

Scholar Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College/Grade \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vision Preparatory  
Charter School  
*Where College Begins in Kindergarten*



# Scholar & Family Handbook 2019-2020



**Vision Preparatory Charter School**  
260 Joubert Ave.  
Memphis, TN 38109  
Tel. 901-775-1018  
[www.visionprep.org](http://www.visionprep.org)



**Governing Board**

Tom Benton, *ex officio*  
Carrie Carpenter, *Board Vice Chair*  
John Coates  
Lenita Patton, *Parent Representative*  
Henry Reaves  
Marvin Todd, *Board Chair*  
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Kurt Voldeng, *Treasurer*

**School Director**

Tom Benton

**Principal**

Megan Salemi

**Director-Finance & Operations**

Sonja Jones

August 1, 2019

Dear Vision Prep Families:

We are honored to welcome your family to our Vision Preparatory Charter School community. We know that our success as a school depends on the support of our parents, and we look forward to forming positive partnerships with each of you. We expect a lot from members of the Vision Prep community, and in turn, you can expect a lot from us.

The following pages will help you become familiar with school procedures, policies, and practices and should serve as a resource for Vision Prep scholars and parents from the first day of school through the last. While we cannot say this handbook will answer all of your questions, but you will learn about the structure of the school, the policies that we have in place and the expectations we place on each member of our school community. Please take the time to read it carefully and then put it somewhere safe to refer to throughout the school year.

If you ever have any questions, please feel free to contact me or someone on our administrative staff.

Sincerely,  
Tom Benton  
School Director  
*Vision Preparatory Charter School*

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# THE SCHOOL

## *An Overview*

Vision Preparatory Charter School received its charter in December 2012 and opened to 103 scholars in Kindergarten and First Grade on August 4<sup>th</sup>, 2014. Vision Prep has expanded by one grade each year and currently serves Kindergarten through Fifth Grade scholars.

## OUR MISSION

The mission of Vision Preparatory Charter School is to prepare kindergarten through fifth grade scholars with the academic and ethical foundation necessary to excel in middle school, thrive in high school and graduate from college.

## OUR VISION

Recognizing and addressing the need for a college-preparatory elementary school in south Memphis, Vision Preparatory Charter School (Vision Prep) provides a rigorous, high-quality education. Our staff is committed to modeling and upholding the highest academic and behavioral expectations for all scholars. Through the consistent upholding of these expectations, our vision is that Vision Prep scholars will be equipped academically and socially to earn four-year college degrees and become community leaders in Memphis or in other communities in which they live.

To achieve our mission Vision Prep adheres to the following five key principles:

**1. *High quality teachers lead the way to exceptional scholar results.***

Research tells us that the number one predictor of scholar achievement isn't race. It isn't socio-economic status. It's teacher quality. The best device we can utilize is the device that is the most effective in helping all scholars achieve, regardless of their backgrounds: quality teaching - beginning in kindergarten. Because *the quality of our educators is the single most important factor driving scholar achievement* Vision Prep will recruit and hire the highest quality applicants and develop them along the way.

**2. *Extended time is critical.***

Extended school days (7:50 a.m. – 3:30 p.m.) will ensure that scholars succeed through lengthening their “time-on-task”. This extra time spent on literacy is critical in developing the skills, content knowledge, and ethical character necessary for success in secondary school, college and in the professional path they choose.

**3. *A no-excuses school culture, imbedded with joy and rigor, stimulates academic achievement.***

Vision Prep scholars are not only expected to exhibit great academic achievement; they are also expected to develop strong character. Because strong character and a well-grounded sense of personal accountability is essential for scholars to meet the high academic demands of high school and college, we devote significant time to character education and think critically about how best to align the school culture with our core values: **Focus, Integrity, Respect, Self-determination, and Teamwork (FIRST)**. At Vision Prep, character education is aligned with our character standards and core values, includes direct instruction in character development, and utilizes public ceremonies to celebrate scholar demonstration of core values. Before the beginning of each school year, all members of the Vision Prep learning community sign a “Contract of Mutual Responsibilities” based on the school’s common core values (**FIRST**).

***Vision Prep  
Core Values***

***Focus***

***Integrity***

***Respect***

***Self-determination***

***Teamwork***

**4. *Literacy and Mathematics are essential.***

Successful scholars must master fundamental literacy and numeracy skills to be able to comprehend rigorous academic content. In preparation for more challenging academic work in upper elementary and middle school, Vision Prep will strive to ensure that all scholars are reading at or above grade level. Placing an instructional emphasis on what we value most, our highly-qualified teachers and teacher assistants will team-teach during the 990 minutes spent on literacy instruction per week and the 415 minutes spent on mathematics instruction per week.

**5. Assess, analyze, and intervene regularly.**

At Vision Prep data constantly drives decisions. Along with daily and weekly assessments, in-house grade level interim assessments in Reading and Mathematics are administered every nine weeks. Tennessee state-mandated criterion-referenced tests are also administered at the end of each school year. Results from these tests are used as part of the academic planning process for the upcoming year. In Kindergarten through 2<sup>nd</sup> Grade, scholars will be administered the Stanford achievement test and will receive ongoing literacy assessment using the DRA (Developmental Reading Assessment).

**RESPONSIBILITY AND ACCOUNTABILITY**

*The cornerstone of success: the partnership between school and family*

**PHILOSOPHY**

Vision Prep’s philosophy is rooted in responsibility and accountability. We know 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 scholars, and we will work our hardest to ensure that scholars meet these standards. We know that you have selected Vision 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.

The Contract of Mutual Responsibilities (see Appendix A) outlines the responsibilities of the school, the family, and the scholar over the course of the coming year. This Contract will be signed by every scholar, parent and teacher at the beginning of the school year. The Contract exists in order to ensure that we have all discussed our responsibilities in detail, understand the specifics they entail, and are prepared to accept those responsibilities and be held accountable for carrying them out. The Contract is not an exhaustive list of what must be done, but it does represent essential elements of a successful academic program. It serves not only as a testament to the commitment we all must make, but as an acceptance of that commitment as well.

