing which bares the chest, tube tops, spaghetti strap tops, half shirts and halter/crop tops are prohibited.
- Undergarments must be covered at all times.
- 4. Pants must be worn at waist, and must not be torn, ripped, or have holes above the knees unless specifically approved by the Principal. Pants with tears, rips or jeans above the knee must be worn with leggings to cover any exposed skin.
- 5. Leggings must be opaque, not sheer (not see through), and must be worn with a sweater or top that is no more than 4 inches above the knee.
- 6. Sleepwear and pajamas are prohibited.
- 7. Clothing will cover from shoulder to lower thigh (4 inches above the knee). All clothing, accessories, jewelry, makeup, etc. shall be worn in a manner which is not disruptive to the learning environment.
- 8. Clothing, accessories, or jewelry which conveys any message which is considered to be disrespectful of country, school, religions, or debasing the dignity of groups or individuals is prohibited.

- 9. The wearing, display, or possession of any item of clothing, accessories, or jewelry which depicts violence; alcoholic beverages; tobacco products; drugs; or which displays obscene or sexually explicit language; profane language; or provocative pictures is prohibited.
- 10. The wearing, display, or possession of articles of clothing, accessories, jewelry, emblems, badges, symbols, signs, or other things which are evidence of membership in or affiliation, or alignment with any gang, secret society, or unauthorized organization is prohibited.
- 11. The wearing of hats, hoods, bandannas, hair scarves, bonnets, or hair rollers is prohibited in buildings unless specifically approved by the Principal.
- 12. Any clothing accessories which could be used as weapons, such as hair picks, wallet chains, etc. are prohibited.



Technology and Internet Policy

MLK College Prep incorporates technology into our educational program. We expect students to use technology for educational purposes only. Student use of computers and the internet will be under supervision of MLK College Prep teachers and other school personnel.

The following are acceptable uses of technology:

- Research for school assignment, including academics, community service or college-related
- Word processing or database software for a school assignment
- Educational software program

The following are NOT acceptable uses of technology:

- Accessing material that is defamatory, pornographic, harassing, or intended for bullying
- Using the internet for any illegal activities
- Tampering with or altering the computer system
- Violating copyright laws
- Accessing social networking sites
- Using Instant Messaging or chat functions

Cell Phone and Electronics Policy

MLK College Prep strictly forbids the use of cell phones and other electronics during the school MLK College Prep strictly forbids the use of cell phones and other electronics during instructional time. Students are to turn their cell phones into their teacher at the beginning of each class period and it will be returned to the student at the end of each class period. Students may use cell phones before 7:30 a.m. and after dismissal outside of the building only. Students violating any of these rules will receive an infraction and have their phone confiscated.

1st Infraction: Phone/electronic device will be confiscated and returned at the end of the day. 2nd Infraction: Phone/electronic device will be confiscated and returned to a parent/guardian 3rd Infraction: Phone/electronic device will be confiscated and returned to the parent/guardian during an after school conference.

*Additional infractions may result in suspension and/or turning in phone to administration at the start of the school day.

MLK College Prep Discipline Policy

MLK College Prep's School Culture and Discipline Code of Conduct for students is based on four clear, all-encompassing expectations:

- Respect and follow all rules and procedures
- Respect yourselves and others
- Be at school on time everyday
- Give maximum effort at all times

While we will have articulated rules and consequences for all aspects of the school, the essence of our discipline code is captured in these four expectations. These expectations are foundational for success, in school, in work and in life. Their simplicity allows the staff to intently focus on these and to use a common language with students and families in ensuring adherence to them. As noted in professional development, we will provide intense training to teachers in establishing our school culture, which will ensure that teachers know what these four expectations look like in practice and how to support students in meeting them.

