

# Purpose Preparatory Academy Charter School



PURPOSE  
Preparatory Academy

## FAMILY HANDBOOK 2023-2024

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Dear Families of Purpose Prep,

We are honored to welcome you to Purpose Preparatory Academy Charter School. Whether this is your first year or your fifth year with us, you are a part of history in the making! Purpose Prep holds a high standard for excellence, providing an academically challenging, disciplined, and joyful school for the children of Nashville, TN. We are thrilled that you have made Purpose Prep your school of choice, and we welcome you to our school community. We know that our success as a school depends on the support of our families, and we look forward to having a positive partnership with you. We expect a lot from the members of the Purpose Prep community, and in turn, you can expect a lot from us.

As a family, please take the time to read through our entire handbook. We revise and improve the handbook annually, so re-reading is important for returning families as well. The following pages clarify many of the essential details for families to participate fully in our community and will help you become familiar with the school procedures, policies, and practices. When you have finished reading the handbook, you should complete and detach the mandatory signature page, which is located at the end of this handbook. Please return this page to the main office.

While this handbook is very detailed, we know that it will not address all of the questions that you may have about Purpose Prep. If you do have any additional questions, please contact the school for any clarification.

We look forward to embarking on this journey with you, as we set your child on the path to college.

With purpose,

Lagra Newman,  
Head of School

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## INTRODUCTION

### OVERVIEW

Purpose Preparatory Academy Charter School was unanimously authorized by the Metropolitan Board of Education in June 2012, and we currently educate students in kindergarten through fourth grade. Purpose Prep is committed to being one of the best elementary public schools in our nation. We will achieve our mission by providing every student with the academic skills, knowledge, and ethical foundation to be set on the path to college – starting in Kindergarten.

### MISSION

Through rigorous curriculum, high quality instruction, and positive character development, Purpose Preparatory Academy Charter School ensures that all kindergarten through grade four students achieve the academic skills, knowledge, and ethical foundation to be set on the path to college.

### VISION

Purpose Preparatory Academy Charter School provides an academically challenging, disciplined, and joyful elementary school in which all members of the school community – board members, leaders, teachers, families and scholars – understand and are driven by the mission of college. That mission requires an impeccable academic foundation, most particularly within literacy, that is measurable at each grade level. Therefore, we devote the majority of our financial, temporal, and curricular resources towards that goal within



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our core academic program. Comprehensively, our program supports state and national standards for language acquisition and drives strong productive language, oral and written, for all scholars. Intensive instructional remediation and explicit character development promote every scholar's success. Our mission is built upon three components.

- **Rigorous Curriculum.** For scholars to be competitive with their peers nationwide, we use Common Core State Standards as our base. We construct and assemble curricula that will support and grow our scholars to perform on national assessments at the 75<sup>th</sup> percentile and higher. We use assessments to frame the level of mastery we expect scholars to acquire, and we plan our curricular sequence, including daily lessons, weekly assessments, and intervention supports, to advance scholars along a rigorous, college preparatory trajectory. We also measure scholars' academic progress on growth, comparative, and absolute terms.
- **High Quality Instruction.** Effective teaching “completely changes the academic trajectory of low-achieving students - vaulting them from the lowest to the highest quartile.”<sup>1</sup> We recruit, hire, develop, and retain educators of the highest caliber. Our teachers promote a culture of achievement and use research-based, practice-proven instructional strategies. Teachers are observed weekly and provided immediate written and verbal feedback to continuously increase their instructional effectiveness and maximize scholar achievement results. We provide 210 daily minutes of targeted literacy instruction and comprehensive focus on oral language development for all scholars.
- **Positive Character Development.** Scholars learn to behave well and work hard because our school is structured, disciplined, and joyful, and we adhere to the true definition of discipline – teaching how to do good and how to be good. Celebrations, such as daily morning motivation sessions and Scholar of the Month Assemblies, provide the forum for scholars to receive praise and recognition for working hard, mastering academic skills and content, and representing our RISE with Purpose values.

## CORE VALUES

Purpose Prep is characterized by rigorous academics and positive character. School and life success depend on the internal character and hard skills an individual develops in their formative years. We strategically develop in scholars the school's **RISE with Purpose values – Purpose, Respect, Integrity, Self-Determination, and Excellence.** Board members and staff of Purpose Prep emulate our values in their actions, with teachers providing explicit teaching and modeling of them. At Purpose Prep, we “RISE with Purpose.”

- **Purpose:** We are unwaveringly focused on achieving our mission - setting every

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<sup>1</sup> Schmoker, M. (2011). *Focus: Elevating the Essential to Radically Improve Student Learning*. Alexandria, VA: ASCD.



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Purpose Prep scholar on the path to college. Every action aligns with and contributes to our shared goals.

- **Respect:** We value and appreciate each other, as demonstrated through our words and actions. We treat others the way we want to be treated.
- **Integrity:** Our actions are congruent with our beliefs and words. We always follow through on what we say we are going to do.
- **Self-Determination:** We do whatever it takes to achieve our goals, exuding steadfast commitment and positivity in the face of challenges. We value the process, no matter how demanding, just as much as the outcome.
- **Excellence:** We understand that we are what we repeatedly do - Excellence is not an act, but a habit. We distinguish ourselves by the way we consistently execute on the details.

## RESPECT

The most important value at Purpose Prep is respect. Helping students develop the art of respect is a schoolwide goal and will be modeled by the adults at Purpose Prep. The code serves as the operational glue that holds the community together. The students are expected to demonstrate the following elements of respect:

- **SELF-RESPECT** - by their manner and in their school uniform dress, students are to carry themselves with a sense of dignity.
- **RESPECT TO PEERS** - by showing support and encouragement; by refraining from insulting, bullying, or humiliating others; and by refraining from physically, emotionally or sexually harassing other students.
- **RESPECT FOR ALL ADULTS** - by listening and following instructions; by using appropriate tone of voice; by honoring a teacher's need to present a lesson to the entire class; by demonstrating an awareness of the appropriate time and place to disagree with a teacher's decision; and by accepting feedback.
- **RESPECT FOR DIFFERENCES** - by demonstrating sensitivity to physical, cultural, religious, gender, and sexual orientation differences, and by refraining from the use of stereotypes.
- **RESPECT FOR PROPERTY** - by respecting their personal property and the property of other students; by maintaining their textbooks and other school materials; and by caring for the school grounds and property, especially by pitching in to keep them clean and neat. (Items that could be used to deface property are forbidden in school.)



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### **SCHOOL, FAMILY, STUDENT ACCOUNTABILITY**

Purpose Prep expects a great deal from our staff, families, and students. An excellent education requires nothing less than the commitment and dedication of everyone involved. It is only by expecting more that we can achieve more. We fulfill our mission every day by remaining unwaveringly diligent and focused on the needs of our students, the work that must be done, and the community of stakeholders that supports our efforts.

Purpose Prep knows that the positive impact that we have on the lives of our scholars is only possible when the school and home community are working together to reflect the same values. We believe in having high expectations, both academic and behavioral, of our students, and we will work our hardest to ensure that students meet these standards. We know that you have selected Purpose Prep because you hold these same high standards for your child and are eager to work with us to maximize your child's school success.

## **ATTENDANCE**

To succeed at Purpose Prep, scholars must be present. Scholars are learning a great deal of content every day and being at school supports their success. So much learning goes on each day that cannot be sent home and made up. Students who miss a lot of school do not perform as well as those who attend every day. Therefore, we expect scholars to be at school every day unless they are legitimately sick and unable to function.

### **EXCUSED AND UNEXCUSED ABSENCES**

In order for an absence to be considered excused, scholars must return to school with a note explaining the nature of the absence within three business days. Excused absences are considered through doctor's notes and parent notes; however, parent notes should not exceed five notices per year. Final approval for all notices to excuse absences is at the discretion of the Head of School. The State of Tennessee dictates what may be an excused absence. These reasons are:

- Personal illness
- Illness in the family requiring temporary help from the child; a physician's statement may be required.
- Death of a family member; the absence is limited to three school days.
- Head lice, up to three days per infestation.
- Recognized religious holidays regularly observed by persons of the child's faith.
- Court appearances or legal mandates.

Please note: all routine doctor and dentist appointments should be conducted outside of school hours.





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All other absences will be considered unexcused. Students will not be excused for routine doctor and dentist appointments, family vacations, or any other engagement. If a student is absent from school due to suspensions, these days will be treated the same as absences.

If a student misses school, Purpose Prep staff will make reasonable efforts to contact the student's parent/guardian by telephone, writing, or in person.

### CONSEQUENCES FOR FREQUENT UNEXCUSED ABSENCES

Based on Tennessee Law (TCA § 49-6-3001 c(1)), Purpose Prep will and must adhere to the following:

“Every parent, guardian or other legal custodian residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.” By law, if your child has 5 or more unexcused absences, your child's name will be reported to an attendance officer. The attendance officer has a duty to investigate to determine why the child has been absent from school. You will receive a notice informing you of the absences. In addition, the attendance officer may petition the Juvenile Courts requiring that you *show cause* why your family should not be subject to fines for the unexcused absences.

**Three Unexcused Absences in a Quarter:** If a student is absent three days of school in one quarter, it is considered a significant amount of time missed and raises serious concerns. At this point, the parent/guardian will receive a letter of concern and follow up from teachers to discuss the problem and its impact on the student's education and an attendance plan will be developed.

**Five Unexcused Absences in a Year:** If a student is absent five days of school in a year, it is considered a significant amount of time missed and a serious problem. Parent/Guardian will receive a call from the Family Engagement Coordinator to discuss the educational neglect (Truancy) concern and a more intensive attendance plan will be developed through the discussion.