**WHO WE ARE**

Governing Board

Vision Prep is governed by a Board which brings parental, community, educational, and professional perspectives to maintaining a viable and thriving school. Members of the Board of Trustees include:

- |                                       |  |
|---------------------------------------|--|
| Tom Benton                            | School Director, Vision Preparatory Charter School       |
| John Coates                           | Sales Representative at Action Janitorial•Paper•Safety   |
| Carrie Carpenter (Vice Board Chair)   | Elementary Teacher, St. George’s Independent School      |
| Henry E. Reaves III, ESQ.,            | Smith and Reaves Law Firm                                |
| Marvin M. Todd (Board Chair)          | Sr. Strategic Project Marketing Analysis, FedEx Services |
| Duple Travillion                      | Sr. State & Local Government Affairs Rep., FedEx Corp.   |
| Kurt Voldeng (Treasurer)              | COO/CCO, Commerce Asset Management                       |
| Lenita Patton (Parent Representative) |  |

## Code of Conduct

Without a firm and consistent discipline policy, none of what we envision for the school can happen. Scholars and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our scholar code of conduct.

### SCHOOL-RELATED DISCIPLINARY OFFENSES

Below is a description of school-related disciplinary offenses for which a scholar may be subject to time-out, out-of-school suspension, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- while the scholar is on school grounds;
- during a school-sponsored activity;
- on the school bus; or
- during events linked to school.

### Community Violations

#### *Grades K-5*

For infractions of our community expectations, teachers will enforce their own classroom consequences. Classroom teachers will explain these systems to their parents during open house and also in writing. These classroom consequences can include loss of privileges, including, but not limited to scholars sitting silently or away from their peers during class or during snack time, recess, or lunch; performing extra service for the school during school hours; and missing school events, trips, or activities.

If a scholar commits a serious infraction of our core values, a scholar will receive an immediate Community Violation. These serious infractions include:

- disrespect of an adult, including rolling eyes, or other such body language, defiance, or rudeness;
- disrespect of a fellow scholar, such as name-calling, insulting, or excluding;
- disrespect of the school, such as drawing on a table or book, taking school supplies without permission;
- unsafe behaviors, such as hitting, kicking, biting, or throwing tantrums;
- leaving class without permission;
- use of inappropriate language; and
- disruption of class.

**All community violations are expected to be signed by the parent and returned to school the following day.** Community violations have escalating consequences throughout the quarter.

**Please refer to Appendix B and Appendix C at the end of this document for detailed information concerning the process and consequences relating to community violations. Appendix B is the K-2<sup>nd</sup> Grade community violation form and Appendix C is the 3<sup>rd</sup>-5<sup>th</sup> Grade community violation form. Consequences differ between the forms and are based on age appropriateness of the scholars.**

## **Out-of-School Suspension**

### ***Grades K-5***

If a scholar commits one of the infractions listed below, the scholar may receive an out-of-school suspension rather than receiving a Community Violation. Before the scholar is returned to class, the scholar, his or her parent or guardian and Principal or School Director will meet to address the scholar's behavior and plan for improvement. Furthermore, scholars will not be allowed to return to class after a suspension without a parent signature on the suspension letter. Infractions that merit immediate suspension include:

- Gross disrespect of a fellow scholar, staff member, or school property
- Tantrums
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Committing sexual, racial, or any form of harassment or intimidation
- Using abusive, vulgar, or profane language
- Making verbal or physical threats, empty or otherwise
- Fighting, pushing, shoving, or unwanted physical contact
- Setting off false alarms or calling in groundless threats
- Departing, without permission, from class, floor, building, or school-sponsored activity
- Forgery of any sort, including parental signatures
- Repeated and fundamental disregard of school policies and procedures

## **Expulsion**

Under certain circumstances, scholars may be subject to suspension and/or expulsion by the School Director as explained below.

- a) Any scholar who is found on school premises in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school by the School Director.
- b) Any scholar who assaults the Principal, an administrator, a teacher, associate teacher or other educational staff member on school premises or at school-sponsored or school-related events may be subject to expulsion from the school by the School Director.
- c) Any scholar who is charged with a violation of either paragraph a) or b) shall be notified in writing of an opportunity for a hearing; provided, however, that the scholar may have representation, along with the opportunity to present evidence and witnesses at said hearing before the School Director.

After said hearing, the School Director may, at their discretion, decide to suspend rather than expel a scholar who has been determined by the School Director to have violated either paragraph a) or b).

- d) Any scholar who has been expelled from the school pursuant to these provisions shall have the right to appeal to the Vision Prep Governing Board. The expelled scholar shall have ten days from the date of the expulsion in which to notify the Vision Prep Board Chair of the appeal. The scholar has the right to counsel at a hearing before the Vision Prep Governing Board. The subject matter of the appeal shall not be limited solely to a factual determination of whether the scholar has violated any provisions of this section. Once the appeal is made, the board will make a final determination on the appeal within five working days.



- e) If said scholar does apply for admission to another school or school district, the superintendent of the school district or School Director of the school to which the application is made may request and shall receive from Vision Prep a written statement of the reasons for said expulsion.

Scholars should note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact.

In addition to those categories provided by state statute (listed above), scholars may face expulsion as a result of the following infractions:

- Repeated or excessive out-of-school suspensions
- Repeated and fundamental disregard of school policies and procedures
- Possession, use, or transfer of drugs and alcohol
- Assault against fellow scholars or other members of the school community
- Destruction or attempted destruction of school property including arson

In addition to any of the preceding infractions, any breaches of Federal law, Tennessee State law, or bylaws of the City of Memphis, may be handled in cooperation with the Memphis Police Department and may result in expulsion.

## **PROCEDURES FOR DISCIPLINARY ACTION**

### Community Violation

When a scholar receives a community violation, parents will be informed by phone or email when possible. Additionally, parents will receive written notification in the form of a Community Violation sheet that will be sent home in the Life Work folder. A parent is required to sign the Community Violation that night and return it to school the next day. Failure to sign and return a Community violation on the following school day will result in another Community Violation. An example of each Community Violation form can be found in Appendix B and Appendix C of this handbook.

### Suspensions and Expulsions

In the case of suspension or expulsion, the scholar will be removed from class or school, and will be sent to the Main Office or another designated school location, following which, the scholar's parent or guardian will be notified of the incident by the school.

#### *I. Short-Term Suspension*

Unless a scholar presents a danger or risk of substantial disruption to the educational process, the scholar shall receive the following prior to suspension of one to ten days:

- a. oral or written notice of the charges;
- b. if the scholar denies the charges, an oral or written explanation of the evidence against him/her; and
- c. an opportunity to present his/her version of the relevant facts.

In the case of danger or a risk of substantial disruption, this process will occur immediately after rather than before the suspension.