PBIS System

MLK College Prep offers a tiered system to provide incentives and support around academics, attendance, and behavior. This will put an emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

Example Infractions:

- Absent from school
- Tardy to class
- Not following directions
- Improper use of electronics
- Inappropriate language

- Eating outside of cafeteria
- Dress code violation

Classroom Discipline Hierarchy

- Minor Infractions –Talking/Voice Code Violation Out of seat without permission -Checking, Making non-verbal noises: tapping on desk, walls, or chair. Eating during class without permission, off task during lesson
- Major Infractions Verbal refusal to follow directions Repeated nonverbal refusal -Disrespect/Inappropriate response (Such as a negative reaction to mark or low level disrespect: "I don't care!", slamming doors, hitting the desk, pushing stuff off of desk) -Cursing/Profanity - Refusing to participate in class - Throwing an item at another student - Walking out of class or Refuse to enter class.
- Automatic Referral to Admin behaviors that significantly disruptive the learning environment for students. These behaviors will result in a parent conference, detention, or a suspension. Profanity at school personnel - Repeated verbal refusal to follow directions - Repeated disrespect/inappropriate response - Fighting - Verbal or Written threat - Pattern of Bullying or intimidation

School-wide Classroom Discipline Hierarchy:

- 1. Precise directions (Clear What to Do) and positively narrate.
- 2. 1=Redirection
- 3. 2= Verbal Warning
- 4. 3= Change of venue / Reflection
- 5. 4= Notify the student that you will making a phone call to parent. Teachers must keep a phone log and will submit copies of the phone log bi-weekly to your Academy Director and Academy level Dean.
- 6. 5= Buzz Code 1 Write a referral and give it to the dean when they arrive. Phone call to parent (Mandatory and log into your phone log)

Code of Conduct

When the Code of Conduct Applies:

The Student Code of Conduct applies to all Frayser Community Schools students at all times whenever a student's conduct is reasonably related to school or school activities. This includes:

- On school grounds before, during, and after school hours.
- At any other time when the school is being used by a school group.
- Off school grounds at a school activity, function, or event.

- Traveling to or from school, a school activity, or a school related function.
- Whenever a Frayser Community Schools student is in a capacity representing his or her school.
- On a school bus, in a school sponsored vehicle, or a MATA bus when traveling to and from school.

Code of Conduct Levels

FCS has arranged the Student Code of Conduct based on the seriousness of the offense. Level 1 offenses are the least serious offenses and Level 5 offenses are the most serious offenses. FCS will support students by putting interventions in place to help the student succeed.

- Level 1 Offenses (uniform violations, class cutting, and possession of cellular phone)
- Level 2 Offenses (defiance, insubordination, gambling, and abusive language)
- Level 3 Offenses (trespassing, fighting, and misuse of technology)
- Level 4 Offenses (threats, bullying, sexual harassment, and theft over \$500.00)
- Level 5 Offenses (assault, possession of illegal drugs, possession of a firearm)

Zero Tolerance offenses are specific acts committed by students that require mandatory expulsion for one calendar year under the Tennessee State law.

Hierarchy of Consequences

Students who earn more than three detentions in a week will serve an in-school suspension. During which they will complete a Behavior Reflection that requires the student to reflect on ways in which their behavior contradicted the values of DRIVE, as well as complete academic work. Students will also complete one or more school enhancement projects during their suspension.

Parents/Guardians of students that struggle to meet behavioral expectations, and have multiple detentions/in-house suspensions will be contacted by an administrator. A meeting will take place including the student, the student's parent/legal guardian, school counselor, Academy Director and the Dean of Students, to discuss implementation of a Behavior Intervention Plan for the student.

Additional Infractions

While consequences will be issued for minor behavioral infractions, more serious consequences will be administered for behaviors including (but not limited to) the following:

- Disrespect, defiance and/or disruptions of learning. MLK College Prep will not tolerate disrespectful behavior towards staff, guests or other students. Behaviors that prevent other members of the community from pursuing their education (such as repeated talking or deliberately distracting other students during class) are considered disruptions of learning.
- **Safety violation.** This includes pushing, fighting, threatening or other violent behavior.