**Nine Unexcused Absences in a Year:** If a student is absent nine days of school in a year, the student is considered habitually truant from school. At this point, the student may be at risk of not being promoted to the next grade due to having not mastered the academic grade level content. The Head of School will meet with the family to discuss the issue and may take further action, as needed.



Please be aware of the following specific policies pertaining to excessive absences:

- Excused absences are defined only as those that are accompanied by a doctor's note verifying the dates of absence, which were due to illness, those that are due to religious observation, those related to suspensions, or those which are due to a death in the family. Under certain circumstances, Purpose Prep will also consider student's IEPs, accommodation plans and individualized healthcare plans in determining when an absence is "excused."
- Excessive total absences are a factor in retention at all grade levels. It will be at the school's discretion to determine if retention is appropriate for the current grade.
- If a student is absent the first five (5) days of school, or at least ten (10) consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that student may lose his or her seat at Purpose Prep and may be considered un-enrolled from the school.

## **MAKE UP WORK**

Students will be held accountable for work missed due to absences. Teachers are not required to provide make-up work. All questions regarding student attendance and attendance records should be directed to the school's Office Manager.

Students who are absent from school cannot attend or participate in any other school-sponsored activities occurring on the day of the absence unless the school has given advance permission.

If your child tests positive for COVID and is asymptomatic and/or recovers during the quarantine period, we do offer an option to attend school virtually. If your child is able to attend, Zoom log in information to attend live classes will be provided, and classwork can be collected from the front office the day before they join.

## **PUNCTUALITY AND TARDINESS**

Purpose Prep values punctuality. It is an important life skill and a show of respect to others. Just as we expect staff to be punctual for their students, families need to ensure that students arrive at school on time. This is even more important because Purpose Prep students begin their learning from the moment a student enters the building. Students are provided morning duties and work before and after breakfast. If a student is late to



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school, they miss brainwork morning assignments, disrupt the learning of other students, and risk falling behind.

Purpose Prep's doors open at 7:35am. Students must arrive to school between 7:35am – 8:00am, which is also when breakfast is served. ***Students arriving at 8:01am or later are considered tardy.***

Please Note: Students who arrive close to 8:00am may not have enough time to finish their breakfast, since activities start promptly at 8:00am. Therefore, if parents and guardians want their child to receive breakfast, the student must arrive at school no later than 7:45am to have enough time to eat without feeling rushed.

Parents or Guardians must escort late students to the Main Office to sign in, before proceeding to their classroom. Late arrivals after 8:00am disrupt class for all students in the class and therefore should be avoided if possible.

### CONSEQUENCES FOR TARDINESS

**Two Tardies in a Month:** If a student is late two times in a month, it is considered a serious issue. Families are sent a tardy concern notification from the school after the second tardy in a month to serve as a notice of concern in the attempt to prevent the concern from escalating.

**Five Tardies in a Month:** If a student is late five times in a month, it is considered a severe issue. The teacher will call the parent/guardian, and the problem will be discussed and an “On Time” plan will be developed. The plan must be implemented successfully before the student is allowed full access to school extracurricular activities.

**Nine Tardies in a Quarter:** If a student is late nine times in a trimester, it is considered a severe issue and will be documented on the child's report card. At Family Achievement Conferences for the quarter, a school administrative member will meet with the family to revise the “On Time” plan.

### ARRIVAL AND DISMISSAL PROCEDURES

#### ARRIVAL

Purpose Prep opens its doors at 7:35am every day. Students are welcome to arrive as early as 7:35am to eat breakfast, complete their brainwork, and read independently. Students may not enter the building before 7:35am unless an appointment has been arranged in advance with a specific staff member.



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Upon student arrival via bus, a staff member will greet each student at the scholar entrance of the school. Students are expected to be in full uniform with their lifework folder in hand. Students will be directed to the sidewalk next to the building to use for entry. For safety reasons, scholars should always walk on our sidewalk.

### **DISMISSAL**

Students will be dismissed from school at 3:30pm on Monday, Tuesday, Wednesday, and Thursday. Students will be dismissed at 2:30pm on Friday to allow for professional development of staff and teachers. Parents and guardians who arrive before the dismissal time must wait outside the school building until students are dismissed. If parents or guardians need to speak to a teacher or conduct any other classroom business, this should occur after dismissal when teachers and staff are available.

### **ID REQUIREMENTS**

Anyone picking up a scholar will be asked to provide a photo ID and Office staff will ensure that name on ID matches one of the individuals stated on the authorized pick up form. There will be no exceptions.

Purpose Prep does NOT provide after school child-care services. By 3:45pm on Monday, Tuesday, Wednesday, and Thursday and 2:45pm on Friday, all students must be picked up. Failure to do so will result in a late charge of \$0.50 per minute per child. All fees are expected to be paid promptly and will remain outstanding until paid. Please note that any money submitted to the school must first be applied to any outstanding balances before it can be applied to other fee-based activities. The same fee applies to students who return to the school due to not being picked up at their bus stop. Fees will be calculated based on the time of dismissal until the parent/guardian retrieves the child at the school.

### **EARLY DISMISSAL POLICY**

Parents and guardians will not be allowed to pick up students early except for in pre-planned extenuating circumstances. Parents should contact the school in advance and provide a signed note to the school explaining the situation surrounding an early dismissal. However, even in extenuating circumstances and due to our dismissal schedule, early dismissals will not be permitted after 2:50pm on Monday-Thursday and after 1:50pm on Friday. In addition, the parent or guardian must sign the student out with the Main Office before the student will be allowed to be dismissed from school grounds.

In order to minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible, but no later than 24 hours prior to the early dismissal. Doctor and dentist appointments should be limited to non-school hours to avoid students missing class time. Parents and guardians should inform the classroom



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teachers of early dismissals in written form by sending a note in the child's Lifework folder. Teachers will then be responsible for having the student prepared with materials at the requested time in order to minimize disruption to class time. Failure to submit 24 hours advance written notification will result in your child's lifework folder not being updated and ready for early dismissal. However, if a family does not submit prior notification, they will have two options to receive their scholar's lifework folder. The parent/guardian can choose to wait until instruction has ended for the day and once choice time begins at 2:55pm, teachers will prepare the folder. The second option would be to return after dismissal to receive the folder.

The school will record dismissals as absences when the child has been at school for less than three and a half hours. In general, students must be present for at least 3 1/2 hours of the allotted instructional time on a given day in order to be considered present.

### **INCLEMENT WEATHER**

In the event of poor weather conditions such as heavy snow, please listen to your local television or radio stations for relevant information regarding school cancellation. Purpose Prep follows the exact same cancellation policies as Metro Nashville Public Schools, so if Metro Nashville Public Schools are closed, so is Purpose Prep.

## **ACADEMICS**

Purpose Prep is committed to supporting the academic achievement and personal growth of each and every scholar by implementing a strong, rigorous academic program that sets them on the path to college. Purpose Prep operates with an extended day and a longer school year. Students attend 185 school days, and our school day begins at 8:00am and ends at 3:30 pm, with the exception of every Friday, which operates from 8:00am to 2:30pm to provide teachers with ongoing, targeted professional development. The extended instructional day ensures that scholars benefit from 210 minutes of literacy instruction and 70 minutes of math instruction daily.

### **RIGOROUS CURRICULUM**

Purpose Prep's curricula are aligned to a combination of sources to ensure both quality & the opportunity to innovate, including but not limited to: the Common Core National Standards, TN Academic Standards, Purpose Prep scope & sequences, Purpose Prep assessments, and the TNReady assessments. In all of these ways, we are supporting your child to think critically and engage in a college-preparatory environment.



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### HIGH QUALITY INSTRUCTION

Purpose Prep classes have two top notch, caring teachers in every classroom. This ensures that we can have small group instruction and give one-on-one help to all students. Teachers design exciting, innovative, and challenging lessons in the classroom, while working longer hours than their peers in traditional schools. Purpose Prep teachers know that students learn material much better than what they see and how it might apply to their lives and therefore their lessons are relevant to the student's lives. They also foster a climate of success through a positive disposition, well-maintained and decorated classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills.

Purpose Prep teachers are trained to move at a fast pace so that every minute of a lesson is utilized for instruction. Teachers ask many critical thinking questions throughout the course of the day as well as pack each class with a number of activities designed to keep students motivated and on task.

### POSITIVE CHARACTER DEVELOPMENT

Students are praised and recognized for their contributions to the community in how they demonstrate our core values each and every day in order to RISE with Purpose – Respect, Integrity, Self-Determination, Excellence, and Purpose. We ensure that students build good habits by making the demonstration of these values actionable & reiterating their purpose on the impact on their education.

### LIFEWORK

Lifework (homework) is an essential component of Purpose Prep's educational program. Lifework reinforces the concepts and skills that are taught in class, supports students to develop a deeper understanding of academic concepts and promotes the habits that we recognize will be important in college and in life. It is critical that families review their child's Lifework and monitor progress every night.

Lifework includes 20 minutes of **required reading & counting every night, including weekends, holidays, and vacations**, and subject area assignments. Families will be required to sign their child's reading & counting log every night.

For subject area assignments, Purpose Prep utilizes a hybrid of packets and virtual learning. Monday night to Thursday night, scholars complete work in their Lifework packets and bring them in the next morning to be checked by their teacher. Friday



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through Sunday, scholars submit virtual Lifework. All Lifework must be completed in full - including the signing of the reading & counting log - to meet the high standards that Purpose Prep sets for effort and presentation.

All students will be given a Purpose Prep folder that includes the work that needs to be completed as well as a nightly Reading Log. Lifework folders are designed to teach students essential organizational skills. Reading Logs must be filled out properly, completely, and signed by a guardian; all Lifework must be completed neatly and thoroughly and returned with the child in the folder. Purpose Prep folders will be turned in to teachers every morning as soon as the student arrives at school.