#### *II. Expulsion or Long-Term Suspension*

For expulsion or suspension longer than ten days, the scholar shall receive:

- a. written notice of the charges;
- b. the right to be represented by an adult advocate (at the scholar's expense);
- c. adequate time to prepare for the appeal;
- d. the right to present his/her appeal and will be given
- e. a reasonably prompt, written decision including specific grounds for the decision.

### With Respect to Special Needs Scholars

#### **DUE PROCESS**

Under the Fourteenth Amendment to the Constitution, scholars are guaranteed due process and fair treatment at school. Therefore, prior to a school administrator taking disciplinary action against a scholar, the school administrator shall provide the scholar with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process shall consist of informing the scholar of the charges against him/her and giving the scholar an opportunity to respond. More formal procedures must be followed when the discipline proposed is greater than ten days of suspension.

Scholars may have additional rights pursuant to laws governing the provision of educational services to scholars with disabilities. For further information, see the section on Disciplining Scholars with Special Needs (below).

#### **DISCIPLINING SCHOLARS WITH SPECIAL NEEDS**

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible scholars with certain procedural rights and protections in the context of scholar discipline. A brief overview of these rights is provided below. For additional information, please contact Dr. Megan Salemi, Principal or Tom Benton, School Director.

**Short-term suspensions:** School personnel may refer a scholar to an alternative placement or suspension for up to 10 total school days without services. For subsequent exclusions of 10 school days or less during the school year which do not constitute a change in placement:

1. The school must provide services to the extent necessary for progress in the general curriculum and IEP goals as determined by school personnel in consultation with at least one teacher.
2. If appropriate, the school must conduct a functional behavioral assessment and develop a behavioral plan.

**Change of placement:** A change of placement is defined as removal for more than ten consecutive school days or for a series of shorter removals with consideration of the length and total time removed, as well as the proximity and similarity of behavior. On the date of a decision to make a removal constituting a change of placement, parents/guardians must be notified of the decision and the procedural safeguards.

Within ten school days of a decision resulting in a change of placement, the team must conduct a manifestation determination. The meeting must include representatives of the school, parents/guardians and any other relevant members. The team must consider all relevant information in the scholar's file, teacher observations, and relevant information from the parents/guardians. The team must determine whether the conduct was: (1) caused by the disability; or (2) had a direct and substantial relationship to the disability; or (3) was a direct result of the district's failure to implement the IEP. If any of these criteria are met, then the conduct is a manifestation of the scholar's disability.

If the team determines that the conduct was a manifestation of the disability, the scholar must be returned to his/her placement. The parties, however, may change the IEP and placement through the team process. Also, the team must conduct a functional behavioral assessment and implement a behavior intervention plan or, if a behavioral plan already exists, review the plan and make any necessary modifications.

If the team determines that the conduct was not a manifestation of the disability, the school discipline can be put into effect. The scholar is entitled, however, to receive educational services to enable progression in the

general curriculum and IEP goals. The team must determine which services are necessary and the setting where they will be provided.

**Appeal Rights:** When a parent/guardian disagrees with the Team’s decision on “manifestation determination,” or an alternative placement, the parents/guardians have the right to request an expedited hearing from the Bureau of Special Education Appeals. Placement pending the appeal is in the alternative setting as determined by the team for the duration of the discipline or completion of the appeal.

**Exceptions for Specified Conduct:** Under certain special circumstances as defined by federal law, school personnel may place the scholar in an interim alternative setting for 45 school days, without regard to the manifestation determination. These special circumstances include incidents where the scholar possesses, uses, sells or solicits illegal drugs, carries or possesses a weapon, or inflicts serious bodily injury while on school premises or at a school function. Otherwise, if the scholar’s continuation in the current placement is substantially likely to cause injury to himself/herself or others the district may request an expedited hearing for an order to place a scholar in an alternative setting for a period not to exceed 45 school days. The district also has the right to seek a court injunction.

**Scholars with Disabilities under Section 504** Scholars who are not eligible for services under the IDEA, but who have disabilities within the meaning of Section 504 of the Rehabilitation Act are entitled to certain procedural protections associated with Section 504. Additional information regarding the procedural protections for scholars with disabilities under Section 504 can be obtained from Dr. Megan Salemi, Principal.

## **COMPLAINT PROCESS**

Both the school and the Board work in conjunction with one another to hear and resolve any complaints. If a problem arises, both the school and the Board encourage the complainant to address the problem directly with the staff member(s). If the complainant is dissatisfied with the proposed resolution by the appropriate faculty or staff member, the complaint should be delivered in writing to the School Director. The School Director will receive a written report from the appropriate faculty or staff member. After reviewing the written statements by the staff member and the complainant and undertaking any additional investigation deemed necessary by the situation, the School Director will present that decision to the complainant.

If the situation has still not been resolved, the Board encourages attendance at the next regularly scheduled meeting of the Governing Board. The Board will not hear complaints that have not first followed these procedures.

If an individual believes that the school has violated any provision of the charter school law or regulations, he or she may file a formal complaint with the Governing Board. After receiving the complaint, the Board must send a written response to the individual within 30 days.

## **MISCELLANEOUS GUIDELINES**

### *Field Trips*

The school’s curriculum may sometimes require outside learning experiences. During these activities, it is important for all scholars to be responsible for their behavior since the site of the activity is a temporary extension of the school grounds. Within the school’s registration packet parents/guardians give permission for their child to attend all field trips during the school year. Parents/guardians will receive reminders prior to each field trip and be given the opportunity to participate as chaperones. If parents or other volunteers assist with field trips, scholars must afford these chaperones the same respect they would provide to teachers. Scholars who are not permitted to attend a particular trip as a result of a loss of privileges will be required to remain either in another classroom or in the office during the field trip. Appropriate behavior must be maintained when attending school-sponsored events and riding on school-provided transportation. Inappropriate behavior may result in community violations, suspension, or loss of field trip privileges.

# Daily Scholar Life

## ATTENDANCE POLICY

In order for our academic program to be successful, it is absolutely essential that scholars be present in school on a consistent basis. The attendance policy at Vision Prep has been formed in order to ensure that this remains the case. Therefore, any scholar who misses more than 15 days of school over the course of a school year will be automatically considered for retention in their grade level. The school reserves the right to make exceptions to this policy in the instance of an extended absence due to medical reasons.

If a scholar is not present by 9:00 a.m. and the school has not been notified that he or she will be absent, his or her parent or guardian will be called at home and/or work. When returning to school after an absence, scholars must bring a note from home or the doctor stating the reason for the absence. On these notes, please indicate your child's name, your relationship to the child, and the reason for and date(s) of the child's absence.