- Integrity violation. This includes telling a lie, misrepresenting or compromising their integrity in any other way.
- Unprofessional contact. This includes touching, groping, kissing or other displays of affection.
- Attendance violations. Students are required to attend all scheduled classes and events on time. MLK College Prep has a closed campus. Students should not go beyond the specified limits of the school grounds without an approved chaperone or the express permission of an administrator. Students who are not present in school may not attend schoolsponsored activities after school on that day.
- Cheating and/or plagiarism. Cheating and plagiarism represent breaches of community integrity and trust. MLK College Prep defines cheating as conversing with another student during a graded assessment/assignment, copying or attempting to copy the work of another student, or using/attempting to use materials other than those allowed during an assessment/assignment. MLK College Prep also considers the act of giving answers or one's work to another student as cheating. Plagiarism is defined as representing the work of another as one's own.
- **Property violations.** The theft, destruction, or defacement of school or private property constitutes violations of state law and jeopardizes the integrity of the school community.
- Inappropriate behavior on the bus. All school rules and expectations are in effect as students travel to and from school on the bus. This includes travel to and from sport events and fieldtrips.
- Harassment. MLK College Prep is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation or disability.
- Bullying. MLK College Prep strictly prohibits bullying. Bullying may include conduct such as physical intimidation or assault; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; cyberbullying; and social isolation. It may also involve extortion, by which a student is intimidated into taking an action against his/her will.
- **Alcohol, controlled substances, and tobacco**. The sale, transfer, use or possession of alcohol and controlled substances at school or school-related functions is prohibited. Presence at school or school-related events while under the influence or emitting the odor of alcohol or controlled substances is also prohibited. Smoking or other possession or use of tobacco on school grounds is prohibited.
- Weapons. The possession of a dangerous weapon at school or school-related event, including (but not limited to) a gun or a knife, is prohibited.

Student Responsibility

We all share the responsibility for a safe, positive learning environment. Students who have knowledge about serious disciplinary infractions or potentially serious disciplinary infractions must contact a teacher or administrator. These infractions include (but are not limited to) cheating, property violations, harassment, acts or threats of violence or aggression, alcohol, controlled substances or tobacco, and weapons. Failure to contact a teacher or administrator may result in disciplinary action.

Suspension and Expulsion

If students persist with inappropriate behavior or if the inappropriate behavior is of a serious nature, the student may be suspended from school. The purpose of a suspension is to remove a student from the classroom, provide a warning that unacceptable behavior must change, and allow a student an opportunity to reflect on the seriousness of his/her actions. Suspensions carry academic consequences and create a permanent record of the incident in the student's file.

School leadership may suspend any student (in or out of school) for up to 10 school days for serious cause, including (but not limited to): defiance of authority, disregard or disobedience of school rules and regulations, verbal abuse of adults or students, disruptive or disorderly behavior, violent or threatening behavior, bullying or harassing conduct, hazing, fighting, intoxication, possession of tobacco or controlled substances, destruction or theft of school property or personal property, truancy, persistent absenteeism that is not due to certifiable medical illness or disability, and persistent tardiness.

In cases of suspension, school officials will present the student with the reasons for suspension and provide the student with an informal opportunity to respond to the incident to the suspension. The parent/legal guardian will be notified within 24 hours of the behavior problem and the corrective measures taken. The parent/legal guardian of the suspended student will also be invited to attend a readmission conference with the student and a school administrator. If the suspension is for more than five days, the appropriate Academy Director and Dean of Students will develop and implement a plan for improving the behavior through the schools PBIS model.

*IEP meetings will be held for students with disabilities.

Alternative Education during Suspension/In School Suspension

In accordance with Tennessee Code Ann. §49-6-3401, students given an in-school suspension from classes for more than one day will be placed with similarly disciplined students and will have access to the curriculum and required to complete academic work. School leadership at MLK College Prep will coordinate with classroom teachers to ensure that students receive appropriate instruction and support in completing their academic work. In-school suspension will be overseen by MLK College Prep's In-school Suspension Coordinator.