Students are expected to complete their Lifework assignments each day. If Lifework is missing, incomplete, or of poor quality, the parent or guardian will be notified. Lifework completion percentages will be reported as a grade and reflected on progress reports and report cards. Extracurricular activities are incentivized with Lifework completion as part of the criteria. Failure to complete Lifework may result in the loss of privileges or participation in extracurricular activities. Continuous or excessive Lifework incompleteness will result in follow up with the Dean of Scholars.

### **PURPOSE PREP LIFEWORK REQUIREMENTS**

The teacher should:

- Create meaningful assignments
- Make sure that Lifework is recorded on the daily log
- Be certain that every assignment is clearly understood
- Relate the assignment to what was learned in class
- Vary the types of assignments
- Use Lifework as a way to check for understanding of the skill and content
- Provide immediate feedback when assignments are completed

The student should:

- Promptly inform parents/guardians of the Lifework assignment by showing them the daily assignments
- Be responsible for completing assignments on time, accurately, and neatly
- Complete missing assignments due to absences
- Read and count every day
- Always try his/her best

The parent should:

- Provide time and a quiet place for students to study
- Help the student develop responsibility by completing all of their assignments
- Be aware of all assignments, review the child's work, and assist as needed



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- Make sure that every assignment is completed to Purpose Prep's standards
- Talk to their child about what he or she learned at school and encourage child to develop a positive attitude about learning
- Read to or with their child every night for 20 minutes and sign the reading log
- Provide time for their child to read to them
- Provide time for their child to count to them and sign their counting log
- Contact the teacher or Dean of Scholars if they/their child needs assistance with any specific assignment(s)

## **TECHNOLOGY**

Purpose Prep provides a 1:1 technology to scholar ratio, with each scholar being able to keep their laptop at home for online learning lifework assignments. On an as needed basis, we provide a hotspot for families to support with internet connectivity. Families will have to sign a responsibility waiver to take possession of laptops and/or hotspots. In the event that damage occurs to a Purpose Prep borrowed technological device and is not covered in the protection plan, families will be contacted to arrange payment for the damage. If you have the need for technical support, please contact the school at 615.724.0705.

## **PROMOTION POLICY**

In order to be promoted to the next grade, three factors are considered: attendance, overall reading level, and grade-level standard mastery. Students who accumulate more than 9 absences during the school year will be at risk for retention in their current grade-level. Please refer to the attendance policy section of this handbook for more details on this policy. Please note that absences resulting from out-of-school suspensions are not excused.

Students who are not reading on grade level by the end of the academic year are eligible for retention, and students who are reading more than half a year below grade level according to the final assessment results may be in jeopardy of being retained in their current grade-level. Families of students who are in jeopardy of being retained will receive notice of this possibly in writing at the end of the third quarter.

Promotion recommendations are made by the Instructional Leadership Team, and final promotion decisions will be made by the Head of School. The school reserves the right to make exceptions to this policy given special circumstances.





## STUDENT SUPPLIES

The easiest way to manage supplies in primary classrooms without disrupting classroom time or having unprepared students is to have shared supplies within the classrooms. While Purpose Prep will always provide students with the materials necessary to complete their work, families are expected to purchase school supplies requested by the school. Purpose Prep will provide a school supplies list to all families at the beginning of the year and have it available upon request at the front office.

Please note that all supplies received cannot be returned under any circumstance.

**Supply Submission:** To best manage the supplies throughout our school, there are two separate submission cycles (beginning of year for K-2nd and middle of year for 3rd - 5th). Your submission cycle is based on your child's grade level. For multiple siblings in various grade levels, families should submit supplies based on each child's submission cycle. Purpose Prep will provide specific dates at the start of each cycle indicating when supplies can be submitted.

## SAMPLE STUDENT SCHEDULE

Monday, Tuesday, Wednesday, Thursday		Friday	
7:35	Doors Open	7:35	Doors Open
7:35 – 8:00	Morning Activities Breakfast, Brain Work, Life Work Collection, Restroom	7:35 – 8:00	Morning Activities Breakfast, Brain Work, Life Work Collection, Restroom
8:00	SCHOOL DAY BEGINS	8:00	SCHOOL DAY BEGINS
8:00 - 8:15	Morning Motivation	8:00 - 8:15	Morning Circle
8:20 - 8:50	Read Aloud Vocabulary Development	8:20 - 8:50	Read Aloud Vocabulary Development
8:50 - 9:30	Phonics Instruction	8:50 - 9:35	Phonics Instruction
9:30 - 10:10	Reading Comprehension/Guided Reading	9:35 - 10:20	Guided Reading



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10:10– 10:30	Recess & Restroom	10:20 - 10:40	Recess & Restroom
10:30 - 11:10	Independent Work Time/Computer Literacy	10:40 - 11:25	Independent Work Time/Computer Literacy
11:10 - 11:50	Writing	11:25 - 11:55	Writing
11:50 - 12:20	Lunch & Restroom	11:55 -12:25	Lunch & Restroom
12:25 – 1:05	Enrichment <i>(Physical Education/Music)</i>	12:30 - 1:00	Science/Social Studies
1:05 – 1:45	Science/Social Studies	1:00 - 1:15	Math Meeting
1:45 – 2:00	Math Meeting	1:15– 2:10	Math
2:00 – 2:55	Math	2:10– 2:25	Treasure Chest
2:55 - 3:25	Choice Time & Restroom	2:25 - 2:45	Dismissal
3:25 - 3:45	Dismissal	2:45 - 4:45	STAFF PROFESSIONAL DEVELOPMENT
3:45 - 4:15	TEACHER MEETINGS/ PLANNING TIME		

## EARLY DISMISSAL FRIDAYS

In order to provide the strongest instruction possible, we recognize the importance of time for teacher collaboration and frequent professional development. Students are dismissed at 2:30pm on Fridays to provide our teachers this support and professional growth.

## SCHOOL DISCIPLINE

A disciplined, achievement-oriented classroom establishes a platform for academic success. Orderly and structured classrooms are necessary to create learning environments in which time is used efficiently. An important component of discipline is structure. Structure provides a framework for learning to take place. The structure that Purpose Prep provides will ensure that school is a safe place where students are free of the stress that unstructured, undisciplined settings create.



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Purpose Prep students are expected to conduct themselves as young professionals at all times. This means that students are to be kind and courteous in all situations. Students are expected to use good manners and say “Please” and “Thank you” as well as to excuse themselves when they need to speak to people who are already engaged in conversation. This culture of professionalism will prepare our scholars for life outside of the Purpose Prep community.

### STAR

To help scholars learn professional habits and maximize instructional time, Purpose Prep institutes the STAR code:

- S** **Stand/Sit up straight:** Scholars are expected to demonstrate good posture at all times, which support them to maintain full focus, or **purpose**, on the lesson’s objective. During instructional lessons, scholars are to sit up with backs straight, bottoms on the chair, and feet **flat** on **the** floor. When standing, scholars must have equal weight on both feet and their hands by their sides. When sitting on the rug, scholars must sit in a “Criss-Cross Applesauce” style and have their hands folded and in their laps.
- T** **Track the speaker with your eyes:** Scholars are expected to track the speaker at all times. When the teacher is talking, scholars need to track the teacher with their eyes. Scholars should also track any student who has been given permission to speak by the teacher. Tracking the speaker helps all scholars to stay on task and concentrate on instruction. It also demonstrates our core principle, **respect**.
- A** **Always do your work and be on task:** Purpose Prep scholars are expected to demonstrate **purpose** during every instructional minute and be on task 100% of instructional time with very few reminders by teachers. Scholars ask and answer questions by raising their hand and waiting for the teacher to call on them.
- R** **Respect at all times:** We expect scholars to demonstrate **respect** at all times; there are no excuses for disrespectful behavior at Purpose Prep. A scholar who has a disagreement with another scholar is expected to follow one of three actions to address the problem depending on its severity: (1) ignore the offending student, (2) ask the offending student to stop, and (3) tell the teacher. Scholars who have been corrected by a teacher may not respond to that correction in a way other than following directions given by the teacher. If a scholar feels that a consequence has been unfairly applied, the scholars may speak to the teacher after the lesson has ended. The teacher has the right to disagree with the scholar. The decisions made by the teacher will be final.



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### **CONSEQUENCES**

When students break the code of conduct, the teacher will correct them, review the correct behavior, and practice behavior with them. However, if the behavior continues the students will face a series of consequences agreed upon and supported by all the teachers and parents. These consequences progress in a hierarchy designed to deter a student from poor choices. In administering consequences school personnel will take into account such factors as the severity of the offense, the age of the student offenders, students' histories or inappropriate behaviors, and any other factors deemed relevant.

### **DISCIPLINE PENALTIES**

- Oral warning
- Cool off time or Time Out
- Seat change within the classroom
- Written warning
- Written notification to parent(s)/guardian(s)
- Sending the student to the office or other assigned area
- Conference with parent(s)/guardian(s)
- Temporary confiscation of items that are disruptive
- Exclusion and/or removal from a particular class or event
- Suspension from cafeteria, commons, social, athletic, field trip, extracurricular, or other activities or privileges
- In-school suspension
- Short term suspension (less than five days) from school
- Long term suspension (more than five days) from school
- Expulsion from school

### **BEHAVIOR INTERVENTION AND REMEDIATION**

When deemed appropriate by School Leaders, a student may be placed on a behavior intervention plan to support behavior improvements and closely monitor progress toward specific behavior goals. When necessary, students with disabilities will be provided with behavior plans as per specifications outlined in their IEP or 504 plans. Supportive intervention and referral devices are available for all students with demonstrated need.