Scholars will be held accountable for work missed due to suspension, vacation, or absences. Work may not be provided in advance of absences unless approved by the School Director.

All questions regarding scholar attendance and attendance records should be directed to the school's Office Manager.

Scholars who are absent from school cannot attend or participate in any other school-sponsored activities or field trips occurring on the day of the absence, unless advance permission has been given by the school.

### Tardiness

Parents must escort late scholars to the Main Office or a designated area outside the Main Office to sign in, before proceeding to their classroom. Late arrivals after 7:50 a.m. disrupt learning for all scholars in the classroom and therefore should be avoided if possible.

**When a scholar accumulates an excessive number of absences or tardies, the scholar will be reported to the truancy office at Shelby County Schools for further action.**

## EARLY DISMISSAL POLICY

Parents should contact the school in advance and provide a signed note to the school explaining the situation surrounding an early dismissal. Unless the school has granted permission, no scholar will be dismissed early from school. In addition, the parent or guardian must sign the scholar out in the Main Office before removing the scholar 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 7:50 A.M. of the day of the early dismissal. We also ask that doctor and dentist appointments be limited to non-school hours to avoid scholars missing class time. Parents should inform the classroom teachers of early dismissals in written form by sending a note in the child's Life Work folder.

EARLY DISMISSALS IN THE AFTERNOON ARE EXTREMELY DISRUPTIVE TO A SCHOLAR'S ACADEMIC PROGRESS AND DISRUPTIVE TO THE WHOLE SCHOOL COMMUNITY. EARLY DISMISSAL GOES AGAINST THE VISION PREP CORE VALUE OF **SELF-DETERMINATION**. SCHOLARS WHO REGULARLY CHECKED OUT EARLY ARE MONITORED AND PARENTS WILL BE REPORTED TO SCS ATTENDANCE DEPARTMENT.

## **SNOW CLOSINGS**

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. Vision Preparatory Charter School will follow the exact same cancellation policies as Shelby County Schools, so if Shelby County Schools are closed, so is Vision Prep.

## **LIFE WORK (HOMEWORK)**

### **Grades K-5**

Life Work will be sent home nightly inside of the Life Work Folder. Inside the Life Work Folder, scholars will have an assignment sheet. All primary school life work must be signed by an adult every night. Before signing the Life Work sheet for each night, parents should go through the Life Work and make sure it is all completed. We encourage parents to go through each assignment with their child and check the work. In the primary grades, we do not consider parent help on Life Work cheating; instead, we consider parental help on Life Work a key component of academic success. Parents should feel free to mark incorrect work and go over it again with their child. This shows our scholars how much their parents value academic success and also offers them additional academic tutoring. Parents should not write answers for their child unless the teacher has specifically requested this. The life work should be returned to school within the Life Work Folder, and the entire folder should be turned in using the designated process as soon as scholars enter the classroom.

Scholars will not be excused from completing homework assignments for any reason. If a scholar has an absence, the scholar will need to complete the homework no later than one day after returning to school (unless the teacher has given approval for an extension).

## **TOYS and ELECTRONIC DEVICES**

Scholars will not have an opportunity to play with toys during the day so they should be left at home. Scholars who bring inappropriate items to school, including, but not limited to, toys, tablets, laser pointers, etc., will have such items confiscated. These confiscated items will not be returned to scholars; a parent or guardian will be required to come to the school to retrieve them. Scholars are not permitted to bring toys to recess.

Because the school does not have lockers, we encourage all scholars not to bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. The school is not responsible for lost or stolen items.

## **CELL PHONES**

While scholars are discouraged from bringing cell phones to school, we do understand that some parents feel the need to send their scholar to school with one in case of emergency. If parents choose this option, the scholar will be required to bring the phone to the main office upon arrival to school. The Office Manager will secure the phone during the school day. Scholars will retrieve phones at dismissal. If a scholar does not comply with this procedure, the phone will be confiscated and will only be returned to the scholar's parent or guardian. The scholar may also lose their cell phone privileges for the remainder of the school year.

## **SCHOLAR DRESS POLICY**

Uniforms help scholars to show respect for their personal appearance and to identify themselves as part of a cohesive team within the school community. To limit avoidable distractions and to convey the observable message that the Vision Prep school community is a place of scholarship, hard work, professionalism and respect, every scholar will be required to report to school each day in full uniform.

The uniform for all scholars is as follows:

- Maroon or gold polo shirt with school logo (long-sleeve or short-sleeve) for Kindergarten through Fifth Grade scholars. Scholars may wear long sleeve t-shirts under their uniform (white or gray t-shirts only).

Scholars may also wear any school approved uniform apparel purchased at our uniform vendor. Classroom college t-shirts may also be worn on any school day.

- Pants - Kindergarten through Second Grade: Tan colored khaki pants or shorts, straight leg, or regular fit only – no tight-fitting pants are permitted. Pants cannot be torn, ripped or have designs on them. Pants may not be worn below the top of the hips.
- Pants – Third Grade through Fifth Grade: Tan or navy pants or shorts, straight leg, or regular fit only – no tight-fitting pants are permitted. Pants cannot be torn, ripped or have designs on them. Pants may not be worn below the top of the hips.
- In place of pants, scholars may wear a khaki skirt, knee-length or longer, or a khaki skort. Scholars may wear tights - solid gray or white only. Tights with patterns or other colors are not permitted. Leggings (tights that do not cover the feet) are not permitted. Scholars wearing skirts must wear shorts underneath.

Scholars may also wear other school approved apparel. The collar of the polo shirt must be seen while scholars are wearing sweaters or sweatshirts. **We ask parents to write the initials of their child on the tags of sweaters, and teachers will mark the tags of sweaters with initials if we notice that they are not marked.** This is to prevent scholars from losing their sweaters.

Third through Fifth Grade scholars wearing pants or shorts must also wear a solid black or brown belt. In Kindergarten through Second Grade, if scholars wear a belt, the belt must be brown or black. Younger scholars should not wear belts that they cannot buckle and unbuckle independently.

#### Shoes:

Scholars must wear tennis shoes or Mary Jane shoes to school each day unless approved otherwise by the School Director. Scholars may not wear tennis shoes with wheels or lights. Boots of any kind are not permitted.