Long-Term Suspension and Expulsion

School leadership may recommend suspension for more than 10 days and/or expulsion of a student to the Principal or LEA for serious infractions, including (but not limited to): defiance of authority, repeated disregard or disobedience of school rules, verbal threat of abuse to adults or students, disruptive or disorderly behavior, bullying or harassing conduct, hazing, violent or threatening behavior, fighting, destruction or theft of school property or personal property, truancy, assault of school personnel, possession of a weapon on campus, participation in gang related activity on campus, possession of firearms or other dangerous weapons, possession of controlled substances. In cases in which the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified.

The parent/legal guardian and student will be notified in writing within 48 hours of the intent to suspend for more than 10 school days or expel the student and of the right to appeal the decision. MLK College Prep will also provide written notice to parents/legal guardians of the time and place of a discipline hearing, which within five to ten days after the beginning of the suspension. The hearing must include the student, the school staff who determined the suspension, the parent/legal guardian and the Director of Student support. The hearing authority may affirm or overturn the decision of school leadership.

Discipline and Enrollment

MLK College Prep follows state law and ASD guidelines in enrolling students with outstanding disciplinary actions issues by the home LEA. These allow LEAs discretion as to whether to honor an outstanding suspension or expulsion and not immediately enroll a student. In making these decisions, MLK Prep will utilize the following guidelines:

- 1. MLK College Prep will require a student's report card from the previous academic year in order for a student to register. This represents the most reliable way to determine if a student has an outstanding suspension or expulsion.
- 2. MLK College Prep will review the home LEA list from the ASD Support Team staff which identifies students who have outstanding disciplinary actions.
- 3. If MLK College Prep determines that a student has a previous disciplinary issue, school leadership will contact the administrator of the student's previous school to learn of the circumstances surrounding the disciplinary action. MLK College Prep will not deny enrollment to a student if an appropriate, comprehensive analysis has not been conducted.
- 4. MLK College Prep school leadership will meet with the student and the parent/legal guardian to discuss the outcome and behavior expectations.
- 5. MLK College Prep school leadership will coordinate with the ASD Student Information Manager to determine how to account for the student in state reporting.

Discipline and Students with Disabilities

Students with disabilities are included at Martin Luther King Jr College Preparatory High School. Consequences for offenses directed toward students with disabilities reflect the severity or repetition of the offense. It is imperative that school personnel be aware of which students are classified as disabled under either IDEA or Section 504. A student with a disability shall not be removed from school for more than ten days before a Manifestation Determination is convened to determine whether the student's offense was caused by his/her disability or not.

At the initial IEP team meeting or annual review, plans are established which address behavior management as well as academic and vocational skills. The student's IEP reflects expected behaviors, objectives to modify behavior, and pre-established consequences when appropriate. A written record is kept of all discussions and disciplinary actions taken. Whenever possible, suspension or expulsion is the last action used. It is recommended that lesser consequences such as classroom hierarchy discipline procedures, detention, supervised study, on-site intervention, etc. be used before resorting to suspensions. It is important that the IEP team includes an instructional component designed to teach the student skills such as anger management, conflict resolution, showing respect to others, and effective communication

designed to prevent future misbehavior. When there is no relationship between a child's behavior and his/her disability, the student can be suspended or expelled according to normal school board policy; however, educational services are continued by a member of the IEP team to the extent required.

DISCIPLINING STUDENTS WITH DISABILITIES

Due Process

Students with disabilities must be given the same due process protections as students without disabilities including but not limited to oral or written notice of the charges, presentation and explanation of existing evidence, the opportunity to present his or her written or oral statement, notice, and a hearing if needed.

Short Term Removals and Suspensions

Short Term Removals

Short term removals include sending a child to the principal's office, classroom changes, period of cooling-off, after school detentions, etc. These removals are not considered days of suspension.

Suspensions of 10 Days or - Less

Schools are free to suspend students with disabilities from school for up to 10 cumulative days in a school year, so long as the removals do not constitute a change of placement (suspension over 10 cumulative days or a series of shorter suspensions that total over 10 days). During the course of these short-term suspensions, there is no duty to provide services, hold prior or follow up IEP meetings, or conduct manifestation reviews.