### **LOSS OF PRIVILEGES**

Purpose Prep offers students many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include: specials, choice time, participation in birthday celebrations, participation in field trips, participating in after school activities,



and socializing with classmates during snack time, breakfast, or lunch.

## **FIELD TRIPS**

Field trips are used as an incentive to compliment the Purpose Prep program. Attending these field trips is a privilege and not a right. If a scholar does not uphold Purpose Prep core values or meet the expectations/criteria for the field trip, he/she may not be permitted to attend. If a field trip is scheduled while school is in session, the scholar will still be required to be in school. Failure to come to school will result in loss of the privilege to attend the next field trip.

## **IN-SCHOOL SUSPENSION**

Purpose Prep may require students to serve an in-school suspension during which they are not allowed to be in their classes but must spend the school day supervised in one of the school offices while doing their schoolwork. These in-school suspensions may be given for students who demonstrate disruptive behavior or consistently violate the Code of Conduct. In-house suspensions may also be given in cases where a student needs to be sent home, but school leadership is unable to reach a parent.

## **ZERO TOLERANCE FOR FIGHTING**

There is zero tolerance for fighting. In almost every case, both students will be suspended. Parents will be required to come to school and to pick up the student involved in the fight on the day of the incident. The school encourages non-violent conflict resolution. Students are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner. Faculty will work to spot problems and students are expected to report conflicts before they escalate.

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

The Board of Purpose Preparatory Academy prohibits acts of harassment, intimidation or bullying by or toward any students or school community members. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or pager) that takes place on school grounds/property, at any school-sponsored function or on a school bus and that:

- a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity



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- and expression, or a mental, physical or sensory disability; or,
- b. by any other distinguishing characteristic; and
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Purpose Prep expects students to conduct themselves in keeping with the Core Values of Purpose, Respect, Integrity, Self-Determination, and Excellence. In addition, Purpose Prep strongly believes that passive action can be as significant as active action—witnessing wrongdoing can implicate the observer. Students are expected to do what they reasonably and safely can do to divert a situation and must also inform a Purpose Prep staff member.

Consequences and/or remedial action for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including the developmental age and maturity levels of the parties involved, the levels of harm, the nature of the behaviors, past incidences or past or continuing patterns of behavior and performance, and the relationships between the parties involved. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances. Consequences for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Remedial actions for individual students who commit such acts may include a behavioral assessment or evaluation and/or supportive interventions and referral services. Consequences and/or remedial actions for a staff member who commits an act of harassment, intimidation, or bullying shall be disciplined in accordance with school policies, procedures, and agreements.

School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to school leadership. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from school leadership to submit a written or electronic report. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. School leadership, including the principal or the principal's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, school leadership shall conduct a prompt, thorough and complete



investigation of the alleged incident for any report of policy violations and complaints.

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

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

Purpose Prep prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying, be they student, school employee, volunteer, or visitor. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by school leadership after consideration of the nature and circumstances of the act. Students, school employees, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation, or bullying.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.



This policy, as part of the Purpose Preparatory Academy Code of Student Conduct, applies to all school grounds including school-sponsored functions and school buses. It is publicized on the Purpose Preparatory Academy website and is distributed annually to all school staff, students, parents and guardians.

## **SUSPENSION**

To create and maintain a safe, supportive, fair and reliable school community and culture, Purpose Prep will suspend students from school when there are serious breaches of the Core Values or of the discipline code. A student may be suspended for one to ten days by a School Leader. In certain circumstances, the board may determine that a suspension of a greater length is appropriate. In all cases, parents or guardians will be informed of a suspension and may be required to pick the student up at the school. Purpose Prep will follow the appropriate procedures, fully complying with all applicable laws including Tennessee §49-6-3401. Causes for student suspension, both in-school and out-of-school suspension, include, but are not limited to:

- ✓ Physical harm, fighting or physical assault of another student
- ✓ Physical harm or assault of a teacher, staff member, or other adult at school
- ✓ Taking or attempting to take money or property from another student, faculty member, or school
- ✓ Constant disruptive behavior or continued and willful disobedience
- ✓ Violation of Internet Use and Technology Policy
- ✓ Excessive disrespect of teachers or peers
- ✓ Harassment or violent threats, including cyber bullying
- ✓ Open defiance of authority
- ✓ Willfully causing or attempting to cause defacement or substantial damage to school property
- ✓ Possessing, using, or dispensing illegal substances such as drugs, alcohol, cigarettes or firecrackers (Any illegal substances will also be reported to the police, as required by law.)
- ✓ Possessing or using an object that may cause harm, such as a knife or cigarette lighter
- ✓ Accruing many discipline referrals
- ✓ Failure of the parent to pick up the report card, attend the report conference, or live up to other requirements of the covenant
- ✓ Repeated in-school suspensions
- ✓ Use of inappropriate language or profanity
- ✓ Using a cell phone in school
- ✓ Engaging in sexual activity or inappropriate touching or exposure of undergarments or body parts





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- ✓ Willfully causing defamation of another student's character
- ✓ Other actions deemed suspendable offenses by a School Leader

### **EXPULSION**

Expulsion will be reserved for students whose conduct is of such character as to constitute a continuing danger to the physical or emotional well-being of themselves, other students and/or the staff. Students could be at jeopardy of expulsion for bringing a gun, knife, or other deadly weapon to school or for any assault on school employees or students. A student may also be liable for expulsion for possession, use of, or selling of alcohol or controlled dangerous substances while on school property; for sexual misconduct; and/or when a student is so repeatedly disruptive that a teacher and classroom cannot function, due to repeated suspensions, continued and willful disobedience, open defiance of authority and/or any of the causes included in the Code of Conduct as suspendable offenses. In some, but not all, cases, the student up for expulsion would have not responded to other forms of discipline and support, such as behavior modification plans, detention, suspension, advisor support, parental involvement and counseling. In addition, if a parent is physically or consistently verbally abusive to school personnel, the child may be liable for expulsion to ensure the safety of school staff. For a student to be expelled, a due process must be initiated by the principal and must include discussion with the faculty and a formal hearing with the student's parents before the Board, a committee of the Board, a school administrator or an impartial hearing officer where a principal and the dean of students and/or family service coordinator are present. The decision must be finalized with board approval, but students – with their families – may appeal the decision to the Board.

### **DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS**

The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The School also recognizes that students with disabilities have rights to certain procedural protections whenever school authorities intend to impose discipline upon them. The School is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

### **SCHOOL SEARCHES**

In order to maintain the security of all students, Purpose Prep reserves the right to conduct searches of its students and their property. Purpose Prep authorizes the Head of School and the Head of School's designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the



search will result in evidence that the student violated the law or any of Purpose Prep’s rules. In authorizing searches, Purpose Prep acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions.

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

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

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. Purpose Prep exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials. Purpose Prep will provide notification to parents/families if a search has taken place as soon as is practicably reasonable.

## **SCHOOL REWARD OPPORTUNITIES**

At Purpose Prep students have the opportunity to earn rewards for demonstrating excellent behavior, academic growth, and good citizenship. We also have an end of year awards ceremony to celebrate scholars and families for various achievements attained throughout the year, including perfect attendance, high honor roll, honor roll, and core value awards.

### **DAILY PRAISE/STICKERS/NOTES**

Teachers will recognize students who follow the code of conduct and STAR behaviors by



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giving praise and sometimes providing students with stickers or notes.

### **COMMUNITY SHOUT OUTS**

Teachers will recognize students who have shown growth or improvement, done well on an activity, project, or assignment.

### **BEHAVIOR CHART**

Every day a student has the opportunity to earn a star on their weekly behavior chart. Students can earn a star by demonstrating on task behaviors throughout the day. Any student who has earned five stars for the week may go into the Treasure Chest and select a surprise treasure to keep.

### **SCHOLARS OF THE MONTH/SCHOLARS OF THE YEAR**

Each month, we recognize all scholars that have met the requirements for Scholar of the Month. We acknowledge their hard work with a school-wide recognition ceremony and a monthly certificate.

#### **Criteria to earn Scholar of the Month:**

- Excellent Attendance (may have 1 excused absence; may not have more than 2 tardies or early dismissals)
- 100% Days of Scholarly Behavior (Green or Orange according to Daily Behavior Chart)
- 90% Lifework Completion

Scholars who earn Scholar of the Month every month in the school year will be awarded with the honor of Scholar of the Year.

### **LIFEWORk LEADERS**

At the end of the month, any student who has completed Lifework (homework) assignments to the Purpose Prep standard for every single day of the month will be able to participate in a lifework celebration and receive a small treat.



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### **INCENTIVES**

Purpose Prep provides many exciting activities for scholars to participate in, including Identity Days, SWAG days, and guest speakers. These activities are open for the participation of all scholars, and there are no criteria to participate. There are also monthly extracurricular activities, including field trips, that are incentive-based and require scholars to meet criteria expectations for lifework completion, daily, on-time attendance, and behavior. These extracurricular activities are used to reward scholars for their hard work and compliance to the expectations and policies we have at Purpose Prep. We provide the criteria window (usually a two-week timeframe) and expectations for the upcoming incentive to families in advance every month.

Parents will be notified of the criteria before the window starts. Parents will also receive a notification regarding whether their child may or may not participate once the window closes. Should your child not earn an extracurricular activity, and it is scheduled while school is in session, the scholar will still be required to be in school, as school activities will still be taking place. Failure to come to school will result in the loss of the privilege to attend the next extracurricular activity.

### **SCHOOL SAFETY**

There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

#### **CLOSED CAMPUS**

Under no circumstances are students allowed to leave the school building without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult. Students need to be aware that the school has several neighbors and should be respectful and courteous of their needs. Once students have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult.