#### Hats, Bandanas, Caps, Earrings, Chains, and Braids:

Once scholars enter the school building, the wearing of hats, bandanas or caps is not permitted. Hats, bandanas, or caps worn inside the school building will be confiscated and only returned to a parent or guardian. If earrings are worn, they must be simple studs only (no large, hoop, or dangling earrings). Chains must be worn underneath scholars' shirts. Jackets, overcoats, or any clothing tied around the waist or neck inside the school building is not permitted. Scholars may wear their hair in braids but are not allowed to unravel their hair during the school day. Scholars may wear watches.

Because all scholars will be greeted each day at the front door and checked for proper uniform, scholars who are out of uniform will not be permitted to attend class and will remain in the school office while a parent is contacted and may not return to class until the scholar is in the proper uniform.

#### **Purchasing Uniforms**

School uniform shirts and apparel are available for purchase through Tshirt Champions. Families may order online at [championschooluniforms.com](http://championschooluniforms.com) or at the store which is located at 3649 Winplace Rd. Memphis, TN, 38118. The vendor telephone number is 901-365-4830. Polos are also available for purchase in the office at Vision Prep.

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

#### **Bathroom Accidents**

Parents of kindergarten scholars and of older scholars 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 scholar's cubby at school. Accidents sometimes occur during our long school-day, even for scholars who do not normally have accidents, and your scholar can quickly and easily change clothes only if parents have provided a change of clothes in their scholar's backpack. If a scholar has an accident and does not have a change of clothes,

that scholar will be given a change of clothes in the office if correct sizes are available. Parents will be notified concerning any bathroom accident.

## SCHOLAR SCHEDULES

To learn and retain information longer scholars need more time to practice. Our longer school day and longer school year afford scholars this opportunity. Teachers set their own schedules in their classrooms and so the schedule will naturally change from room to room and from day to day. Classroom teachers will present parents with more information about the daily schedule during parent orientation.

### *Clean School*

Given the school's emphasis on responsibility, each scholar homeroom will be responsible for cleaning their classroom at the end of the day. While the school also employs a custodial staff, it is important that everyone in the school – scholars and staff alike – participate in daily cleaning activities, especially in assuring shared, common spaces are kept neat and clean.

### *Extra Academic Preparation*

While the regular school day runs from 7:50 a.m. to 3:30 p.m., scholars whose performance demonstrates a need for extra help or tutoring, especially those new to the school, may volunteer or be strongly encouraged to stay as late as 4:45 p.m. in the afternoon for additional instruction. Therefore, please note that scholars' academic performance may determine the length of their school day. Scholars being prepared to succeed in their classes is a top priority for the school.

## CLASSROOM BEHAVIOR

In all classrooms scholars should always follow the school-wide **STAR** guidelines.

**\*STAR:** *Sit up straight  
Track the speaker  
Ask and Answer questions  
Raise your hand*

## HALLWAY BEHAVIOR

Hallways are shared spaces and carry noise. We ask that all scholars and adults using the hallway during the school days keep in mind that hallway noise disrupts learning within classes. Scholars should transition from one space to another silently, in a single file line, with their hands to their sides, not touching the wall, and towards the right side of the hall. While in the hallway scholars should always follow the school-wide **HALLS** guidelines.

**\*HALLS:** *Hands to your side  
All eyes forward  
Lips zipped  
Legs walking safely  
Stick together*

## CAFETERIA BEHAVIOR

Eating should always be an orderly and comfortable experience. To keep breakfast and lunch enjoyable, scholars are expected to follow the **EAT** guidelines.

**\*EAT:** *Every bottom on a seat  
Always say thank you  
Talk in Shoulder Partner voices*

## BATHROOM BEHAVIOR

To ensure that they are present in class to the greatest extent possible, scholars should make every effort to use the bathroom before school, during bathroom breaks, and after school. When it is necessary for scholars to use the bathroom during class time, scholars should follow their individual class's protocol for receiving bathroom permission.

Bathrooms are shared space, and scholars should treat their bathroom space with pride. Scholars should pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. Scholars

should not bring anything with them to the bathroom, including writing instruments. Scholars who do not behave appropriately in the bathrooms will receive a community violation.

## **ASSESSMENT**

In addition to traditional classroom assessment measures, we use a nationally-normed assessment system to determine scholars' reading levels. The Developmental Reading Assessment (DRA) will be administered at least three times a year. This one-on-one reading assessment gives teachers and parents important information regarding reading fluency, phonics development, and comprehension. The test will be administered to new scholars early in the school year and to all scholars at the end of each quarter. These results will determine the reading grade level that will be noted on the report cards.

### **Progress Reports, Report Cards, and School-Parent Meetings**

Teachers and staff will use progress reports and report cards to communicate scholars' academic and behavioral performance. Progress reports and report cards will be sent home with scholars. In certain circumstances, a scholar's report card or progress report may not be distributed in class and may need to be picked up at the school by the scholar's parent or guardian. Parents will also be expected to meet with their children's teachers during the three Family-Teacher Conferences held each year in October, January, and April.

## **PROMOTION POLICIES**

### *Grades K-5*

Three factors are considered in promotion decisions: attendance, overall reading level, and grade-level standard mastery, as cited on the report card.

Scholars who accumulate more than 15 absences during the school year will be considered 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.

Scholars who are not reading on grade level by the end of the academic year are eligible for retention. Parents of scholars who are in jeopardy of being retained will receive notice of this possibility in writing at the end of the second quarter.

Promotion recommendations are made by classroom teachers, and final promotion decisions are made by the Academic Coordinator, Principal, and School Director. The school reserves the right to make exceptions to this policy given special circumstances.

Scholars who are reading below grade level may be required to attend after school tutoring.

## **BUILDING SAFETY AND SECURITY**

There are a number of basic procedures the school has in order to ensure the safety and security of its scholars 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.

Under no circumstances are scholars to leave the school building without permission. A scholar with permission to leave may only leave under the escort and supervision of an authorized adult. Scholars should be aware that the school has several neighbors and should be respectful and courteous of their needs. Once



scholars have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or another authorized adult.

### **VISITOR POLICY**

Upon entering the building, all visitors are required to report to the Main Office to sign in with a picture ID as proof of identity. For increased scholar safety, Vision Prep has installed the Raptor System which checks all visitor IDs through the Sex Offender Registry records. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

Parents are always welcome to visit the school during the school day. When parents come to school for observations in the classroom, they are encouraged to limit those visits to 30 minutes or less unless otherwise approved by an administrator.