In-School Suspensions

Days that students are placed in in-school suspension do not count towards the 10 cumulative day total so long as students have the opportunity to progress in the general curriculum, continue to receive IEP services, and continue to participate with non-disabled children to the same extent they would have in their current placement. Partial days may or may not be counted in calculating the 10 cumulative days depending on the time in which the student was placed in this setting.

Bus Suspensions

Bus suspensions are counted towards the 10 cumulative days of suspension if transportation is included on the student's IEP, unless the school provides alternative transportation. If the student receives general education transportation services and the service is not included on the student's IEP, days of bus suspensions are not counted towards the 10 cumulative days.

Long term Removals and Changes of Placement

Removals for More than 10 Days

When suspensions exceed 10 cumulative school days, schools are required to hold a manifestation determination meeting and provide the student with educational services until a change of placement is made. Manifestation determination review meetings can be held after 24 hour notice to parents pursuant to Tennessee Rules of State Board of Education (0520-01-09-.15: Parent Participation)

On and After 11th Day

Services provided must enable the child to continue participating in the general education curriculum, although possible in another setting, and to progress toward meeting IEP goals and objectives. The IEP team has the duty to provide or review functional behavioral assessments and behavioral intervention plans and develop IEP goals, objectives, and modifications designed to prevent the behavior from recurring.

Manifestation Determinations

Standard of Review

The IEP Team must review all relevant information including evaluation results, observations of the child, the student's IEP and placement, medical information, report cards, and other relevant information supplied by the parents of the child, and determine the following:

- 1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability.
- 2. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP and/or BIP.

IEP Teams must use the state's Manifestation Determination Worksheet and Instructional Guidance found on the main page of EasyIEP when determining whether a behavior is a manifestation of the student's disability.

Manifestation Review Team

Members include a school administrator, the parent, and other relevant members of the IEP Team (as determined by the parent and school).

Conduct is Not a Manifestation of the Student's Disability

If the team determines that the child's conduct is not a manifestation of the disability, the child can be disciplined the same as students who do not have disabilities; however, the student

MUST continue to receive special education and related services and the ability to progress in the general education curriculum during the period of removal.

Conduct is a Manifestation of the Student's Disability

If the team determines that the behavior is a manifestation of the student's disability, the student may not be suspended beyond the 10 allowable days. The student must be returned to the placement from which he or she was removed unless the parents and school agree to a change of placement. The school must address the child's behavior through a functional behavior assessment and/or a behavior intervention plan. This provision does not apply to the special exceptions listed below.

Special Exceptions

School personnel may remove students to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability in cases where a child:

- 1. Carries or possesses a weapon at school, on school premises, or at a school function;
- 2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, in route to school, or a school function.
- 3. Inflicts serious bodily injury on another person while on the way to school, at school, at a school function or on the way home.

(The decision to remove a student in these situations must be made after a manifestation determination review has been completed.)

Discipline of Unidentified Children

Schools are deemed to have knowledge that a student has a disability and is entitled to discipline protections when:

- 1. Parents of the child expressed concern in writing to school officials or to a teacher that the child was in special education at MLK College Prep or another school the previous year.
- 2. Parents requested an evaluation
- 3. Teacher or other school personnel expressed concerns about a pattern of behavior to a school official.

Schools are not deemed to have had knowledge if:

1. The child was evaluated and determined ineligible

2. A referral was made and parents refused evaluation or services.

When a child is unidentified but entitled to discipline protections, manifestation determination reviews are required.

Bus Rider Policy (field trips and athletic events)

Behavior requirements on school buses shall be the same as behavior requirements in the classroom and Durham bus services except that orderly conversation will be permitted. The driver shall report to an administrator any misconduct that could injure or cause injury to any pupil riding the bus. The administration shall decide the action to be taken. School bus suspensions will be based on FCS Student Code of Conduct. Repeated school bus violations may result in a school consequence and/or termination of bus riding privileges.



Homeless/Migrant Policy

Homeless students shall have equal access to the same free appropriate public education as provided to other students.