#### **VISITOR POLICY**

All visitors are required to report to the Main Office upon entering the building. Any visitor, including parents and guardians, who do not report to the office or are found in the building without authorization will be asked to leave immediately. Visitors will be required to wear a visitor badge to indicate that they have checked-in at the main office.



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### **SAFETY DRILL**

Any time the students receive a signal for safety drills, including during regularly scheduled drills, students must listen carefully and follow adult directions. Purpose Prep conducts regular practice drills to ensure students and staff are well prepared to respond in the event of a real emergency.

### **SCHOOL UNIFORMS**

We show respect for our appearance and our cohesion as a community through our uniforms. Students in our community are expected to follow the school dress code in order to be allowed in class. Reminder: If a student comes to school without the correct uniform, a phone call will be made home requesting the correct uniform be brought to the school immediately. The child will not be permitted to go to class until the correct uniform has arrived.

The monogrammed polo shirt component of the uniform must be purchased from our uniform vendor. There are NO substitutions allowed. Neither girls nor boys may wear makeup, body art, or temporary tattoos. Scholars may wear nail polish, but it should be removed if it becomes a distraction. Earrings must be the size of a dime or smaller. Earrings, rings, watches, and/or bracelets may be removed if they become a distraction. Students may wear one chain or necklace, but it must be under the uniform. All shirts must be tucked in.

If a student shows up without the correct uniform, the following consequences will occur:

- First infraction – Uniform Reminder Notice sent home.
- Second Infraction – Phone conference to discuss a plan to correct uniform violation.

Whenever **any** element of physical appearance or grooming—even if it is allowable under the school’s current rules—becomes a distraction to one’s self or to others, it is no longer acceptable and steps will be taken to remove the distraction.

Excessive uniform infractions will result in a written uniform plan from the Dean of Scholars and possible loss of incentive privileges for the scholar.

Parents should write the scholar’s name in permanent marker on the tags of all clothing. Since every scholar wears the same clothing, mark your tags clearly.

Lost and Found clothing will be collected at the school for a short period of time. If a scholar loses an item, parents are encouraged to visit the school to check the lost and found. Purpose Prep will not be held responsible for any lost or missing items. Any items remaining at the school for a period of time will be donated.



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The uniform requirements are different for lower elementary (K-2) and upper elementary (3-5), which are outlined below.

### BOYS:

- **Shirt:**

- **Lower Elementary:** Purpose Prep gray polo shirt with the school's logo. The shirt is available in short and long sleeves. A solid white, navy, gray, or black short or long-sleeve undershirt may be worn under the uniform shirt. Undershirts must be tucked in.
- **Upper Elementary:** Purpose Prep navy polo shirt with the school's logo. The shirt is available in short and long sleeves. A solid white, navy, gray, or black short or long-sleeve undershirt may be worn under the uniform shirt. Undershirts must be tucked in.

- **Pants:**

- **Lower Elementary:** Standard navy pants or shorts, with a zipper or the pull-on. The bottoms need to fit correctly (no baggy style, appropriate length).
- **Upper Elementary:** Standard khaki pants or shorts, with a zipper or the pull-on. The bottoms need to fit correctly (no baggy style, appropriate length).

- **Solid black, brown, or navy belt:** The belt is optional, but highly recommended.
- **Footwear:** Solid black shoes, sneakers, or boots with a soft rubber sole and no embellishments of any kind. No sandals, no moccasins, no clogs, no bowling shoes, no shoes with stripes, no multi-colored or two-toned shoes.
- **Socks:** Solid navy, black, gray, or white socks may be worn.

### Optional:

- **Sweater:** Purpose Prep navy sweater with the school's emblem or a solid navy, gray, and black sweater.

### GIRLS:

- **Shirt:**

- **Lower Elementary:** Purpose Prep gray polo shirt with the school's logo. The shirt is available in short and long sleeves. A white, navy, gray, or black short or long-sleeve undershirt may be worn under the uniform.
- **Upper Elementary:** Purpose Prep navy polo shirt with the school's logo. The shirt is available in short and long sleeves. A white, navy, gray, or black short or long-sleeve undershirt may be worn under the uniform.

- **Pants:**



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- o **Lower Elementary:** Standard navy pants, shorts, or skirt/skort must fit correctly (no baggy style, appropriate length).
- o **Upper Elementary:** Standard khaki pants, shorts, or skirt/skort must fit correctly (no baggy style, appropriate length).
- **Jumpers:** Jumpers are not permitted.
- **Solid black, brown, or navy belt:** The belt is optional, but highly recommended.
- **Footwear:** Solid black shoes, sneakers, or boots with a soft rubber sole and no embellishments of any kind. No sandals, no moccasins, no clogs, no bowling shoes, no shoes with stripes, no multi-colored or two-toned shoes.
- **Socks:** Must be solid navy, black, gray, or white. Socks with designs, stripes, or other colors are not permitted. Girls may wear plain knee high stockings or tights in navy, black, gray, or white. Patterned tights are not permitted.

### Optional:

- **Sweater:** Purpose Prep navy sweater with the school's emblem or a navy, gray, and black sweater.

### Backpacks:

All scholars must bring their backpack to school for their Lifework and other assignments. Bags with wheels are not permitted.

### Extra Clothing:

- Parents of Kindergarten and First Grade students and of older students with a record of bathroom accidents are required to send an extra pair of pants, extra underwear, and an extra pair of socks to school, and the extra clothes will be kept in the child's backpack at school. Accidents sometimes occur during our long school-day, even for students who do not normally have accidents, and your child can quickly and easily change clothes only if the family has provided a change of clothes in their child's backpack.
- In the event that the child must change into the extra set of clothes, a clean set of clothing must be sent the next day.
- If the child is prone to accidents, we recommend keeping more than one change of clothing at school.
- Spare clothes do not need to be uniform clothing.

Additionally, please consider donating your child's used uniform pieces when he or she outgrows them; this ensures that we have sufficient extra uniform pieces at school and will enable us to provide recycled uniforms to families.



## **PURCHASE UNIFORMS**

We want to keep school clothing costs as low as possible. **Purpose Prep monogrammed polo shirts must be purchased from our uniform vendor: Max and Alice Uniforms.** The other components of the uniform are available at the store of your choice.

## **FAMILY INVOLVEMENT**

Purpose Prep is an academically challenging, disciplined, and joyful elementary school in which all members of the school community – board members, leaders, teachers, families and scholars – understand and are driven by the mission of college. We believe in the importance of working together to make a positive impact in the academic and character growth and development of every child. Although the responsibility of making decisions of school policy belongs to the Board of Directors and Head of School, family involvement is not only welcomed, but absolutely critical to the success of the school. Families are involved on an individual level and through Parents for Purpose. We recognize that an effective partnership between school and home sets each scholar up for success by garnering family support of our school and reinforcement in the home for the school’s activities and expectations.

## **FAMILY COMMUNICATION**

It is vitally important that the school has methods of contacting parents or other family members at all times. This is of critical importance in case of emergency, illness, or behavior requiring immediate family contact. Parents are advised to notify the office to update contact information including change of phone number, address, or persons listed as an emergency contact.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

## **FAMILY INVOLVEMENT**

Family involvement in a child’s educational life is critical to a child’s success. We encourage families to develop strong positive partnerships with the school.





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### **Purpose Prep Families Are Asked To:**

- Establish a daily routine for your child.
- Provide a quiet space for your child to study.
- Provide positive reinforcement of student progress and success.
- Provide a library of books or frequent trips to the library and/or bookstores.
- Discuss academics and student work among family members.
- Help your child take responsibility for his/her actions. Stress the importance of telling the truth. Remind your child that no one is perfect, and everyone makes mistakes.
- Check with your child's teacher for actual facts regarding a problem. A student may alter a situation to appear more innocent.
- Chaperone field trips and volunteer at the school.
- Support school fundraisers.
- Support other Purpose Prep families.

### **Purpose Prep Families Are Required To:**

- Attend an orientation session to review the family handbook.
- Reinforce Purpose Prep's Code of Conduct and STAR Behavior at home.
- Attend 2 mandatory workshops called University Nights that will focus on math and/or literacy.
- Read to or with your child for at least 20 minutes every day, including weekends, and sign the reading log.
- Make sure your child completes the nightly Lifework, and sign the logs.
- Attend mandatory Achievement Conferences to discuss your child's report card each quarter and meet with your child's teacher at the scheduled date and time.
- Donate school supplies for your child's class per the requested schedule.
- Effectively communicate with your child's teacher by responding to letters or phone calls within 24 hours of receiving a letter or phone call.

## **VISITING CLASSES**

School policies for accommodating visitors will be routinely adjusted to align with CDC recommendations. Purpose Prep will continue to take a multi-pronged, layered approach to protect students, teachers, and staff (ie, universal mask use, distancing, testing, cleaning and disinfecting, ventilation). By using different approaches, these layers of protection will make in-person learning safe and possible.

Visitor Protocol:



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1. Anyone, including parents, who wish to visit our school, must first call the office to schedule a time to visit.
2. Comply with Covid-19 protocols, as applicable.

The school is able to accommodate visitors given prior approval from school leaders.

Our school has an open door policy that allows family members to sit in on class during any time AFTER the first month of school. During the beginning of school, it is critical for students to transition into their new setting, and the presence of families in the classroom can slow this process. After the initial four weeks of school, we encourage families to come into the classroom and see our dedicated teachers and students at work.

Anyone, including parents, who wish to visit our school, must first call the office to set up an appointment. It is up to the school leaders to grant or refuse a school visit. Visitors need to sign in at the office with a photo ID before visiting a classroom and wear a visitor sticker while in the school.