### **SCHOLAR SEARCHES**

To maintain the security of all its scholars, Vision Prep reserves the right to conduct searches of scholars and their property. If searches are conducted, the school will ensure that the privacy of the scholars is respected to the extent possible, and that scholars and their families are informed of the circumstances surrounding and results of the search.

School cubbies and desks, which are assigned to scholars for their use, remain the property of the school and scholars should, therefore, have no expectation of privacy in these areas. Such areas are subject to random searches by school officials at any time.

### **FIRE SAFETY PROCEDURES**

In case of an emergency – if a scholar or staff member sees fire or smells smoke—he or she should close the door and pull the fire alarm located at either end of the corridor. Upon hearing the alarm, school staff will assemble scholars in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Scholars should follow the direction of the staff, who will lead scholars outside the building to the designated locations, where school staff will line up scholars by class and take attendance.

Once per month during the school year, scholars and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. Scholars and staff also participate in tornado, earthquake, and intruder drills throughout the school year.

# GENERAL SCHOOL INFORMATION

## CONTACT US

Vision Preparatory Charter School  
 260 Joubert Ave.  
 Memphis, TN 38109  
 Telephone 901-775-1018  
 Fax 901-775-1015  
 www.visionprep.org

Facebook: Search for *Vision Prep*  
 Twitter: @visionprepcs

## EMAIL US

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Megan Salemi	Principal	msalemi@visionprep.org
Sonja Jones	Dir. of Finance & Operations	sjones@visionprep.org
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Stephanie McCain	Operations Coordinator	smccain@visionprep.org
Maria Lane	Office Manager	mlane@visionprep.org
Madrilyn Parham	Parent Resource/Admissions	mparham@visionprep.org
Marie Cole	Administrative Assistant	mcole@visionprep.org
Thelma Curry	Transition Coordinator	tcurry@visionprep.org
Charmaine Yates	School Nurse	cyates@visionprep.org
Israel Chaffin	Chief Information Officer	ichaffin@visionprep.org
Mike Taylor	Building Engineer	mtaylor@visionprep.org
Elizabeth Clark	Kindergarten Teacher	eclark@visionprep.org
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Sylina Jones	Kindergarten Teacher	sjones1@visionprep.org
Chrystal Hayes	Kindergarten Teacher	chayes@visionprep.org
Temecka Curtis	First Grade Teacher	tcurtis@visionprep.org
Brittany Ordu	First Grade Teacher	bordu@visionprep.org
Tavieya Harris	First Grade Teacher	tharris@visionprep.org
Nisha Mody	Second Grade Teacher	nmody@visionprep.org
Paige Lockard	Second Grade Teacher	plockard@visionprep.org
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Unique Martin	Third Grade Teacher	umartin@visionprep.org
Kayla Jernigan	Third Grade Teacher	kjernigan@visionprep.org
Jessica Chestnutt	Third Grade Teacher	jchestnutt@visionprep.org
Lauren Fisackerly	Fourth Grade Teacher	lfisackerly@visionprep.org
Josh Stanley	Fourth Grade Teacher	jstanley@visionprep.org
Kristin Cornwell	Fourth Grade Teacher	kcornwell@visionprep.org
Tiera Means	Fifth Grade Teacher	tmeans@visionprep.org
Twana Goodrich	Fifth Grade Teacher	tgoodrich@visionprep.org
Nicole Johnson	Fifth Grade Teacher	njohnson@visionprep.org
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Felicity Hodges	Associate Teacher	fhodges@visionprep.org
Kaitlyn Greer	Associate Teacher	kgreer@visionprep.org
Elizabeth Richardson	Associate Teacher	arichardson@visionprep.org
Tiara Moore	RTI Interventionist	tmoore@visionprep.org
Dorothy Pritchett	RTI Interventionist	dpritchett@visionprep.org
Shantel Cox	RTI Interventionist	scox@visionprep.org
Elizabeth Glotzbach	RTI Interventionist	eglotzbach@visionprep.org
Lori Carter	Reading Specialist	lcarter@visionprep.org
Tia Ellis	Scholar Support Teacher	tellis@visionprep.org
Michael Warren	Scholar Support Teacher	mwarren@visionprep.org
Veronica Cobb	Scholar Support	vcobb@visionprep.org
McKenzie Day	Movement Arts Teacher	mday@visionprep.org
Emily Murphy	Art Teacher	emurphy@visionprep.org
Sharonda Mitchell	Music Teacher	smitchell@visionprep.org
Kiva Becton	Physical Education Teacher	kbecton@visionprep.org
Lindley Phillips	Science Teacher	lphillips@visionprep.org
Anita Mitchell	Scholar Interventionist	amitchell@visionprep.org

## **SCHOOL DAY**

Doors are open for breakfast at 7:25 a.m. Breakfast is served until 7:45 a.m.

The regular school day runs from 7:50 a.m. – 3:30 p.m. on Monday through Friday. Aftercare is available from 3:30 p.m. until 6:00 p.m. The school building is closed at 6:00 p.m.

## **FAMILY COMMUNICATION**

It is vitally important that the school have 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 of moves, changes of home or emergency telephone numbers, and/or places of employment.

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 scholars in their classrooms or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the Main Office.

## **PARENT INVOLVEMENT**

Parental involvement in a child's educational life is critical to a child's success. We encourage parents to develop strong positive partnerships with the school along with our school partners (The Memphis Lift, Stand for Children and the Tennessee Charter School Center).

### **Parent Resource Center**

In this new comfortable, inviting workspace, Vision Prep parents and community members will be able to apply for jobs online, complete college coursework online, complete income tax, check emails, etc. A printer will also be available for parent use. The Parent Resource Center will also be used for small group or one-on-one meetings between parents and teachers, as well as for community meetings. Parents or community members must sign in at the main office before using the Center. Parents are welcome to bring pre-school age children (newborn to 4 years old). Puzzles, games and child-sized chairs and table are available for these young siblings.

### **Parent Classroom Observations**

Our school has an open-door policy that allows parents to sit in on class during any time after the first few weeks of school. During the beginning of school, it is critical for scholars to transition into their new setting, and parental presence in the classroom can slow this process. We strongly encourage parents to come into the classroom and see our amazing teachers and scholars at work. When observing in the classroom, parents are asked not to disrupt the education of their child, other children, or attempt to conduct individual conversations with the teacher during instructional time. Parents are required to sign in at the office before visiting a classroom and wear a visitor sticker while in the school and visit only 20-25 minutes unless otherwise approved by the administration.