McKinney Vento Act

The McKinney-Vento Act (Section 725) defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, camping grounds, or similar settings due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster care placement;
- Students who have a primary nighttime residence that is a public or private place not
 designated for or ordinarily used as a regular sleeping accommodation for human beings
 (cars, parks, public spaces, abandoned buildings, substandard housing, bus or train
 stations);
- Migratory children who qualify as homeless because they are living in circumstances described above; or
- Unaccompanied youth, including youth not in the physical custody of a parent or guardian, such as runaways and youth denied housing by their families.

The aforementioned youth have the following rights:

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment (e.g., such as previous academic records, immunization records, proof of residency or other documentation);
- b. The right to attend 1) his/her school of origin, 2) last school attended, or 3) the school in the attendance area where the family or youth is currently residing, based on the parent's request or views of an unaccompanied homeless student and where feasible to the District considering the best interests of the child;
- c. The right to receive transportation to his/her school of origin, if this is requested by the parent or District staff charged with assisting homeless students;
- d. The right to services comparable to those received by housed schoolmates, including transportation and supplemental education services;
- e. The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.

The rights of homeless students as defined above shall be posted in all schools and other places around the community (e.g., shelter, soup kitchen, etc.).

District staff charged with assisting homeless students shall be identified by the Superintendent (or designee) and shall ensure that services and information regarding the rights existing under Federal Law are provided to students and parents who are homeless.

Policy History: 6003 Admission of Homeless Students - Adopted 06/26/03; Issued Date: 08/26/10

Legal Reference:

Title X, Part C of the No Child Left Behind Act
Title VII-B of the McKinney-Vento Homeless Education Act of 2001

HOMELESS STUDENTS ADMINISTRATIVE RULES AND REGULATIONS

Enrollment/Placement

The choice regarding placement shall be made regardless of whether the student lives with the homeless parent/legal guardian/custodian or has been temporarily placed elsewhere. The District may require a parent/legal guardian/custodian of the student to submit contact information. The District shall provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent/legal guardian/custodian, or to the homeless student if unaccompanied, if the District sends the student to a school other than the school of origin ("school or origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled) or other than a school requested by the parent/legal guardian/custodian.

If a dispute arises over school selection or enrollment in a school, the principal or designee shall provide a written explanation of his/her decision to the parent/legal guardian/custodian, and the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student parent/legal guardian/custodian shall be referred to the District staff charged with assisting homeless students, who will carry out the dispute resolution process as expeditiously as possible. If the parent/legal guardian/custodian continues to disagree with the District's final decision, he/she should contact the State McKinney-Vento Coordinator.

Services

Services provided to each homeless student include, but are not limited to, transportation services; educational services for which the student meets eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs and programs for students with limited English proficiency. Information on fee waivers shall be made available to the homeless students or to the parents/legal guardians/custodians of all homeless students.

Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given to the student, necessary referrals can be made, and records may be transferred in a timely fashion when a homeless student enters a new school District. Copies of record shall be made available upon request to students or parents/legal guardians/custodians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Operator-level Assistance for Homeless Students

District staff charged with assisting homeless students shall be identified by the Executive Director (or designee) and shall ensure that:

- 1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
- 2. Homeless students enroll in, and have a full and equal opportunity to succeed in, schools in the District.
- 3. Homeless families and students receive educational services for which such families and students are eligible, including all available wraparound service programs administered by the District and referrals to health care services, dental services, mental health services and other appropriate services.
- 4. The parents/legal guardians/custodians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- 5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as school, family shelters and soup kitchens.
- 6. Enrollment disputes are mediated in accordance with law.
- 7. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.

- 8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
- 9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

Communication Policy

Communication Plan

Teachers and administrators will maintain regular contact with parents and guardians to build positive relationships. All parents will hear from school staff regarding student conduct and progress, both positive and negative.