When observing in the classroom, families are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Talking on the phone, taking pictures, or holding personal conversations throughout the school is prohibited, as it is disruptive to student learning. Family members who are disruptive to the educational process will be asked to leave.

### **TEACHER MESSAGES**

Parents are encouraged to communicate with their child's teacher through their personal number or the school's number. Messages may be left for teachers with the Office Manager. Please leave your name and your child's name, a phone number and time you may be reached, and a brief message regarding the reason for the call. Teachers will return your call within 24 hours. If after 24 hours a teacher has not responded to your message, please contact the Head of School. Please remember that messages may not be received until after the instructional day ends. We understand that there may be situations that warrant communication outside of school hours. We ask that teachers are contacted prior to 8:30pm.

### **MEETING WITH A TEACHER**

If you need to meet with a teacher, please make an appointment. An appointment can be made by emailing the teacher or contacting the front office. Parents should not expect to meet with a teacher without a prior appointment. Whenever possible, appointments



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should not take place during the instructional day. They will need to take place before 7:35am or after 3:45 pm.

### **MEETING WITH A SCHOOL LEADER**

If you need to meet with a school leader, please call the front office and schedule an appointment.

### **ORIENTATION SESSIONS**

During Spring, orientation sessions are scheduled with small groups of parents/guardians to discuss the policies, procedures, and expectations of Purpose Prep. School leaders will explain vital information about class rules and discipline systems, class specific policies, give an overview of the general daily schedule, and answer any general questions that parents have about the classroom and school. All parents/guardians are required to attend an orientation session. It will also be an opportunity for parents/guardians to meet other parents/guardians within the school.

### **UNIVERSITY NIGHTS**

We are excited about our college preparatory curriculum and instructional methods and want to share what is going on in our classrooms. Throughout the year, we will hold family University Night sessions. Families must attend at least two sessions throughout the school year. We will send out a calendar at the start of the year that has all of the dates for these sessions in order to plan accordingly.

### **CONSTANT COMMUNICATION**

Scholar achievement data and behavior progress are communicated with families throughout the school year. Families receive reports that outline: (1) their child's academic proficiency regarding prioritized standards in every subject, (2) the targeted intervention the school will provide in the coming weeks to maximize academic progress, and (3) tangible support to be provided by the family at home.

### **PARENTS FOR PURPOSE**

Families' input is important and frequently sought after by the school. Beyond informal opportunities to interact with families, Purpose Prep formally invites families to visit the school three times per year to speak with the school's leadership about critical school priorities. These meetings are called 'Parents for Purpose' and provide the opportunity for us to organize families around issues and efforts that promote our mission, update them around our progress, and solicit their feedback and suggestions, as well as address any concerns they may have.



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## **VOLUNTEER OPPORTUNITIES**

Purpose Prep knows that parent support is a critical component of our community engagement and partnership. Unfortunately, during the pandemic, parent volunteer activities are on hold and parent visitation will be limited to only two adults per classroom during the school day until further notice.

Families are invited to host and give tours to school visitors, assist classroom teachers with various needs, serve as chaperones for school field trips, and participate in planning sessions for school activities that support the school's mission. Please reach out to the Family Engagement Coordinator to arrange any volunteer opportunities.

## **FAMILY ACHIEVEMENT CONFERENCES**

Family Achievement Conferences are a crucial component of our educational program. A parent or guardian must attend every conference where the report card is distributed and student progress is discussed with the classroom teachers. Parents should plan on attending a 20-minute conference during the designated conference day or at a pre-arranged time before or after school during that week.

## **TRANSPORTATION**

The school incorporates a combination of transportation methods that transport students to and from the school.

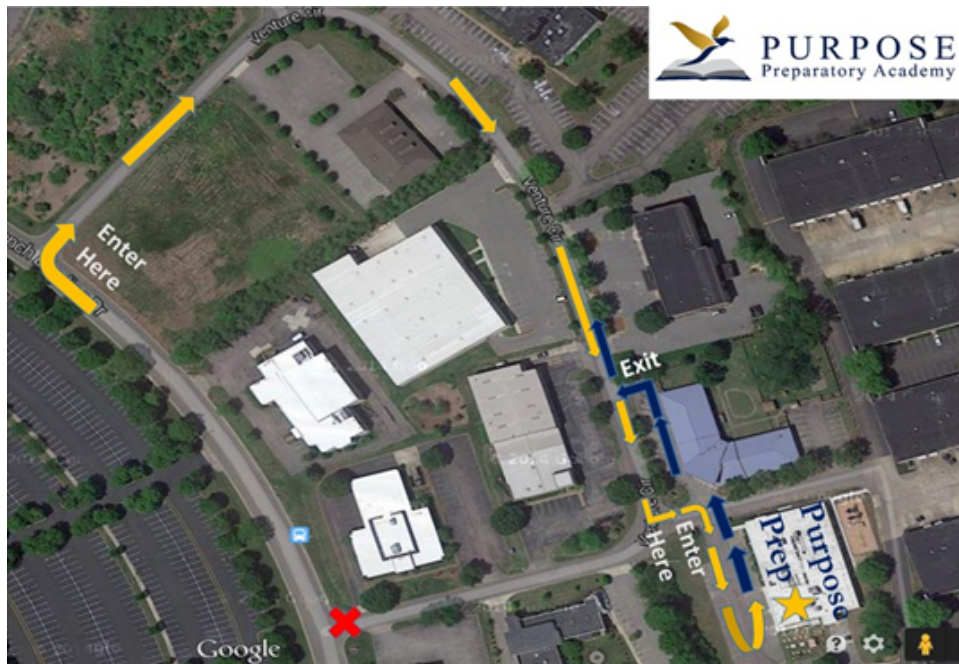
### **CAR DROP OFF AND PICK UP**

In order to ensure that our arrival and dismissal processes run smoothly, safely, and efficiently, it is imperative that all families follow the directions below. There should be no variation from this plan unless advised by the staff of Purpose Prep.



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## **ARRIVAL AND DISMISSAL DIRECTIONS:**

Due to limited street and parking lot options, families are not able to park and walk to retrieve their child. They must enter the car dismissal line.

Please note that in order to enter the school using the directions below, you must have your scholar's dismissal tag in your dashboard window. If not, you must park and sign out your scholar out from the front office. Then, once car rider dismissal is over (3:45pm Monday – Thursday and 2:45pm on Friday), they will be escorted to the front office at the end of dismissal.

- Enter Venture Circle from the northernmost entry point.
  - If entering French Landing from Athens Way (heading south), enter the first entry point onto Venture Circle.
  - If entering French Landing from Vantage Way (heading north), enter the second entry point onto Venture Circle.

Note: This entry point onto Venture Circle is mandatory to proceed into our car dismissal line, as it prevents traffic build-up onto the busy street of French Landing and maximizes our car dismissal flow.

- Circle around Venture Circle, remaining on the right side of the street. When waiting on Venture Circle, please do not block any business entryway.



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- Pull into the Purpose Prep parking lot and follow the traffic pattern, which loops you around the parking lot.
- Once stopped at the numbered pick up zone, a Purpose Prep staff member will escort your child to the car at dismissal and to the school during arrival.
- To exit, head out of Purpose Prep's parking lot and turn left. You will be directed to make the next right turn to continue on the arrival/dismissal route.

If you do not have your scholar's dismissal tag in your dashboard window, you cannot enter the school's dismissal line. Instead, you must park in the Purpose Prep parking lot and sign out your scholar from the front office. Then, once car rider dismissal is over (3:45pm Monday – Thursday and 2:45pm on Friday) they will be escorted to the front office with scholars who were not picked up during dismissal.

Parents/Guardians or their designees may pick students up directly from school at dismissal time through the car dismissal process. Parents should not go to the classroom to dismiss their students before the regular dismissal time, as this is very disruptive to class. Students being picked up by a parent or guardian must be picked up by 3:45pm.

Families who drive students to school in the morning are expected to adhere to the Purpose Prep Drop-Off Procedure. A Purpose Prep staff member will be there to greet the car and escort the student safely into the building.

## **BUSES**

Participation in bus transportation is a privilege. All scholars are expected to uphold the same behavior expectations on the bus as they do at Purpose Prep, acting responsibly and respectfully at all times. Certain additional rules will apply to the bus.

- All scholars, monitors, drivers will be required to properly wear a mask on the bus at all times.
- Scholars will be spaced out for social distancing, when possible
- Scholars will be given assigned seats. Scholars are expected to sit in and stay in these seats unless given permission by the driver or school administrator to move.
- There will be no hands on the window.
- Scholars are not allowed to be in the bus aisle.
- Every child must be aware of their number so that they can quickly get on the bus.
- A school leader will meet the bus every morning. No child will exit the bus before the leader checks with the driver regarding behavior.
- A Purpose Prep monitor is provided for additional safety and support in the afternoons on all Purpose Prep buses.



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- Failing to be in the assigned seat, putting hands out of the bus, throwing objects, using inappropriate language, not obeying the bus driver, are all infractions, as well as those listed in this Code of Conduct.
- More serious behavior (i.e. fighting) will be investigated, and scholars will be treated exactly as if the incident happened on school grounds.

Any student who poses a behavior problem may lose their privileges to be provided bus service.

Please note that bus drivers will NOT drop off students at the bus stop when the designated pick-up guardian is not there. In the event that a guardian does not pick up the scholar by the end of the bus route, scholars will be transported back to the school and monitored until transportation arrives. Families will incur a charge \$0.50 per minute per child starting at the time of dismissal (3:45pm on Monday – Thursday and 2:45pm on Friday). The child may also lose their school bus service privilege if this becomes a repeat occurrence.

**Bus Routes:** Bus routes are created according to where our families reside and our scholars' after school care locations. We do not drop scholars off at their homes directly. Families may recommend bus stops by contacting the Operations Manager; however, a variety of conditions in coordination with our bus company are considered in order for stops to be added or adjusted.

### WHAT HAPPENS IF...

- **You move during the school year?** Please contact the main office and ask to speak to the school's Operations Manager. We will update your new address in order for your child to receive a new transportation assignment.
- **The bus is late?** Students are not marked "tardy" if their school bus arrives at school late. Call the front office in order to get an update on the bus.

**Transportation Accommodations:** When applicable, special transportation service for students with disabilities is stated in their Individualized Education Plan (IEP) or Section 504 Plan.

**Loss of Transportation Privilege:** We consider the school bus to be an extension of the classroom. That means that we have the same standards of behavior on the school bus. Students who violate the discipline code while on the bus may be disciplined and may be denied transportation, either for the remainder of the year or for a temporary suspension. The student is expected to come to school on the days when he or she is not allowed on the bus, unless the student has also been suspended from school.



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Please note that parents or guardians are not allowed to get on the school bus to confront the driver, monitor, or any student. If there is a problem with the school bus driver, monitor, or a student, inform the Operations Manager of the situation. School administration will then investigate your complaint.

School buses will drop students off at the school between 7:30 and 7:35 in the morning and will bring students to their stop immediately after dismissal in the afternoon.

If you have any questions, comments, or concerns, feel free to contact the Operations Manager or Head of School.

### **TRANSPORTATION CHANGES**

At the beginning of the year, all parents will be provided with information to register on the PikMyKid website. Parents must complete the registration and select their scholars' daily transportation assignments for the school year. Training will be provided to ensure you have proper support to complete this registration properly.

To make changes to daily transportation, you will log on to the PikMyKid website to submit a transportation change. Transportation changes must be submitted before 2:30 pm Monday - Thursday and by 1:30 pm on Friday. Support will also be given to families on how to complete this process successfully.

### **LATE PICKUP CHARGES**

Purpose Prep does not provide after school child-care services. All scholars must be picked up by 3:45pm Monday thru Thursday, and by 2:45pm on Friday. Scholars who ride a bus must be picked up by the last bus stop. Failure to pick up scholar(s) from the school or bus stop, will result in a late charge of \$0.50 per minute per scholar from the time of dismissal (3:45pm on Monday – Thursday and 2:45pm on Friday). If a family has more than one scholar, each child will accrue individual fees. For scholars who are not picked up by the last bus stop, fees will be calculated based on the time of dismissal, until the parent retrieves the child from the school.

### **Car-Rider - Tardy Pick-Up Policy:**

For car riders, any student that is not picked up from the school after 15 minutes after the start of dismissal will accrue the following charge:

- **Car Riders:** \$0.50 per minute after 3:45pm on Mondays – Thursdays, and 2:45pm on Fridays.





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### **Bus Rider - Tardy Pick-Up Policy:**

In efforts to maintain the integrity of our transportation system, the following structures are in place for families that arrive tardy to afternoon bus stops. There will be a \$0.50 per minute charge when a scholar is not picked up on time at a bus stop. Charges will begin 15 minutes after dismissal, so at 3:45pm on Mondays – Thursdays, and 2:45pm on Fridays. Students who are not picked up by the last bus stop will return to the school. There will be a \$0.50 per minute fee assessed.

**The fee will end the minute that the family arrives to pick-up their scholar and must be paid in full before the scholar can continue riding the bus.**

### **Late Pick-Up Infraction Tiers:**

**1st Infraction:** \$0.50 per minute fee is assessed. The fee total must be paid in full before the scholar is able to ride the bus again.

**2nd Infraction:** 2-day bus suspension, \$0.50 per minute fee is assessed. The fee total must be paid in full before the scholar is able to ride the bus again.

**3rd Infraction:** 5-day bus suspension, \$0.50 per minute fee is assessed. The fee total must be paid in full before the scholar is able to ride the bus again. .

### **DISMISSAL TAGS**

Dismissal tags are an important part of our process in ensuring all students get home safely. You must display your dismissal tag in your car for car dismissal or by showing the bus monitor for bus dismissal to retrieve your child. Please review the information below to ensure you are fully aware of the process.

- Each family receives 2 dismissal tags at the start of the school year or upon enrollment for free. These tags should be preserved for the entire school year.
- Duplicating dismissal tags is strictly prohibited. All unauthorized duplications will not be valid for pick up (this includes electronic versions).
- If dismissal a dismissal tag is needed, new tags must be requested through the front office in the following manner:
  - Must complete a dismissal tag reinstatement form request at the front office
  - Payment of \$3.00 must be received before the reprint can take place
  - Parent can pick up reprinted dismissal tag at the front office 48 hours after the request is made



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**Please Note:** Families are able to present a photo ID for pick up on the rare case that they are unable to bring their dismissal tag for pick up. However, the use of photo ID cannot become a continuous pattern. Presenting a photo ID slows down the process for dismissal and, therefore, cannot be accepted more than 2 times per week. In the event that this will need to occur more than 2 times per week, the parent will be expected to purchase a dismissal tag per the dismissal expectations.

### **PARKING AT PURPOSE PREP**

At the beginning of each school year, Purpose Prep provides specific parking information. This information is also always available in the front office throughout the year. Please adhere strictly to our parking directions.

**Morning Arrival Parking:** During morning arrival, families may park on the street next to Purpose Prep on Venture Circle and walk their scholar to the arrival doors. This is the only place allotted for morning arrival parking. If you attempt to park and drop your scholar off in other areas around the school, you will be directed to the space allotted or to utilize the arrival line.

**Event Parking:** When you come to attend events at Purpose Prep, you will be notified of where you can park for the event on the notification you receive. Surrounding businesses utilize their parking for their employees and customers. Please adhere to the parking provided on the notification because if you do not, your vehicle could be towed away by who owns the property.

## **GENERAL SCHOOL INFORMATION**

Purpose Preparatory Academy Charter School  
220 Venture Circle  
Nashville, TN 37228  
Tel: 615-724-0705  
Fax: 615-369-8628  
[www.purposeprep.org](http://www.purposeprep.org)

### **SCHOOL DAY**

The regular school day runs from 8:00am– 3:30pm on Monday, Tuesday, Wednesday, and Thursday. On Fridays, students are dismissed at 2:30pm.



The school building is closed at 5:00pm. Voice mail will be on automated attendant before 7:30am and after 5:00pm.

## **PHONE USE**

Although Purpose Prep aims to have as much communication as possible with families, it would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach students or teachers during the day. Teachers will receive messages after 3:30pm.

The office phone is a business phone and should be used by students for emergencies only. If it is an emergency, please call the main office number and leave the message with the Office Manager. Students are prohibited from using school phones, and students are not permitted to have cell phones at school. The phones may not be used by students to arrange for delivery of any items, including signed progress reports, signed report cards, or missing homework assignments. Students will not be called from class to the office to speak with a parent except in case of an emergency.

## **VISITORS**

Purpose Prep is happy to have visitors. We request that anyone, including family members who wish to visit the school, first call the office to set up an appointment. Our Office Manager will make every attempt to arrange the visit within 24 hours of the request. All visitors must sign in at the office and wear a visitor badge.

## **MEDIA**

All media for Purpose Prep will be handled by the Head of School. A release form will be sent home at the start of the school year for guardians to sign to either authorize or deny the use of pictures or videos that contain their child.

## **LOST AND STOLEN PROPERTY**

We strongly encourage families to ensure that children do not bring valuable objects to school. Any items that students bring to school that may cause disruption will be confiscated at the school. We make every reasonable effort to return all personal property to the appropriate parent; however, the school is not responsible for replacing lost or stolen property or compensating the family for the value of that property.

## **STUDENT INTERNET AND COMPUTER USE**



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Purpose Preparatory Academy will provide a laptop to all scholars. Issued laptops will be for home usage to complete lifework and support your scholars' education. Parents will sign a waiver to accept responsibility. Any damages or malfunctions of the unit issued must be reported to Purpose Prep to have the laptop assessed for repair and possible repair charges.

The computer network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege—not a right. Access entails responsibility.

Students are responsible for good behavior using any and all technology, just as they are in a classroom or school hallway. Computer network storage (hard drives and personal folders) may be treated like school lockers. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

The following misuses of the computer system are not permitted:

- Sending and/or displaying hateful or pornographic messages or pictures
- Using abusive, threatening or inappropriate language
- Harassing, insulting or attacking others
- Engaging in or promoting violence
- Engaging in racial, gender, or other slurs
- Receiving or transmitting information pertaining to weapons, such as bombs, automatic weapons, illicit firearms or explosive devices
- Damaging technology equipment (computer systems, computer networks, TVs, VCRs, digital cameras, scanners, etc.)
- Violating copyright laws (copying internet or other materials without permission)
- Using others' passwords
- Trespassing in other students and/or teachers' folders, work, or files
- Intentionally wasting limited resources
- Employing the computer network for commercial purposes
- Transmitting personal information without written parental consent
- Accessing areas considered borderline without written parental consent
- Hacking (attempt to gain unauthorized access to files, folders, and/or other systems)

All student internet usage is monitored and managed with our laptop monitoring platform. Violations will result in loss of computer use as well as other disciplinary or legal action.

## **WEAPONS**



Weapons (firearms, knives, etc.) are not permitted on Purpose Preparatory Academy premises nor at off-site school sanctioned events.

### **ELECTRONIC DEVICES**

Students should not have electronic devices in school. Electronic devices include games (*Gameboys etc.*), CD-players, and portable stereos (*iPods*), and cell phones. None of these devices are needed and often represent a distraction from successful academics and a serious atmosphere. In addition, these are items that cause conflict and lead to grief when lost or stolen. While Purpose Prep obviously strives to prevent theft of any item, the school will not attempt to locate any electronic devices that are not permitted at school. In the event that a student disobeys this rule and is seen with an electronic device or uses a prohibited electronic device in school, a staff member will confiscate it. It will be returned only after a parent/guardian has come to school to pick it up. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

### **MANDATED REPORTER POLICY**

According to TCA 37-1-403(i)(1), all school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reason to believe that harm has come to a child that “reasonably appears to have been caused by brutality, abuse or neglect.” Under this law, failure to report such abuse is a Class A Misdemeanor.

Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:

- Call the DCS central intake hotline at (877) 54-ABUSE (552-2873)
- Notify the Head of School
- Complete a Purpose Prep incident report.

When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.



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While these steps are taking place, the Head of School will assist both the faculty member and student in understanding the ramifications of the call. The Head of School will debrief the student and when appropriate, will contact the parent(s)/guardian.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

## BIRTHDAY CELEBRATIONS

Families are encouraged to come to Purpose Prep to celebrate birthdays and are permitted to bring store-bought goodies to be shared with classmates if the teacher is notified in advance. You can notify the teacher by writing a note or leaving a message. The treats must already be prepared in individual servings. Treats can be shared during lunch daily or during Choice Time only on Mondays - Thursdays (Choice Time does not occur on Fridays due to an earlier dismissal time). Parents must arrive 15 minutes prior to the start time of lunch or Choice time for set up. The lunch schedule is outlined below, Choice Time is at the end of the school day from 2:55 pm – 3:25 pm. To avoid interference with our food service program, scholars **must** receive a school lunch before eating store-bought goodies.

Lunch Schedule	
Mondays - Thursdays	Fridays
<b>K- 2nd Grade:</b> 11:50 am - 12:20 pm	<b>K- 2nd Grade:</b> 11:55 am - 12:20 pm
<b>3rd- 4th Grade:</b> 12:30 pm -1:00 pm	<b>3rd- 5th Grade:</b> 12:25 pm -12:50 pm
<b>5th Grade:</b> 12:40 pm - 1:10 pm	

Birthday treats should be easy and quick to serve. Parents must provide plates, napkins, and utensils as necessary – Purpose Prep will not provide these items. Cakes should be cut beforehand; the school does not stock cake knives. If you choose to bring ice cream, please bring individually wrapped ice cream treats. Helium balloons are not permitted since these often become stuck on the ceiling. Individual goodie bags are permitted as long as every student in the scholar’s class receives one. Parents are not required to send birthday treats to school. Invitations for individual birthday parties are not to be distributed in school unless there is an invitation included for every child in the scholar’s class.



Note, if your child does not celebrate birthdays, or if they are not permitted to celebrate birthdays, please send a note in writing informing us that your child is not to participate in birthday celebrations. This note will be held in their file.

## **SCHOOL BREAKFAST & LUNCH**

Purpose Prep currently participates in the Tennessee Community Eligibility Program. This child nutrition program provides all students meals free of charge. As a school, Purpose Prep is required to requalify for this program each year to ensure eligibility. For the 2022-2023 school year, Purpose Prep will remain CEP certified and eligible to offer free meals to all scholars.

Families may send lunch or breakfast from home. Students will not have access to a microwave to heat any lunches. Soda and candy are never permitted at school, even in lunches brought from home.

### **FOOD**

All Purpose Prep students are provided with breakfast (if they arrive on time), snack, and lunch. At the start of each month a lunch menu will be sent home. If a student does not like a particular meal, they may bring in their own lunch. However, they are not permitted to bring in foods that are unhealthy or high in sugar. Foods that are not permitted include: candy, soda, juices that are not 100% juice, energy drinks, donuts, cupcakes, chips, candy bars, etc. Purpose Prep does not provide food substitutions for students. If a student does not like a particular item, please check the menu and send a bag lunch on the corresponding days.

Purpose Prep serves milk at breakfast and lunch.

Parents are required to notify the school of any food allergies and provide documentation from a doctor for the student's health file. Parents should also notify the school of any other food restrictions due to religion or custom.

Please note that Purpose Prep has a no gum policy. Students are not permitted to bring in or chew gum at any time while they are on the premises.

### **BREAKFAST AND LUNCH PROCEDURES**

Students must arrive by approximately 7:40 a.m. to eat breakfast. When students enter the room they must place their Lifework folder in the bin, put away their belongings, and proceed quietly to their seat. Once they are seated they may begin to eat their breakfast.



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Students must remain seated during breakfast. After students have finished they may work on their Brightwork activities.

School lunchtime is an important part of the school day for students to unwind and enjoy their meals. Students must stay seated during lunch and are permitted to talk quietly to students sitting next to them or directly across from them.

Students are required to clean and wipe up their tables after breakfast. Students who do not follow the rules for the morning breakfast and afternoon lunch procedures will lose privileges.

### **FOOD ALLERGIES**

The school will make all reasonable efforts to accommodate students with food allergies. Parents are required to inform the school of all food allergies and their severity. If a parent wants to provide lunch for his or her own child, it can be kept in the classroom in a separate storage area. Sharing or trading of food is prohibited for all students.

## **HEALTH POLICIES**

### **HEALTH DOCUMENTATION**

**Health and safety are a top priority at Purpose Prep.** Before a student can enroll in the school, the school must have on file the following forms:

- **Medical Notification Form.** This form provides important information about a scholar's current health concerns and indicates what medication needs may be required during school hours. It also contains emergency contact name and number(s).
- **Authorization to Dispense Medication Form.** If a student requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the student's physician. No student is allowed to bring medication to the school without the school's full knowledge. Students who have provided the school with medication dispensation authorization forms should bring the medication (other than Tylenol and ibuprofen, which the school will stock in the main office) to the school on the first day or contact the school to make other arrangements. All medication must be presented in its original container from the pharmacy and must be brought in by a parent or accompanied by a note from the parent.

The medication dispensation authorization form requirement applies to all medication, including Tylenol and ibuprofen. If a student needs to take Tylenol or ibuprofen during





the school day, the student must have on file the authorization signed by his or her physician and a parent or guardian, giving the school permission to administer the medication during the school year. The medication dispensation authorization form requirement also applies to asthma inhalers, which students should keep in their backpacks. If a student needs to use his/her asthma inhaler during the school day, he/she should go to the Nurse's office to self-administer the inhaler.

## **HEALTH AND ILLNESS**

If school staff believes that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home.

## **SCHOOL NURSE**

Purpose Prep contracts a licensed nurse throughout the school week. First aid and health care provided by the school nurse is primarily for illness, the administration of properly documented prescription medicine prescribed by a doctor and injuries that may occur during the school day. If your child has an illness that requires attention from the nurse, you will be responsible for providing documentation to the front office for approval.

## **COVID-19 POLICY**

We continue to make the health and safety of all members of the Purpose Prep community a top priority. Based on CDC guidelines, updates are provided accordingly, and families are expected to adhere to our policies.

## **STUDENT RECORDS**

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school



level.

### **DEFINITION OF STUDENT RECORDS**

"Student Records" shall mean any written or recorded information concerning a student by which a student may be individually identified, and which Purpose Prep maintains. They may include, but are not limited to, the following: basic identifying information, academic transcript, attendance records, health records, performance scores on standardized assessments, disciplinary records, and records from previous schools. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the student records.

### **INSPECTION OF STUDENT RECORDS**

Parents shall have the right to inspect, challenge and copy student records of that parent's child until one of the following events occurs:

- a) The student attains 21 years of age; or
- b) The student attains 18 years of age and declares himself or herself financially independent of his or her parents.

Student records shall be made available to parents and eligible students within fifteen (15) school days of the time a written request for review is submitted to the records custodian.

### **RIGHT TO CONTROL ACCESS OF STUDENT RECORDS**

School officials shall release student records to the official records custodian of another school in which the student has enrolled or intends to enroll upon the written request of such official or student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred. Parents may, upon written request, inspect, copy, and challenge such information. Once parents have been notified of their right to inspect, copy, and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

### **ACCESS TO RECORDS WITHOUT PARENT CONSENT**

School staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student's permanent and temporary records. School officials shall release student records without parent permission pursuant to a valid court order or subpoena presented by local, state, or



federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.

Student records may be made available to researchers for statistical purposes, provided that: a) permission has been received from the State Superintendent of Education; and b) No student or parent shall be personally identified from the information released.

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

If a student is 18 years of age and the student is financially independent of parents, the student may request the parents be denied access to his or her records. A student who desires to declare himself or herself financially independent of his or her parents shall submit a request in writing to the school's records custodian.

### **CHALLENGE PROCEDURES**

A parent shall have the right to challenge the accuracy, relevance or propriety of any entry in the student records of his or her child, exclusive of grades. A request to challenge the contents of a student record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged. The Head of School shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

### **MAINTENANCE OF STUDENT RECORDS**

Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school. Student temporary records shall be maintained until August 1 of the year the student transfers, graduates or permanently withdraws from school. The records of special education students shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the student's transfer, graduation or permanent withdrawal from the school. The Head of School shall be responsible for having all student records verified and to eliminate or correct all out of date, misleading, inaccurate, unnecessary, or irrelevant information on all students' files.



**PURPOSE**  
Preparatory Academy

## **FAMILY HANDBOOK SIGNATURE**

I have received and read a copy of Purpose Prep's Family Handbook and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask a member of the school community for further explanation.

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**Student Name**

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**Parent/Guardian Name**

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**Parent/Guardian Signature**

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**Date**