### **Parent Orientation**

On the week prior to the school year starting, parents are required to attend Parent Orientation. At the Parent Orientation, teachers 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. It is also an opportunity for teachers to give parents a tour of the classroom. It will also give parents a chance to meet parents of other scholars in the school.

### **Tuesday Newsletter**

Community newsletters will be sent home once a week. The newsletters will have critical information about upcoming school events. Parents are asked to read the newsletter carefully.

## **Lost and Stolen Property**

We strongly encourage families to ensure that children do not bring valuable objects to school. Any items that scholars 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.

## **TRANSPORTATION**

### *Bus Transportation (One North Route, one South Route)*

Vision Prep provides two daily bus routes to and from school. The North Bus site is located on Austin Peay Rd. in the old K-Mart parking lot (across from Aldi grocery store). The South Bus site is located at 5494 Elvis Presley Blvd. (M.J. Edwards Funeral Home parking lot). Both routes pick up at 7:00 a.m. and return at 3:55 p.m. For the safety of our young scholars, two school employees ride daily as bus monitors. If you would like for your child to take advantage of this service, please contact Sonja Jones, Director of Finance and Operations.

### *Denial of Transportation*

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. Scholars 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 scholar is expected to come to school on the days when he or she is not allowed on the bus, unless the scholar has also been suspended from school.

### *Scholar Drop-Off*

Families who drive scholars to school in the morning are requested to pull up to the curb in front of the main entrance where a school administrator will open the car door and greet each scholar. If there is a need to come into the school, please park in the lot on the south side of the school and not on the street.

### *Scholar Pick-Up*

Parents/Guardians or their designees may pick scholars up directly from school at dismissal time. Unless it is essential that you come into the school, parents are encouraged to stay in the carline where scholars will be dismissed using numbered car tags given to each family.

## **SCHOOL BREAKFAST & LUNCH**

The school participates in the National School Breakfast and Lunch Program, which provides free breakfast and lunch for all scholars.

Breakfast is served from 7:25 until 7:45 a.m. Scholars who arrive after 7:45 a.m. will not be served breakfast. Scholars may either eat school provided lunch and milk or bring their own lunches from home. They 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 ALLERGIES**

The school will make all reasonable efforts to accommodate scholars with food allergies. Parents are required to inform the school of all food allergies and their severity. Once parents have informed the school, school officials will meet with the family in order to develop an Individual Health Care Plan. A parent of a child with food allergies is responsible for providing classroom snacks and lunch for his or her own child. These snacks can be kept in the classroom in a separate snack closet. Sharing or trading of food is prohibited for all scholars.

## **BIRTHDAY CELEBRATIONS**

Please contact the classroom teacher to make arrangements if you plan to celebrate at school. Parents may bring cupcakes for all their classmates **at lunchtime only**. Children may not distribute invitations to parties outside the school building unless every member of the class is invited.

## **HEALTH SERVICES**

The school's registered nurse will be at the school on a full-time basis to administer medication to scholars who require it during the school day and to provide counseling on health-related issues, first aid to injured scholars, and care to ill scholars.

If a scholar requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the scholar's parent or legal guardian. An adult should always deliver any medication required for use by scholar. No scholar is allowed to bring medication to the school without the nurse's or office manager's full knowledge. Scholars who have provided the school with medication dispensation authorization forms should bring the medication to the school on the first day or contact to the school to make other arrangements.

While the school nurse is responsible for supervising the school's prescription medication administration program, the school allows the delegation of the administration of medication to unlicensed school personnel (administrators and office manager) under certain circumstances.

### *First Aid Provision and Medical Emergencies*

Minor accidents, cuts, scrapes, and bruises will generally be treated at the school by the school nurse or by the office manager and administrators. The school is not equipped to handle medical services beyond basic first aid. In the event a child requires emergency medical care, a parent or guardian will be notified immediately. If a parent, guardian, or other emergency contact cannot be reached, the school may need to initiate medical treatment. Thus, it is essential that we have on file each scholar's information record, which provides up-to-date contact information for parents and guardians, and which gives the school permission to initiate emergency medical treatment if a parent or guardian cannot be reached.

## **SCHOLAR RECORDS**

Access and Amendment: A parent or eligible scholar has a right to access scholar records and to seek their amendment if the parent or eligible scholar believes them to be inaccurate, misleading, or otherwise in violation of the scholar's privacy rights. In order to obtain access or to seek amendment to scholar records, please contact the School Director.

Confidentiality: Release of scholar records generally requires consent of the parent or eligible scholar. However, the Regulations provide certain exceptions. For example, staff employed or under contract to the school have access to records as needed to perform their duties. Vision Prep also releases a scholar's complete scholar record to authorized school personnel of a school to which a scholar seeks or intends to transfer without further notice to, or receipt of consent from, the eligible scholar or parent.

Photographs, Video, Audio, Recorded Comments: For the purpose of publicizing scholar and school accomplishments, and/or documenting and studying teacher practice, Vision Prep has a practice of recording scholar life through photography, video, audio, or otherwise recorded comments. In the event a parent or eligible scholar objects to the release or publication of any of the above, the parent/eligible scholar may state that objection in writing to the School Director. Absent receipt of a written objection, any of the above may be released without further notice or consent.

## **NONDISCRIMINATION**

Vision Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA).

## **INTERNET ACCEPTABLE USE POLICY**

### **I. Acceptable Use**

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Vision Prep offers Internet access to scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of the school. The school expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. The school makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the school's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet.

### **II. Unacceptable Use**

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the school's Internet Service:

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Principal or School Director;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Principal or School Director; and
- overriding the Internet filtering software.

### **III. Violations**

Access to the school's Internet service is a privilege not a right. The school reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through the school's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

**Appendix A: Contract of Mutual Responsibilities**

**Contract of Mutual Responsibilities**

*PARENT*

*As a Vision Prep parent, I agree to:*

1. Make the school a safe and orderly environment by supporting the school as it enforces the school’s code of conduct (as spelled out in the scholar handbook), including policies regarding immediate conferences and the issuance of suspension.
2. Ensure that my child arrives at school before 7:50 a.m. and attends school regularly. I have read the attendance policy in the scholar handbook and understand the school’s policy regarding tardiness, early dismissal, and excused and unexcused absences.
3. Ensure that my child wears the appropriate school uniform daily, as explained in the dress code section of the scholar handbook.
4. Communicate regularly with my child’s teachers regarding my child’s academic and behavioral performance and attend the following events at the school: summer orientation, open house, all parent conferences, and any specifically requested conferences.
5. Check my child’s homework assignments nightly. I understand that unsatisfactory or incomplete homework will result in a corresponding consequence.

\_\_\_\_\_ *Parent’s name*

\_\_\_\_\_ *Parent’s signature*                      *Date*

*SCHOLAR*

*As a Vision Prep scholar, I agree to:*

1. Show focus by always working hard to achieve my personal best.
2. Show integrity by always trying to do the right thing.
3. Show respect for myself, other people in our school community, the property of others, and the learning environment.
4. Show self-determination by making choices about my behavior and accepting the consequences.
5. Show teamwork by caring for others.

\_\_\_\_\_ *Scholar’s name*

\_\_\_\_\_ *Scholar’s signature*                      *Date*

*SCHOOL*

*As a Vision Prep Charter employee, I certify that the school agrees to:*

1. Ensure that valuable school time is utilized thoughtfully and efficiently so that the school can provide our scholars with an education that is academically rigorous and that meets or exceeds the requirements of the Vision Prep Curriculum Frameworks.
2. Make the school a safe and orderly environment by enforcing school rules as consistently as possible and by doing our part to instruct our scholars regarding appropriate and inappropriate behavior in school.
3. Communicate regularly with parents regarding their child’s behavioral and academic performance through progress reports, report cards, parent conferences, telephone contact, and by welcoming parents to the school.
4. Assign, collect, and evaluate nightly work assignments designed to support classroom instruction and teach responsibility, and ensure that scholars are held accountable for finishing those assignments on a daily basis.
5. Constantly monitor the strengths, weaknesses, and progress of our scholars, both academically and behaviorally, provide extra academic and homework help to our scholars on a regular basis, and consistently enforce the code of conduct as a means of holding scholars accountable for their behavior in school.

\_\_\_\_\_ *Teacher’s name*

\_\_\_\_\_ *Teacher’s signature*                      *Date*







# Community Violation

(Kindergarten – 2<sup>nd</sup> Grade)

Scholar Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Quarter: \_\_\_\_\_

Violation of Day: \_\_\_\_\_ Violation of Week: \_\_\_\_\_ Violation of Quarter: \_\_\_\_\_

Teacher: \_\_\_\_\_ Parent Contacted Method: \_\_\_\_\_ Time: \_\_\_\_\_

At Vision Preparatory Charter School, we have high expectations for scholar behavior. The scholar named above has violated the community expectations that we hold. The following scholar choices led to this Community Violation.

Teacher notes:

The scholar should reflect on these choices on the back of this paper. This sheet must be signed by the scholar and the parent and **returned to school the next day.**

If a scholar makes continued or serious inappropriate choices, he or she will receive a **Community Violation**.

The scholar will need to remove him or herself from the rest of the community and complete the reflection section on the back of the Community Violation form.

A parent is required to sign this Community Violation and return it with the scholar the next school day.  
Unsigned Community Violations will result in another Community Violation.

Community violations have escalating consequences throughout the quarter. The consequences are as follows:

- If a scholar earns a **5<sup>th</sup> Community Violation of a quarter**, the parent will be contacted and will be required to attend a mandatory conference with an administrator, teacher and scholar before the scholar is allowed to return to school.
- If a scholar earns a **6<sup>th</sup> Community Violation of a quarter**, the child will be suspended until a parent spends 90 minutes in class with the child when readmitting him/her back to school.
- If a scholar earns a **3<sup>rd</sup> Community Violation in a day, or a 4<sup>th</sup> Community Violation of the week**, the child will serve an out of school suspension for at least one day.
- Additionally, grossly inappropriate choices such as stealing, inappropriate contact and tantrums may result in an immediate out of school suspension instead of a community violation.

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Parent Signature



## Community Violation

Which FIRST core value did I choose to ignore?

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### Vision Prep Core Values

Focus  
Integrity  
Respect  
Self-determination  
Teamwork

### **SCHOLAR REFLECTION**

I disrespected our community. I need to reflect on my actions. What poor choice did I make?

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What would have been a better choice?

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# Community Violation (3<sup>rd</sup> – 5<sup>th</sup> Grade)

Scholar Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Quarter: \_\_\_\_\_

Violation of Day: \_\_\_\_\_ Violation of Week: \_\_\_\_\_ Violation of Quarter: \_\_\_\_\_

Teacher: \_\_\_\_\_ Parent Contacted Method: \_\_\_\_\_ Time: \_\_\_\_\_

At Vision Preparatory Charter School, we have high expectations for scholar behavior. The scholar named above has violated the community expectations that we hold. The following scholar choices led to this Community Violation.

Teacher notes:

The scholar should reflect on these choices on the back of this paper. This sheet must be signed by the scholar and the parent and **returned to school the next day.**

If a scholar makes continued or serious inappropriate choices, he or she will receive a **Community Violation.**

The scholar will need to remove him or herself from the rest of the community and complete the reflection section on the back of the Community Violation form.

A parent is required to sign this Community Violation and return it with the scholar the next school day.

Unsigned Community Violations will result in another Community Violation.

Community violations have escalating consequences throughout the quarter. The consequences are as follows:

- Each **Community Violation** will result in a loss of community privileges for 24 hours. During this time, the scholar will lose privileges at recess and lunch. The scholar will also lose privileges involving classroom jobs and Scholar of the Week duties (if applies).
- If a scholar earns a **3<sup>rd</sup> Community Violation of a quarter**, the parent will be contacted and will be required to attend a mandatory conference with an administrator, teacher and scholar before the scholar is allowed to return to school.
- If a scholar earns a **6<sup>th</sup> Community Violation of a quarter**, the child will be suspended until a parent spends 90 minutes in class with the child when readmitting him/her back to school.
- If a scholar earns a **3<sup>rd</sup> Community Violation in a day, or a 4<sup>th</sup> Community Violation of the week**, the child will serve an out of school suspension for at least one day.
- Additionally, grossly inappropriate choices such as stealing, inappropriate contact and tantrums may result in an immediate out of school suspension instead of a community violation.

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Parent Signature

**Please see other side for scholar reflection.**

*Revised 06/10/19*



## Community Violation

Which FIRST core value did I choose to ignore?

\_\_\_\_\_

### ***Vision Prep Core Values***

Focus  
Integrity  
Respect  
Self-determination  
Teamwork

### **SCHOLAR REFLECTION**

I disrespected our community. I need to reflect on my actions. What poor choice did I make?

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What would have been a better choice?

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