Communications to families may include:

- Phone calls to parents
- School/community/faith based newsletters
- Phone Tree (Automated)
- Flyers
- Progress Reports/Character Reports
- Report cards
- Email
- Parent Connect
- **ROBO Calls**

Emergency Policy

Emergency Procedures

All teachers and staff are trained on proper emergency procedures. In the event of an emergency such as a fire, tornado, earthquake, and or a lock down scenario teachers will direct students to the proper predetermined area quickly and silently with his/her roll book and call the roll. Drills are conducted periodically throughout the year to ensure that everyone is prepared in case of an actual occurrence of an emergency.

Inclement Weather Policy

In cases of snow, ice, or hazardous conditions at MLK College Prep the executive director of Frayser Community Schools and the administrative team at MLK College Prep will make a decision to close or open school for the day. In most cases we will follow the Shelby County Schools decision. Follow your local news for any updates.

Parent and Community Grievance Policy

Here at MLK College Prep all students will be treated fairly and given a quality education according to the Frayser Community School's mission and vision. If any student, parent, or community member has any grievances toward MLK College Prep please contact the FCS District Official Mr. Theodore King at (901) 440-9224.



Student Compact

Martin Luther King, Jr. College Preparatory Academy has adopted rules for student conduct in order to promote safety and to protect the learning environment. Students are always expected to exhibit acceptable behavior while in school, on school property, traveling to or from school or activities, and at all school activities.

A student's behavior outside of school and school activities is also of concern to the school when that behavior has a substantial effect on the school community. Students are free to express their individuality and are encouraged to do so as long as their conduct does not infringe upon the rights of others. Students who fail to respect the rights of others or who interfere with or disrupt the educational process will face disciplinary measures.

Students are entitled to be treated fairly, with dignity and respect. Discipline should be treated as a teaching and learning experience for students. When a student is accused of violating a behavioral standard, the student is entitled to:

- a. Explanation of the standards
- b. Description of the facts that cause school personnel to believe the student has violated the standard
- c. Opportunity to correct any factual misperceptions and to explain the student's behavior.

The assignment of consequences begins with the teacher. Students who fail to fulfill teacher assigned consequences are referred to the administration. Teachers will contact parents to discuss behavior problems prior to referring students to an administrator, except when a severe violation of school rules requires immediate referral.



STUDENT CODE OF CONDUCT

Consequences	Classroom Intervention	Silent Lunch/Excluded From Activity	Dean Conference with Student	Teacher Team/Dean strategy meeting	Academy Director Conference	Mandatory Parent Conference/Overnight suspension	FBA/Behavior Intervention Plan in Place	Before/After School Detention Saturday School	In School Suspension	1 Day suspension	Revised FBA/Behavior Intervention Plan	(1-3) Day Suspension	(3-5) Day Suspension	Update/Revise Behavior Intervention Plan	(5-10) Day Suspension	Expulsion 11-180 Days (Approval from Head of Schools	Expulsion 180 Days
LEVEL 1																	
Misconduct	•	•	•	•						11				L			
Uniform Violation	•	•	•	•						V		Д					
Excessive Unexcused Tardies to Class (More than three)	•	•	•	•													
Cutting Class	•	•	•	•								1					
Possession of Cell Phone	•	•	•							7							
Checking	•		•	• \	Ħ												
Bus Violation	•		•		Ħ		1										
Intentional Disturbance of Class	•		•														
Inciting Others to Participate in Level 2 Offenses	•	•	•	•				1					N				
LEVEL 2																	
Continuing to Engage in Same Level 1 Violation			•	7	•	•	•	•	•	•	•			7/			
Theft (\$500 or less)			•	•	•	•	•	•	•	•	•			77			
Possession of a Lighter	/	1	•	•	•	•	•	•	•	•				///			
Obscene, Indecent or Offensive Behavior			•//	•	•	•	•	•	•	•	7						
Gambling			•	•	•	•	•	•	•		•						
Vandalism/Graffiti			•	•	•	•	•	1	7	•	•						
Throwing Objects in Class	Z	7//	•	•	•	•	• \	•	•	•	•						
Possessions of Lighters, Matches, or Fireworks			•	1	į.	Ė	•	•	•		•						
Possession of Over the Counter Medication			•	•	•	•	•		•	•	•						
Profanity Toward Students			•	•	•	•	•	•	•	•	•						
Inappropriate use of Electronic Media			•	•	•	•	•	•	•	•	•						
Racial, Sexual, Ethnic					•	•	•	•	•	•	•						
Harassment/Discrimination Verbal or Written threat Toward																	\vdash
another Student Requiring Administrative Intervention					•	•	•	•	•	•	•						

Bullying or Intimidation					•	•	•	•	•	•	•						
LEVEL 3																	
Continuing to Engage in Same Level 2 Violation						•	•	•	•	•	•	•	•	•	•		
Using Profanity directed at School Personnel						•	•	•	•	•	•	•	•	•	•		
Leaving Campus Without Permission						•	•	•	•	•	•	•	•	•	•		
Theft of Property over \$500						•	•	•	•	•	•	•	•	•	•		
Making a False Report of Bomb Use, Flammable Device, or Any Other Weapon on School Property or at School Related Event							•	172	•			•	•	•	•		
Trespassing on School Property (Including being on campus while suspended or expelled)						•	•		•				•		•		
Gang Related Activity (not related to any Level 10 r 2 activity)						•	•	•		Š					•		
Physical Assault (1 or more students) on Another				1		•	•	•	•	•	1.0	•	•	•	•		
Stealing of School Property						•	•	•	•	•		•	•	•	•		
Potentially Dangerous Activity (such as throwing chair or other property)		/-		= $/$			$ \cdot\rangle$	\cdot	•	•	•	•	• 🜙	•	•	•	
Smoking or Possession of Tobacco at School or School Related Event					///		•	•	•	•	j	•	•	•	•	•	
Fighting		h	/			•	•	•	•	•	•	•	•	_• /	•	•	
Threatening School Personnel						•	•	•	•	•	•	•	•	•	•	•	
LEVEL 4																	
Continuing to Engage in same Level 3 Behavior									•	•	9	•	•		•	•	
Use of a Lighter on School Property or at any School Related Event									• 3			•		•	•	•	
Possession of Knife or Other Weapon on School Property or at any School Related Event	37 /	7		7.	ſ	F				•		•	•	•	•	•	
Evidence of Drinking or Possession of Alcohol at School or School Related Event									•	•	•	•	•	•	•	•	
Gang Activity that Involves Identifying with Recruiting or Assault									•	•	•	•	•	•	•	•	
Evidence of use of Drugs or Possession of Drug Paraphernalia on School Property on School Property or School Related Event									•	•	•	•	•	•	•	•	

Off Campus Felony Charge That Results in Disruption of School Day or Safety of Students or Staff								•	•	•	•	•	•	•	•	
Assault on School Staff Including School Resource Officer, School Employee, Teacher, Principal or district Administrator (with no								•	•	•	•	•	•	•	•	
bodily harm) LEVEL 5		_							<u> </u>		<u> </u>					
Aggravated Assault Resulting in Serious Harm or Injury on any School Personnel				1		7.0										•
Excessive Behavior Infractions/Continuation of Habitual Behavior (Level 3 or			L		Щ		7									•
higher) Unlawful Possession, use or Distribution of Drugs/Narcotics								- 1/								•
on School Property or at School Related Event													M			
Unauthorized Possession of Firearm on School Property or at School Related Event				1						1	3		N			•

Suspensions Remands 180 Day Expulsions

All suspensions over 5 days must be approved by the Director of Student Support. All remands are subject for appeal and modification by the appointed administrator. All 180 day expulsions must be a zero tolerance offense and fit into the above level 5 category and is not subject to discretion.

By my signature, I acknowledge that I have read as defined by the in		
Print Name	-	Signature
	Date	_

Virtual Learning Expectations





Student Agreement

Grade:
Homeroom:
Bus Route:
Student Name:
Student Signature:
Student Signature.
Parent/Guardian Name:
Parent/Guardian Signature:
Falent/Guardian Signature.
Date: