East End Prep

Middle School

2025-2026 Family Compact

"The **function of education** is to teach one to think intensively and critically. **Intelligence plus character** – that is the true goal of education." – Dr. Martin Luther King, Jr.

General Information:

Middle School Administration

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General questions? Please call the front office.

Callouts: East End Prep uses a callout system to share important news and information with families. If you are not receiving any calls, contact East End Prep to update your contact information. If your phone number changes, please update the front office.

Parking: When visiting East End Prep, please park in one of the available parking spaces in the front or the side of the building. You may also park on the outside edges of the circle in the front. Please do not park on the inside edges of the circle in the front as buses cannot safely make turns around these cars during arrival and dismissal.

Policies are subject to be modified or added throughout the school year. The most updated Team & Family Compact is available at www.eastendprep.org or by request in the front office

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School Mission & Vision:

Mission

East End Preparatory School prepares students for college degree completion and success in the competitive world and beyond, through academic excellence and cultivating habits of the mind that promote strength of character and intellect.

Vision

Success is not only defined by academics but by holistic child development. East End Prep's approach combines excellence in academics, character, virtues, the arts, and athletics to provide an unmatched education in preparation for college and beyond.

Core Values

East End Prep's Core Values provide our entire team with the lens through which to view decisions and daily work that drive our scholars to achieve and continue to excel after graduating from East End Preparatory, throughout high school, college, and career. Our values can be summed up using the acronym GREAT.

Growth: We continually seek out ways to grow and improve. Our goal is to be better than we were yesterday and persevere through challenges.

- Begin with the end in mind, have a plan
- Seek feedback to improve
- Expect setbacks, keep working hard
- Provide warmth and encouragement to enable growth in others

Respect: We treat all people as valuable and worthy human beings because we can learn something in every encounter.

- Seek first to understand, then to be understood
- Listen before you talk
- Accept and value other points of view
- Talk to the person, not about the person

Enthusiasm: We are full of excitement and good vibes at work and at play.

- Sharpen your saw, balance feels best
- Find your voice and help others find theirs
- Provide a model for others to emulate
- Develop a joy for learning

Achievement: We work hard and smart to reach ambitious goals we set.

- Be proactive, you're in charge
- Put first things first, work first then play
- Consider what matters most and why
- Develop discipline and stay organized

Teamwork: We are a team working together on an alignment mission AND movement to get our work done.

- Think win-win, everyone can win
- Synergize, together is better
- Leave no community member behind
- Seek different perspectives

EEP Team Commitment Summary

Though this entire handbook encompasses commitments of the EEP community, each stakeholders' commitments are summarized below. East End Prep is a choice school with high expectations for student academics and character that require 100% commitment from our scholars, families, and staff. Together, we will work as one team to contribute in every way possible to ensure that each child will achieve at the highest level.

EEP Scholars will…

- Work hard, every day, to grow academically
- Build professional habits through our dress, organization, and homework responsibilities
- Show kindness and respect to EEP staff and scholars through our actions and speech
- Be a good teammate to our scholars and teachers
- Ask for help when we have a conflict or when we don't understand
- Take pride in what makes us unique
- Adhere to schoolwide policies and procedures

EEP Teachers will…

- Inspire a love for learning in each child
- Teach rigorous and high quality lessons that allow all scholars to achieve
- Build a positive relationship with every scholar and family
- Transparently communicate with and support families around student academics and behavior, and return family member phone calls or emails within 48 hours (24 hours is ideal).
- Collaborate with fellow teachers to create a safe and structured learning environment for scholars
- Adhere to schoolwide policies and procedures

EEP Family Members will…

- Continue to work as my scholar's primary teacher
- Celebrate my scholar's successes and encourage academic excellence
- Reinforce any disciplinary consequences at home in partnership with the school team
- Build a positive relationship with my scholar's classroom teacher and other staff
- Respond within 48 hours (24 hours is ideal) when East End Prep staff requests my support
- Work to support the East End Prep by contributing what I can to the greater school community
- Adhere to schoolwide policies and procedures

Academics:

East End Prep is committed to nurturing the growth and development of scholars through a rigorous academic program. Our curriculum is aligned to the Tennessee State Academic Standards, which define what scholars should know and be able to do at the end of each year. The standards are designed to be robust and relevant and to reflect the knowledge and skills needed for college and career readiness. Charter schools may choose their own curriculum materials and methods of instruction in order to teach the Tennessee State Academic Standards. Instructional practices of East End Prep include, but are not limited to:

- Integrated instruction in language arts, math, science, and social studies
- Emphasis on active critical thinking, problem solving, inquiry, and real world application
- Need-based, differentiated small group instruction
- Culturally responsive pedagogy
- Ongoing formal and informal assessment
- High standards for the quality of student work

Additionally, we believe that academic success is intrinsically tied to the social, emotional, and character development of your scholar. All scholars in grades 5-8 will receive regular social emotional learning lessons (approximately 2x/month) based on the 5 CASEL Core Competencies (Self-Awareness, Self-Management, Responsible Decision-Making, Relationship Skills, and Social Awareness). Scholars will also receive regular daily reinforcement around these competencies during homeroom time. For more information on this SEL curriculum, you may visit their website at https://changingperspectivesnow.org/.

As scholars progress through East End Prep, they will build the academic knowledge and skills and character habits needed to succeed academically, socially, and emotionally in high school and to choose the life they desire.

Student Schedules

All scholars will have course schedules that include high quality, rigorous and standards aligned instruction in: English Language Arts, Math, Science, Social Studies, and Related Arts. Student schedules will also include: a daily lunch block, daily active play period, and a weekly culture activity on Fridays (SEL lesson, Paycheck Party, or Community Celebration).

Outdoor activities at East End Prep will be altered to stay inside if the heat index is above 104. If the heat index is stated between 95-104 degrees, PE teachers and athletics coaches will provide extra water breaks for students to account for the heat. If the windchill is under 13 degrees, scholars will stay inside.

Daily Academic Responsibilities

At minimum, scholars in grades 5-8 should attend school each day with working pens, pencils and erasers, a functioning trapper keeper or binder (no broken rings or zippers) that is organized, their class text and independent reading book, and their completed homework.

Homework Policies and Expectations

Homework is an essential part of the East End Prep educational program. It is designed to reinforce skills taught in the classroom, to help scholars develop a deeper understanding of concepts, and to promote good study habits.

For grades 5-8, homework (including daily assignments and projects assigned over breaks) will be 10% of your scholar's final grade each quarter. This grading will be based on the scholar's completion and effort. For full credit, all homework must be completed on time in a thorough and neat manner.

At the middle school level, East End Prep's homework expectations will allow scholars to build independence and take on additional responsibilities around mastering grade level content. Parents can support their scholars in meeting homework expectations by being aware of the following homework and independent reading expectations and creating routines and productive spaces at home so that homework can be completed.

5-8 Homework Expectations

- Scholars will receive homework every night in at least one subject. The homework assigned will be aligned to familiar content, so scholars should be able to refer to their class notes for support in completing homework. (Homework will never cover material that has not been explicitly taught.)
- **ELA**: Independent reading and annotation of a set selection of text that scholars are reading in class should be completed **daily**. Students may also be expected to complete a set of comprehension questions or finish working on components of writing an essay.
- **Science and Social Studies**: Occasional study guides to prepare for an upcoming test, vocabulary flash cards/worksheets, portions of projects to be completed at home, or other assignments relevant to the current unit of study (**At least 2 days/week)**
- **Math:** A weekly packet will be distributed to scholars on Monday during math class and is due on Friday. The topics will cover material taught the previous week so that students can learn the habit of budgeting their time. If they would like to complete the entire packet on Monday, that is fine. If they want to work on it a little bit each night, that is also fine. Regardless of when the student completes the packet, it will be turned in on Friday during math class.

Scholars are expected to file their homework in their trapper keeper for each class. They will also have a place in their trapper keeper to file graded work when it is returned to them. Scholars must bring their trapper keeper to school each morning and carry it with them throughout the school day. These trapper keepers are designed to teach scholars the importance of responsibility and organizational skills.

5-8 Homework Infraction Policy

- If a student does not complete his/her homework, they will receive a M (for "Missing") on that assignment. The grade book will automatically calculate this as a zero, which will count towards 10% of their grade in that content area.
- Each content area has slightly different policies and procedures around makeup work. Please contact your scholar's grade-level leader for more specific information regarding deadlines and partial credit for late work.

5-8 Independent Reading Expectations

- Scholars in grades 5-8 who do not read the selection of text the night before class will not be able to follow along during the reading lesson and typically perform poorly, as the lesson depends on scholars' background knowledge of the text. It is imperative that scholars are reading their assigned text each night in addition to any outside independent reading at night or on weekends.
- Scholars should be reading independently at least 15 minutes a day outside of school. This reading is most often their classroom novel. In some cases, students may be assigned to read their independent reading books.
- At the middle school level, we expect our scholars to have a developing love for reading in which they opt to read independent text for enjoyment without prompting from adults. Therefore, families are encouraged to keep text selections that are age and grade-level appropriate on hand for scholars' leisure reading.

Additional School Day Components

Trapper Keepers

All scholars in grades 5-8 will be required to purchase a trapper keeper or binder and keep lined paper inside. This practice will help cultivate their organization skills and practice the CASEL competency of self-management. Scholars are expected to bring their trapper keepers to school everyday in order to record their class notes and store other important handouts from class. Students who lose their trapper keeper or binder must purchase a new one expeditiously in order to stay on track with their developing organizational skills. All trapper keepers should have a spot to carry their school laptop.

Student Laptops

All scholars in grades 5-8 will have access to laptops throughout the school day. Students will use laptops during the school day in order to complete classwork, conduct research, and take assessments. Students will learn how to properly utilize and care for their laptops in school during the instructional day. When students use laptops and other school-provided technology in the school building, they are expected to follow our *Technology Use & Internet Safety Policy* in Appendix F, referenced later in this document. School laptops will remain at school and should not be taken home for any reason. The only exception is our 8th graders who have qualified for enrollment in our Integrated Math I program.

Related Arts

To further the development of the whole child, East End Prep provides Related Arts classes. Scholars attend their Related Arts classes Monday-Friday. Scholars in grades 5-8 take four Related Arts classes: Physical Education, Theater/Public Speaking, Visual Art, and Music/Movement. Related Arts teachers will grade scholars according to participation, work completion, and merit. In rare cases, East End Prep reserves the right to periodically pull scholars from Related Arts class for academic testing or tutoring.

Student Leadership

At East End Prep middle school, we believe that being a scholar involves not only academic success, but also being actively engaged in the community. Our goal is to cultivate students that proactively seek opportunities to be leaders and help others. Scholars will be able to participate in various school-wide leadership opportunities, from leading Community Celebration to serving on the student council.

Extra-Curricular Activities

East End Prep offers a wide array of after school clubs and sports for 5-8 scholars, including but not limited to: Jazz Band, Student Council, Yearbook, Drama Club, STEP Team, and more. EEP also offers sports through our Athletic Department. Those sports include: Girls and Boys Basketball, Girls and Boys Soccer, Volleyball, Track, Football, Cheer, and Dance. As extra-curricular opportunities become available, families will be informed.

Scholars must be picked up on time from after school clubs and sports. Scholars that are not picked on time on more than one occasion will no longer be allowed to participate in that club or activity.

East End Prep reserves the right to remove scholars from extra-curricular activities based on student behavior, academics, or attendance.

Grading Scale

Grading Expectations & Communication

2025-2026 School Year

Grading Scales & Mastery Thresholds: *5th Grade- 8th Grade*

Passing:	Not Passing:
• **A:** 90-100% • **B:** 80-89% • **C:** 70-79%	• **D**: 60-69% • **F:** 0-59%

Course Grade Category Weights:

School-Wide Expectation

Weighting: ***ELA & Math:***

- Graded for mastery:
  - **60% Classwork** (exit tickets, review work, labs)
  - **30% Quizzes and Tests** (ELA essays, projects)
- Graded for completion or mastery:
  - **10% Homework**
    - ELA: DIRT quiz/Comp Qs graded for mastery
    - ELA: Annotation check graded for completion

Naming Conventions:

Assessments: Year Grade Subject Test	Examples: • 25-26 8th Math U2 Quiz • 25-26 7th ELA U2 Test • 25-26 6th SS U3 Project
Homework: Due Date_Category	Examples: • 8.18_HW • 8.18_DIRT • 8.18_Annotations • 8.18_CompQuestions
Classwork: Date_Category_Specifics	Examples: • 8.19_ET_U1L1 • 8.19_CW_U2 Review • 8.19_CW_U1 Lab

Weighting: ***Related Arts*:**

- **50% Formative Assessments:** Classwork/Participation/Exit Tickets
- **50% Summative Assessment:** End of Unit Performance Task

Weight of all assignments:

- We are continuing to use a percentage-based grading system, instead of points-based.
- All assignments in Illuminate are out of 100 percentage points.
- A student cannot earn below 50% if they tried on the assignment.
- If a scholar is present and chooses to not do the work, the work is graded as a zero.
- If a scholar is present and puts forth minimal effort, the work is graded as a 50%.
- Mastery-based grading scale for exit tickets:
  - The teacher and the DOA will norm on the point value per question - subjects will vary.
- Tests and quizzes will be scored out of 100, but the point value is based on how many questions are on the assignment (ex: With a 20-question test and a student gets 18 questions right, they score a 90%)

Academic Testing

At East End Prep, we utilize a number of data points throughout the year to ensure that scholars are mastering content appropriately. Assessments taken by scholars at EEP Middle School are outlined below.

Assessment Name	Time of Assessment	Purpose of Assessment
TNReady Assessment	April	Determines whether scholars meet state academic proficiency requirements
Universal Screening (MAP)	Fall, Winter, Spring	Screens scholars for potential academic gaps; compares scholar performance to scholars around the country to ensure college readiness
Interim Assessment	3 times per year (ELA, Math, Social Studies, and Science)	Determines whether scholars have mastered and retained grade level content learned in class; measures whether scholar is on track to pass TNReady assessments
Unit Tests	At the end of each content unit (ELA, Math, Social Studies, Science, and Related Arts)	To determine whether scholars have mastered recently taught grade-level content
Progress Monitoring	Weekly for scholars performing below the 25th percentile	Quick screeners that are tracked to determine if academic interventions are working. This will not be used for all students.

Report Cards and Parent-Teacher Conferences

Communication between the home and school helps bind the student, parents, guardians, teacher, and administration into a team working toward a common goal. At any time, parents may call teachers or administrators to schedule a time to meet and discuss their child's progress. Parents can also check grades any time by logging into their parent portal accounts in Illuminate.

Quarterly report cards serve as a formal transcript and are designed to inform parents/guardians of their scholar's academic growth, as well as any potential academic problems or challenges their scholar may be experiencing. Report cards are one indicator of mastery of grade level content and readiness for the next grade.

Report Cards will be issued at the end of each quarter. Scholars and families will receive digital and paper copies. Formal Parent Conferences will be held following the end of the 1st and 3rd Quarters.

All parents/guardians are highly encouraged to attend parent conferences. However, parent/guardian conferences are required for 1st Quarter when:

- The scholar is performing below the 25th percentile on the Universal Screening assessment in the fall.
- The scholar is performing below the TNReady proficiency threshold on any of the Quarter 1 Interim Assessments
- The scholar is failing any core content class at the end of Quarter 1.
- The scholar is experiencing academic or behavioral challenges in the classroom that require formal discussion and support planning, including retention candidacy
- The scholar has attendance issues including excessive tardies or early dismissals

Parent/guardian conferences are only required for 3rd Quarter when:

- The scholar is considered "at risk for retention" at the end of Quarter 3, as determined by the K-8 Director of Academics using a variety of data metrics.

Academic Interventions and Supports

East End Prep believes that every scholar can succeed academically. We know that every scholar is unique and some scholars will require more specific or in-depth academic interventions in order to feel that success. We commit to responding to scholar needs through the following interventions and supports:

In-Class Intervention

Our staff will make every effort to ensure that scholars can access content in the general education classroom each day. When scholars are not mastering content, teachers will provide in-the-moment corrections and actionable feedback to help scholars improve. Teachers will also track academic feedback given to scholars to look for patterns that could suggest further academic gaps. Some in-class interventions include: verbal and nonverbal prompts, one-on-one or peer tutoring, small group support, preferential seating, and purposeful praise.

Multi-Tiered Systems of Support- Academics

Each fall, winter, and spring, scholars at East End Prep take Universal Screeners, which compares scholar performance to scholars around the country. If a scholar falls below the 25th percentile of scholar performance on Universal Screeners for scholars at East End Prep, he or she may qualify for Response to Intervention (RTI) small group instruction. This support is intended to close the gap between the scholar's present level of performance and grade level work.

An intervention plan will be created and the scholar's academic performance will be tracked over a period of time while these interventions are in place and you will receive updates.

English Language Services

If English is not the primary language for a scholar, the scholar will be administered the WIDA-Access Placement Test (W-APT) at MNPS. The WIDA has no bearing on school assignment or grade placement. The WIDA gives teachers a better understanding of the language support the child will need in the classroom as an English learner.

When scholars are identified as English Learners, they will receive EL services during the regular school day from an ESL-endorsed teacher. Students who are deemed proficient in English through the WIDA do not receive EL services.

The state of Tennessee is in the process of transitioning from using WIDA to a new assessment called ELPA. More details regarding this transition will be communicated to those students and families who are impacted by these changes.

Exceptional Education Services
Families who suspect their scholar has a disability may request in writing that their child's school start the intensive intervention process. The intensive intervention team will review the concerns and develop a plan for next steps. Families may also request in writing that the school test their child for any suspected disabilities. If a scholar is found eligible for exceptional education services, an Individualized Education Plan (IEP) will be developed and appropriate services provided.

Promotion to Next Grade

Promotion to the next grade level will be based on scholars' grades, standardized test scores, attendance, and other assessment measures taken during the year. Formal at-risk of retention letters will be sent home in the spring to allow teachers and parents time to work with the scholar to help him or her improve. Decisions to promote or retain are made by the scholar's teachers and administrators.

Special consideration will be given to scholars who have Individualized Education Plans (IEPs) when making grade promotion and retention decisions. However, scholars with IEPs who have significant attendance, academic, or behavioral problems unrelated to their IEPs may still be at risk of retention.

Scholar Code of Character:

The Code of Character serves as the behavioral mainframe by which the school carries on its day-to-day operations. The code reflects our GREAT values and the CASEL Competencies, school-wide guidelines, and the right of every scholar to learn in a safe, supportive and positive environment. We recognize that, like academic success, developing social-emotional skills and character strengths requires practice, and we will integrate character education and skills practice into every aspect of our community.

CASEL Competencies

- Self Awareness
- Self Management
- Responsible Decision Making
- Relationship Skills
- Social Awareness

Scholar Behavior Systems

Our goal at East End Prep is to create a positive, joyful school and classroom learning environment for everyone. To accomplish this goal, our adult and scholar culture is grounded in frequent, actionable feedback to help every partner get better each day by reinforcing positive choices and providing clear consequences for behaviors that do not embody the School Rules, EEP's Core Values, or CASEL Competencies We will help scholars understand our behavioral expectations by teaching them our systems and how to properly respond to each piece of feedback during the first week of school. Scholars displaying positive behaviors that reflect our Core Values and the CASEL Competencies, will be recognized in numerous ways - through positive reinforcement in the classroom, whole-school praise and acknowledgement during Community Celebrations, and through both small and large incentives.

DeansList

DeansList is the platform used at EEP as a tool to track scholar behavior. This program is used by 5-8 teachers in a developmentally appropriate way to recognize and reward students, encourage growth, and communicate with families. All families have access to DeansList data online at all times and will receive a weekly behavior report. Scholars will have the opportunity to earn merits, which represent actions that positively impact the scholar's team and learning, and demerits, which represent actions that need improvement to better support a scholar's team or learning. Please see Appendix B for a list of merits/demerits.

5-8 DeansList Logistics

Each Friday, scholars start with $100 on their paychecks. A paycheck "week" runs from Friday – end of day Thursday. Teachers will use the app to log merits or demerits that will add or subtract from their total. Depending on the action or choice, values of the merits (+value) and demerits (-value) range from $2 to $5. Scholars receive a weekly "paycheck", or behavior report, that will be sent home for parent review every Friday. Scholars will have the opportunity to be invited to paycheck parties each month based on various paycheck requirements (typically a pre-determined monthly average threshold).

Restorative Discipline

At East End Prep we do not expect our scholars to be perfect, and it is core to our mission to teach and practice the resiliency skills that will help scholars recover and grow from their mistakes by "failing forward" to forge a path toward future success.

To support this philosophy and the continued development of character, we will use Restorative Discipline - a set of principles that guide the response to conflict and harm:

- **Accountability**: Provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible
- **Community Safety:** Recognize the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members
- **Skill Development**: Increase the pro-social skills of those who have harmed others, address underlying factors, and build on strengths in each young person

The Restorative Discipline philosophy views misconduct as a violation of people's right to learning and damaging to relationships in the school and throughout the community. This philosophy will be embodied in all East End Prep school-wide and classroom behavior management and disciplinary policies and practices.

Behavior Interventions and Supports

It is central to East End Prep's mission that all scholars remain in the classroom space as often as possible, while still keeping the learning environment sacred. We know that every scholar is different and some scholars will require more specific or in-depth academic, social/emotional, or behavioral interventions. We commit to responding to student needs through the following interventions and supports see below.

In-Class Intervention
Our staff will make every effort to keep scholars integrated in the classroom and support the learning process through positive behavioral supports. When disruptive, non-compliant, or disrespectful behaviors occur, teachers will provide in-the-moment corrections and actionable feedback to offer scholars opportunities to correct their behaviors. Some in-class interventions include: verbal and nonverbal prompts, redirections, teacher check-ins, and purposeful praise.

Social-Emotional Support
East End Prep contracts licensed counselors and partners for individual, group, or family therapy based on student need. Counseling services are conducted onsite. Services can be requested by a family member, or an EEP staff member can refer scholars for counseling. In addition to our external partners, we also have a Dean of Social Emotional Learning who will be charged with creating and maintaining our Social Emotional Learning curriculum in which scholars will engage in a structured Friday lesson (approximately 2x/month) that will be facilitated in various ways throughout the school year.

Multi-Tiered System of Support – Behavior (MTSS)
If a scholar displays a repeated pattern of behavior in the classroom that is supported by data and that disrupts the ability of that scholar or the class to engage in learning, East End Prep will activate its Behavior Response to Intervention (MTSS) process to help further the development and lessen the intensity of the problem behaviors. A member of the culture team and the scholar's teachers will meet to create an intervention plan. Behavior will be tracked over a period of time while these interventions are in place. School staff will meet again to evaluate the effectiveness of the interventions and determine if the interventions need to change or intensify. If interventions do not appear to curb scholar behaviors after multiple attempts and sufficient tracking over time, the scholar may be referred for a formal support team meeting.

Office Referral
After extremely disruptive or disrespectful behaviors, or if repeatedly off-task, the scholar will be required to leave the learning environment. Scholars will earn a referral and visit the Dean of Culture's Office, where a member of the Culture Team will help the scholar deescalate and discuss the incident with them. Together, the Culture Team member and the scholar will work on a restorative plan to positively re-enter the classroom, and the student will be issued a logical consequence. After creating a plan, the scholar will check-in with their teachers and complete any restorative actions necessary. Parents will be notified of the student's referral via a required parent/guardian phone call informing them of the incident and the student's consequence. After school, the referring teacher will also make a parent phone call to discuss the incident and answer any questions. All office referrals will be tracked via DeansList.

A Dean's Office referral is an automatic consequence for scholars who demonstrate egregious behaviors that threaten their classroom's safety or learning environment, or for repeated misbehavior that interferes with other students' learning. Depending on the behavior, a referral may be combined with additional consequences.

Consequences

Administrators will follow the MNPS Discipline Guide when determining appropriate responses to student behavior. Administrators reserve the right to use discretion and adjust consequences as needed based on the context and individual circumstances. Possible responses that may be used to address student behavior include, but are not limited to: extensive reflection, lunch detention, active play detention, in-school suspension, and out-of-school suspension. These consequences are intended to support reflection, restore expectations, and promote student growth while maintaining a safe and productive learning environment.

Paychecks

Scholar Paycheck & Detention Response Chart	
Weekly Paycheck Total	**Hours of Detention**
70-74 OR 2+ uniform demerits	Lunch Detention on Monday + Text/Email to Parent
69 and below	Lunch and Active Play Detention on Monday + Phone Call to Parent Must meet paycheck goal by Thursday to avoid a full week of detention the following week.
Repeated low paycheck	Lunch & Active Play Detention Monday-Thursday + Phone Call to Parent Must meet paycheck goal to avoid additional consequences such as,but not limited to parent meetings or ISS .

In-School Suspension

In some cases, school administration may assign a scholar In School Suspension depending on the nature of the referral and/or a pattern of classroom disruption. The In-School Suspension will be served in a designated classroom space. Scholars will receive review assignments and complete a behavior reflection with the 5-8 Culture Support Associate. Scholars who do not meet the expectations of In School Suspension, may be assigned additional consequences. For a scholar to return to class, they must meet all expectations of In School Suspension for an entire day.

Out-of-School Suspension

To maintain a safe school community focused on learning, East End Prep will suspend scholars from school when there are serious breaches of school rules.
Behaviors that merit suspension include, but are not limited to:

- Physical harm - fighting or physical assault of another scholar or staff member
- Stealing or attempting to steal money or property from a scholar or staff member
- Continuously disruptive behavior or continued and willful disobedience
- Excessive disrespect of teachers or peers, or open defiance of authority
- Willfully causing or attempting to cause defacement or damage to school property

- Accruing repeated office referrals
- Inappropriate sexual behavior (Inappropriate sexual behavior includes, but is not limited to, physical or verbal conduct, communication of a sexual nature, or sexual behavior between consenting parties on school grounds or at school-sponsored events.)
- Threats- Threatening physical or emotional harm when there is a credible possibility of violence and/or the intent was to scare of intimidate others
- Bullying or cyberbullying- Repeated teasing, intimidating, or inappropriate physical contact with a specific student or group of students. Could be expellable is it persists despite multiple administrative interventions)
- Harassment based on Religion, Creed, Gender, Identity, Disability, or Orientation- Teasing, bullying, or targeting a student for their identity, despite explanation of inappropriateness

If a suspension occurs, a member of the Culture Team or the Principal will call home to inform families of the suspension. Scholars who earn a suspension before 11 a.m. will be suspended for the rest of the day. Scholars who earn a suspension after 11 a.m. will be suspended the following day. Scholars must be picked up from school within one hour of earning a suspension.

In order for the scholar to return to school, the scholar will be required to complete a re-entry homework assignment before they can return to the learning environment. If suspended for 1-2 days, the scholar will return the assignment to the Dean of Culture for review and reflection. If suspended for 3 or more days, the assignment will be reviewed with the parent during a formal re-entry meeting with the Dean of Culture or the Principal. In that meeting, the group will discuss the infraction, review current supports, put any additional necessary supports in place to help the scholar succeed in school, and create an accountability plan.

When a suspension occurs, the expectation is that parents reinforce the behavior expectations from school, work with the scholar to correct the behavior, and prepare the scholar to return ready to meet school expectations. Scholars must turn in all work assigned upon returning from a suspension.

Suicide Prevention

Protecting the health and well-being of our students is of the utmost importance to East End Prep. Our suicide prevention policy is as follows:

- All scholars will be expected to create a culture of respect and support at East End Prep. They will learn to recognize and respond to warning signs of self-harm in friends and how to seek help for themselves and friends, including telling a staff member if someone is in crisis and in need of help.
- A licensed mental health professional will serve as the suicide prevention coordinator for scholars in crisis. When a scholar is identified as being at risk, they will be assessed by a licensed mental health professional who will work with the scholar to help connect them to appropriate local resources. When a scholar is identified as being at risk, a family member will always be contacted by a school professional.

Expulsion Policy

At East End Prep, we hold sacred our positive learning environment and school culture and consider it to be the foundation of our highly successful learning environment. We also believe that all scholars have the right to come to school and learn with little to no undue distractions from their education and pathway to college. In the rare case where a student displays a zero tolerance behavior or after exhaustive interventions, a scholar continues to consistently cause undue harm to our positive learning environment and detract from all scholars' right to an excellent education, as a choice school East End Prep reserves the right to exercise expulsion. Behavior that may fall in this category include but are not limited to:

- Assault on a staff member - Intentionally, knowingly or recklessly causing unwanted physical contact with a staff member
- Consistent pattern of physical harm to other scholars - pattern of fighting or causing undue physical harm to other scholars
- Breaches of school and scholar safety - including general school safety such as major threats to the school or groups of scholars; severe threats to cause major harm to others where there was intent to follow through; consistent patterns of threats to school safety whether there was intention or not to follow through
- Patterns of consistent defiant or disruptive behaviors; any consistent patterns of behaviors that fall under the suspension behavior list on pages 17-18 of this handbook.
- Drugs Possession, use or distribution of illegal drugs; unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g. Demerol, Morphine) or narcotic substance.
- Possession of a weapon - handgun or other weapon that has the potential to cause major harm
- Explosive - Possession of explosive, incendiary device, or any device that has the potential to be extremely dangerous

Anti-Harassment, Intimidation, & Bullying Policy

Acts of harassment, intimidation, bullying (including cyber-bullying) toward scholars or staff are prohibited on school property, on school buses, or at school-sponsored events because this conduct disrupts both a scholar's ability to learn and the school's ability to educate in a safe environment. Harassment, intimidation, or bullying is defined as any gesture or written, verbal, or physical act, or any use of electronics or wireless communication (including telephone, cell phone, or computer) that:

1. Is motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a scholar, damaging the student's property, or placing a scholar in a reasonable fear of harm to his/her person or damage to his property; or
4. Has the effect of insulting or demeaning any student or group of scholars in such ways as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

East End Prep recognizes that there will be times when scholars engage in developmentally appropriate conflict that is not always productive, and scholars will be given appropriate consequences and will be coached on how to resolve problems moving forward if that occurs. However, scholars who feel that they witness harassment, intimidation, or bullying or are victims themselves are expected to do what they reasonably and safely can do to divert a situation and must also inform an East End Prep staff member as soon as possible.

Consequences and/or remedial action for a scholar who is found to have committed an act of harassment, intimidation, or bullying will take a variety of factors into consideration, 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/or the relationships between the parties involved. Consequences may range from behavioral interventions to suspension or expulsion. East End Prep reserves the right to discipline student off-campus behavior which substantially disrupts the school's educational process or mission or threatens the safety or well-being of scholars or staff.

Remedial measures 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 to document systematic problems related to harassment, intimidation, and bullying. Remedial actions for individual scholars may include restorative discipline techniques, behavioral assessment or evaluation, or referrals to outside services. Institutional responses can include school and community surveys, mailings, or focus groups; adoption of research-based bullying prevention programs; social skills training for students; training for certified and non-certified staff; parents and community meetings to address the actions and the school's response; or involvement of law enforcement officers. In addition, resources such as counseling will be made available to support individual victims of harassment, intimidation, or bullying and such support will be provided in a manner that does not stigmatize victim(s).

While some acts of harassment, intimidation or bullying may be isolated incidents that can be dealt with at the school level, other acts may be so serious or extensive that they require a response by school district or law enforcement officials. Parents shall be promptly notified in situations where students are to be or have been interviewed by law enforcement officials.

All school employees are required to report alleged violations of the anti-harassment, intimidation, and bullying policy to school administration. Members of the school community, including families or volunteers, are strongly encouraged to report any act that may be a violation of this policy. The reporting party is encouraged to submit a written or electronic report, but oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on anonymous reports. School administration will conduct a prompt and thorough investigation of any alleged incidents to determine whether the alleged act is a violation of the policy.

East End Prep prohibits reprisal or retaliation against any scholar, staff member, volunteer, or visitor who reports an act of harassment, intimidation or bullying. The consequences/remedial action for a person who engages in reprisal or retaliation shall be determined by school administration after consideration of the nature and circumstances of the act.

Scholars, staff, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation, or bullying. Scholar consequences/appropriate remedial action for a false accusation range from Restorative Discipline techniques to suspension or expulsion. Consequences/ remedial action for a school employee found to have falsely accused another shall be disciplined in accordance with school policies. Consequences/remedial action for a visitor or volunteer found to have falsely accused another shall be determined by school leadership after consideration of the nature and circumstances of the act.

Family Involvement:

East End Prep believes in the importance of partnering with families toward the academic and character development of every child. We strive to cultivate positive and productive relationships with families and welcome your feedback.

In accordance with Tennessee Code Annotated 49-6-7004, the parents of scholars participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Educations Act (ESEA), must agree that the policies listed throughout this handbook outline how parents, school staff, and scholars share the responsibility for developing a partnership to support student academic achievement.

EEP Parents/Guardians are encouraged to…

- Establish a daily routine for your child that includes dedicated time for homework/studying in a quiet space
- Positively reinforce academic and behavioral progress and success
- Create a culture of reading by providing books at home or visiting the library
- Monitor scholar television and video game use
- Help your child make good choices, be kind to others, and take responsibility for his/her actions.
- Regularly communicate with your child's teacher
- Support other East End Prep families
- Attend school events and volunteer in the building
- Help your scholar become a well-rounded, life-long learner by attending academic events, arts performances, enrichment opportunities, and athletic games

EEP Parents/Guardians are required to…

- Sign the Team & Family Compact as condition of enrollment at East End Prep
- Ensure that your scholar comes to school each day, on time, in dress code, ready to learn
- Reinforce East End Prep's Code of Character at home
- Supervise your scholar to ensure he/she completes daily homework assignments, including reading each night
- Sign and return written school forms within 24 hours, including field trip permission slips, notes from teachers, or reading logs
- Attend any required report card conferences to review your scholar's progress
- Respond to phone calls from staff within 48 hours (24 hours is ideal). We encourage scheduling face-to-face meetings for academic concerns and conversations.
- Communicate with teachers between the hours of 7:30am-4:30pm on weekdays.

New to EEP Parents/Guardians are required to…

- Complete all actions outlined above in the section titled, *"EEP Parents/Guardians are required to…"*
- Attend Parent Orientation to review the Team & Family Compact

Middle School Family Events

The Middle School team will offer a variety of family events throughout the year. Examples of past events have included school dances, family workshops, drama performances, athletic events, and academic nights. We encourage all families to attend these events to build our middle school community.

Volunteering

We welcome one-time or weekly volunteer opportunities. Please contact school administrators if you would like to serve in a classroom, support during an event, or assist in the office.

Title I Annual Meetings

East End Prep holds annual meetings to inform parents about the school's parent involvement programs and rights of parents to be involved, and to inform parents of curriculum and assessments used at EEP.

Lunch: Outside Food Policy

- Food deliveries for students via DoorDash, Uber Eats, or other delivery food services are not allowed at any time.
- Due to the nature of student allergies and potential for cross-contamination, outside food may only be brought to school for your individual child. Families are ***not permitted*** to bring in treats or other food for an entire class for any reason, including birthday celebrations.
- Families are not permitted to eat in the cafeteria with scholars. Parents may bring food for their child if a lunch is accidentally left at home, but we do not recommend making this a daily occurrence. If food is brought to the school, the scholar will have to come retrieve it from the front office. Parents cannot deliver the food to them in the cafeteria.
- Lunch times for each grade level are noted below. If food needs to be brought to the school, please try your best to bring it as close to the beginning of the lunch period as possible so that scholars have enough time to finish eating before the lunch period ends.

Family Communication

Monthly School Newsletter

Each month, families will receive a Principal Newsletter to inform families of news/celebrations, a schedule of upcoming events, and other reminders. Newsletters will be available in electronic format. Please read the newsletter to stay informed. Ensure that your email address in DeansList is current in order to receive this newsletter monthly.

Communication with Teachers and Staff

Teachers may be contacted by calling the office or calling/texting their personal cell number if provided. If the teacher does not answer, leave a message so they can call you back. Please do not expect a return phone call until after dismissal, as we want teachers focused on students during the day. All staff are expected to return phone calls within 48 hours (24 hours is ideal). See Appendix A for the "Contact Legend" to determine who to contact with specific concerns.

Parents who would like to meet with a teacher must make an appointment in advance. An appointment can be made by directly contacting the teacher. Parents should not expect to meet with a teacher without a prior appointment.

Student Phones

Communication with Students:
Please contact the front office to relay messages to students during the school day. Students cannot be pulled from class to answer a phone call on their personal phones.

Phone Policy:
In accordance with the new state legislation, "Tennessee Code Annotated, Title 49, Chapter 6, Part 3," students are not permitted to use their personal cell phone during the school day. Out of an abundance of legal caution, cell phones should not be visible while inside the school building. Scholars must place cell phones, smart watches, headphones, and any bluetooth-enabled technology inside their backpack before entering the building. All technology should remain locked in their locker from arrival to dismissal. At no point should the phone be outside of the student's locker. After dismissal, students can take technology out of their backpack once they have exited the building and not before. If a staff member sees a student with a cell phone on their person at any point during the school day (including dismissal), the phone will be confiscated and stored in a lock box in the front office. **A family member will be notified and is required to come to school to retrieve the phone at their earliest convenience.**
East End Prep is not responsible if the phone is lost or stolen.

Lockers:
Each student is assigned a locker to store their personal belongings. Students are required to place a personal lock on their locker to keep their belongings safe. East End Prep reserves the right to cut or remove the lock on any student locker in moments of suspension of inappropriate behavior. If a lock must be cut off for any reason, the student is required to provide a replacement as soon as possible.

Headphones:
Personal headphones are not permitted for any reason inside the building. They should be stored in backpacks before entering the building and should only be taken out of backpacks once students have exited the building. Every classroom will have a class set of headphones to be used, if needed for a lesson.

Respectful Communication Policy

In an effort to model the professionalism required for college and career readiness, staff and families will adhere to respectful communication norms. All adults will:

- Communicate with EEP staff between 7:30am-4:30pm
- Respond to letters or phone calls within 48 hours (24 hours is ideal)
- Schedule and/or attend meetings when requested
- Assume the best in one another's perspectives
- Keep dialogue grounded in facts and focus on positive outcomes for scholars
- Keep conversations about EEP staff and families positive when in the presence of scholars

Complaint Policy

Any caregiver or family member who has a complaint regarding East End Prep should follow the steps below:

- Contact your scholar's teacher first for all complaints/concerns
- If you feel that the concern/complaint necessitates an administrator to be involved in the discussion, please contact the Dean of Culture if the complaint involves scholar behavior or safety concerns or the Deans of Academics if the complaint involves academic concerns.
- If your concern/complaint is regarding your scholar's teacher, or if you feel previous attempts at addressing the concerns are not working, please contact the Principal.
- If you don't feel like your concern was resolved after taking the above steps, please schedule a formal meeting with the School Director by calling and setting that up through the front office.

All complaints will be given the utmost attention and we will work together to come to the best solution to the problem. After following the steps above, if a parent or guardian feels the complaint was not properly handled or does not agree with the decision made, he or she may appeal to the East End Prep School Board of Directors by filing a formal complaint through the East End Prep office.

Family Involvement Commitment Policy

East End Prep is a choice school and requires 100% commitment from our parents and families. Together, scholars, staff, and families will work as one team to maximize the success of each and every child to ensure they will achieve at the highest levels.

School administration reserves the right to contact parents/guardians by phone or official letters; schedule mandatory meetings; design and implement required parent/behavior contracts; and suspend or expel scholars at their discretion. In signing the contract at the end of this handbook, each parent/guardian agrees to commit to the policies for supporting their scholar's education**.**

See here to review the Family Engagement Policy.

Campus Safety Policy

To ensure the well-being and safety of the East End Prep community, it is expected that all visitors and community members who enter our campus interact in a way that preserves the positive, respectful, and collaborative culture of East End Prep. Administration reserves the right to prohibit individuals from being on campus who may act in a way that detracts from that environment and/or who refuse to follow school policies.

Attendance:

State Law

Tennessee law (Section 49-6-3001) requires children ages 6-17 attend school, and attendance is vital to the success of our scholars. Because every minute of instruction counts, absences, tardies, or early dismissals result in valuable learning time missed and an interruption in the pace and rhythm of learning for your scholar. Please make every effort to make sure your scholar never misses school. All types of absences will be documented by the school and a report will be included in each quarter's report card and in the scholar's permanent record.

East End Prep families should consistently update address records and contact information to ensure the school can contact them. Any information regarding attendance and truancy will be sent home via mail, email, or automated telephone calls. If you receive an automated telephone call about your scholar's absence but your scholar is present at school, please call the front office so we can verify the scholar's attendance and correct our mistakes.

School Hours

Doors open at 7:30 a.m. every day and scholars will be considered tardy at 7:45 a.m. Unless you have made prior arrangements with school staff, scholars are not to be dropped off at school before 7:30 a.m. as supervision is not available. The instructional school day ends at 3:15 p.m. Monday-Thursday and at 2:15 p.m. on Fridays.

Excused Absences

Excused absences are defined as absences due to illness accompanied by a doctor's note, or absences due to a religious observation, suspension, court appearance, deployment of a parent or guardian, or a death in the family (up to 3 days). Additionally, each scholar is allowed five parent-signed sick notes for illnesses that don't warrant a doctor's visit. Under certain circumstances, East End Prep will also consider scholar IEPs, accommodation plans, and individualized health care plans in determining whether an absence is excused. Students must attend one half of a school day to be counted present. In order for the absence to be considered an excused absence, the parent/guardian must send in a written note explaining why the scholar missed school within three days of the scholar's return to school after being absent. Because scholars sometimes lose notes or forget to turn them in, the parent/guardian should make sure the front office has received the written excuse note. If a written excuse note is not turned in, the absence will be considered an unexcused absence. The best way to send excuse notes is via email at attendance@eastendprep.org. This will ensure there is a record of the note being sent. Parents can take pictures of doctor's notes as well and send them via email.

When a written excuse note is turned in, the Attendance Lead reserves the right to do the following: excuse an absence, refuse to excuse an absence, require additional written or verbal explanation or documentation, or require a doctor's statement.

Absences will be marked on the scholar's attendance record as either excused or unexcused. Parents/guardians can request copies of the scholar's attendance record from the front office. Concerns about the accuracy of a scholar's attendance can be addressed by calling the front office to discuss discrepancies.

Unexcused Absence Policy

Unexcused absences are defined as days scholars are not present for reasons that do not meet the conditions above. All East End Prep families will be held to the following policy for unexcused absences:

5th Unexcused Absence	The scholar is considered truant by Tennessee State Law. The parent/guardian will participate in a mandatory meeting with the Attendance Lead and a formal, binding attendance plan will be developed.
10th Unexcused Absence	The scholar will be considered habitually truant and risks not being promoted to the next grade. The parent/guardian will participate in a mandatory meeting with a School Administrator, our Attendance Lead, and a formal, binding attendance plan will be developed. At this point, school administration will make a mandatory referral to juvenile court according to the Tennessee State Compulsory Attendance Law (T.C.A.§49-6-3001).
Excessive Total Absences	Excessive total absences exceeding 10 or more unexcused absences, including tardies and early dismissal accumulations, are a factor in retention at all grade levels. East End Prep will continue to report to the juvenile court after a petition is filed.

Tardies

Scholars arriving after 7:45am are considered tardy and must be signed in by a parent or guardian at the front office. Please see attendance policies for consequences of excessive absences.

Early Dismissal

Early dismissals will only be allowed in the event that a scholar has a medical appointment or in the event of a family emergency. Three early dismissals in any given quarter equal one unexcused absence. Please see attendance policies above for unexcused absence policy. On Monday-Thursday, scholars will not be allowed to dismiss early after 2:30pm. On Friday, scholars will not be allowed to dismiss early after 1:30pm.

Transportation:

Scholar safety is our top priority. Scholars will not be allowed to leave school grounds with any adult other than their parents/guardians or other designees specified in advance on the scholar's transportation plan.

- Any adult picking up their scholar, including parents/guardians will be asked to show ID each day until that adult is recognized on-sight by a staff member.
- Anyone picking up a scholar must be 18 years of age or older.
- Parents/guardians may make changes to a scholar's approved pick-up list at any time by filling out an authorization form in the front office.
- Please see Bus Transportation Expectations included below and in Appendix D.

Transportation Change Policy

Parents/Guardians should make all arrangements for transportation before the child leaves for school. Transportation arrangements can be changed during the day by changing it in the School Dismissal Manager (SchoolPass) by 1:00 pm each day. Contact the front office for additional assistance. Phone calls or text messages sent directly to your scholar's teachers are not official transportation changes. There will be a 60 seat maximum for all buses. Therefore, once a scholar is assigned to a bus, he or she will only be allowed to change buses if a seat is available on the requested bus.

Car Rider Policy

Arrival

Car rider arrival will run from 7:30-7:45 am each day. For the safety of all scholars during this time, all cars are required to remain parked until officially dismissed by a staff member.

Dismissal

Car rider dismissal will begin at 3:30pm Monday-Thursday and 2:30pm on Friday. For the safety of all scholars and staff, adults must remain in their cars instead of coming to the doors where scholars are released. All cars are required to remain in the parked position during the dismissal procedure until officially dismissed by a staff member. Any adult picking up their scholar, including parents/guardians, will be asked to show identification or an official school placard each day.

After 3:45pm Monday-Thursday and 2:45pm Friday, the doors will be closed at the pick-up area. Scholars that are late to be picked up will need to be signed out at the front office. Scholars remaining in the office 30 minutes after dismissal - after 4:05pm Monday-Thursday or 3:05pm Friday, will be subject to the Late Pick-Up Policy below. All late pick-up violations will be documented by the front office.

5th Instance	The parent/guardian will participate in a mandatory meeting with the Director of Operations and a formal, binding transportation plan will be developed.
10th Instance +	The parent/guardian will participate in a mandatory meeting with a Principal and Director of Operations. The incidents may be reported to DCS under the category of Dependent or Neglected – T.C.A. 37-1-130.

Bus Transportation Policy

All expectations and procedures around bus transportation are designed to ensure scholars have a safe, pleasant, and successful bus ride to and from school and are administered with the utmost seriousness and care. Note that bus transportation to and from school is a privilege and any action on the part of a scholar or parent that compromises the safety of the scholars can lead to revocation of bus transportation privileges.

- ✔ Arrive 10 minutes prior to your pick-up time in the morning and arrive 10 minutes prior to your scholar(s) afternoon pick up time.
- ✔ All families are **encouraged** to walk their scholar to the bus door in the morning to board the bus. All families are **required** to walk to the bus door (forming a single file line) in the afternoon to pick him/her up. Families must show the bus driver the 3-Digit Code (or picture of on their phone) to receive your scholar in the afternoon. *The only exception to this is if the parent has a filled out, signed, and approved scholar walker form on file in the front office.* If a parent does not have a 3-Digit Code, the bus staff will ask for your ID and need to clear with the front office that you are authorized to pick up the scholar.
- ✔ Per TN state law, parents or family members are not allowed to board the bus under any circumstances.
- ✔ Under no circumstances, are bus drivers allowed to stop to let off a scholar at any location other than the designated bus stops. Parents are prohibited from flagging down the bus to stop while it is in motion.
- ✔ If you need to change transportation in the event of an emergency, contact the front office by 1:00 pm at the latest.
- ✔ If a parent is late and will miss the bus stop, they should call to inform the school then drive to the next bus stop or wait at the very last bus stop of the route. If the bus reaches the last stop and an adult is not able to pick up a scholar by the posted time, the bus will return to East End Prep. Scholars will remain under the supervision of the bus driver/monitor until picked up by an adult. If families fail to pick up scholars from the bus, scholars will be suspended from the bus: First and second occurrence: Warning; Third Occurrence: 1 Day Bus Suspension; Fourth Occurrence: 3 Day Bus Suspension; Fifth Occurrence: 5 Day Bus Suspension; Sixth Occurrence: Bus Suspension for the remainder of the semester.
- ✔ In the event that a parent or guardian is repeatedly not following the bus policies outlined here, transportation may be revoked for a specified period of time.

The following are bus expectations for scholars on all EEP buses:

- Sit in your assigned seat.
- Keep your bottom in your seat.
- Keep belongings inside your backpack.
- Keep your backpack on your back or in your lap.
- Keep your hands, feet, and objects to yourself.
- No eating or drinking on the bus except for water in a water bottle
- Adhere to the noise level expectations set forth by the bus monitor
    - Level 0- silent
    - Level 1- Inside voices
- Speak respectfully to the bus driver, monitor, and other scholars.

- Electronics are permitted on the bus but videoing is prohibited at any time while on the bus. When audio is used for music or other, headphones are required.
- If a scholar needs to communicate a problem on the bus, they should raise their hand and wait for the bus monitor to come and speak to them.

Bus monitors and drivers are responsible for enforcing the bus expectations. Behavior that continues after attempts to intervene from the driver or monitor will be referred to school administration. The following behaviors are considered suspendable behaviors:

- **Unsafe Behaviors**: behaviors that could cause harm to the scholar or another scholar or distract the driver's attention from the route (standing up repeatedly, hitting or aggressively touching of any kind, screaming, etc.)
- **Inappropriate Behaviors**: behaviors that are unkind or not appropriate for school (name calling, harassment, explicit language or conversations, etc.)
- **Refusal to Follow Directions**: negative behaviors that continue after multiple corrections (talking after multiple corrections, defiance, refusal to move, etc.)

Standard School Attire

Uniforms, Monday-Thursday

Top: EEP Polo or EEP Button-Down is required. Scholars may also wear East End Prep (with logo) crewneck sweatshirts, fleece jackets, or cardigan sweaters over their uniform shirt. **No jackets or sweatshirts with hoods are allowed in the classroom**. Scholars may also wear a solid white, gray, navy blue, or black crewneck, fleece jacket, or cardigan sweater over their uniform shirt.

Bottom: khaki, navy blue, or black dress/casual pants, shorts, skirts/skorts, or jumpers. No belt requirement as long as pants are able to stay up around the waist. Shorts and skirts must fit no more than 2 inches above the knee. Solid white, gray, navy blue, or black tights and leggings may be worn with skirts/skorts, jumpers, and shorts.

- No athletic joggers, blue jeans, pants in sweatpant material, exercise/warm-up pants, pajama pants or jeggings. Work out pants, leggings, or yoga pants can only be worn under a skirt or skort.

Shoes: Shoes must be school appropriate

- Must have a fully enclosed toe and fully enclosed back- no sandals, flip flops, or crocs.
- Shoes should also be appropriate for active play- no house shoes or shoes with large heels.
- Shoes and socks can be any color

Outerwear: Coats, jackets, and other outerwear not listed in the above section labeled "top" will **not** be allowed in class and will be stored in scholars' lockers upon entering the building. **Solid denim jackets are allowed as acceptable outerwear M-F.**

Jewelry: No specific jewelry expectation (except during PE; the teacher can request the child remove jewelry during PE).

Hats/Headwear: No hats/headwear in the building unless it is for religious purposes or related to the function of hair (scarfs, etc.). No paisley-printed bandanas, bonnets, or durags are permitted.

Uniforms, Friday

Same as above with the following two exceptions:

Top: Scholars may wear other EEP t-shirts, college shirts, or social justice shirts

Bottom: Scholars may wear jeans. Holes may be present in the jeans at the knee or below.

- No athletic joggers, pants in sweatpant material, exercise/warm-up pants, pajama pants or jeggings. Work out pants, leggings, or yoga pants can only be worn under a skirt or skort.

Unfixable Uniform Infractions

Being in full uniform builds community at our school. We take pride in wearing our EEP logo each day as a team as it is a reminder that we are all committed to the same vision. If students are out of uniform, it is distracting to the learning environment and not aligned to our commitment to building a team mentality.

If a student is out of uniform for an unfixable reason, parents will be contacted to request the correct uniform item be brought to school. If unable to assist, the student will receive a demerit (-$5). Our goal is for all students to be in uniform while in the classroom every day. If a student receives 2 or more uniform demerits in 1 week, they will receive a consequence of lunch detention on Monday the following week.

Other Important School Policies:

Health and Safety Policy

Students who are displaying one or more of the following symptoms should not be sent to school:

- Fever over 100
- vomiting or diarrhea
- persistent cough
- significant pain.

If your student begins exhibiting any of these symptoms while at school - or any other signs of illness that, based on the school nurse's assessment, are significant enough to send the student home - you will be contacted to pick your student up immediately. Students should be picked up within one hour of their parent/guardian being contacted. If you are sending someone other than the individuals listed on your student's approved contact list, please call the front office and let them know. Students who have fever, vomiting, or diarrhea should not return to school until their symptoms have been gone for 24 hours without the use of medication.

The school nurse does not do any on-site testing for flu, COVID or strep. If your student tests positive for any of these illnesses at an outside facility or at home, parents will need to contact the school nurse to confirm the date that their student should return to school.

The School Nurse or Office Staff will assist your child if he/she requires medication during school hours. Parents must complete the Administration of Medication form for any over-the-counter medication such as aspirin, cough drops, or Tylenol. Prescription medication may not be given without the completion of the Administration of Medication form (Appendix E) by a healthcare provider. All medications must be brought into the office by the parent and should not be handled independently by the child. All medications must have prescription details labels clearly on the package, and be sealed upon arrival to the front office.

Medication Sharing Policy

Students should never carry medication on their persons, with the exception of inhalers or Epipens which have been properly documented by parents with the school nurse. Any medication found to be carried by a student will be confiscated.

First offense:

- Confiscate medication
- Parent notification
- Conversation with Doc/ Nurse about medication safety

Second offense:

- Supervised Study 1/2 a day or ISS (if applicable)
    - (K-4) Simple reflection sheet and Mini lesson with DSEL
    - (5-8) Written reflection of the risk of sharing medication and mini lesson with DSEL
- Parent Meeting with Doc/Nurse
    - Behavior contract outlining expectations and future consequences. Loop in DSELs for check-ins.

Third offense:

- Out of School Suspension (1-3 days depending on severity)
- Re-entry meeting with next steps.

Prohibited Items

Items that distract from the learning environment including, but not limited to: toys, dice, trading cards, playing cards, slime, fidget spinners, stuffed animals or dolls, gum, candy, sodas, energy drinks, and/or any other prohibited foods/items are not permitted and will be confiscated when discovered on school grounds.

Prohibited Technology

Scholars are not permitted to use personal technology or carry personal technology in their pockets or in their binders during the school day. Personal technology includes, but is not limited to: cell phones, bluetooth-enabled technology, media players, smart watches, and other electronics.

If a scholar needs to bring a cell phone to school, the cell phone is to be turned off and stored away in the scholar's locker upon entering the building until exiting the building. If a scholar has the phone in class or in the hallway, the cell phone will be confiscated by teachers or staff and brought to the front office for pick up by a parent/guardian and the parent/guardian will be notified immediately. As many older scholars have cell phones in order to confirm that they have arrived home from school, please ensure that your scholar is aware of cell phone policies so they do not panic about being able to contact family members if their cell phone is confiscated.

All confiscated items will be available for pick-up by a parent/guardian after 3:30pm. East End Prep is not responsible for prohibited, lost, or stolen items.

Searches and Seizures

Lockers and other storage areas are the property of East End Prep and are subject to search. The search will be conducted by the Principal or his/her designee in the presence of an adult witness. There should be reasonable suspicion for school authorities to investigate that the scholar(s) or visitor(s) possess an item which constitutes a crime or a school rule violation.

Technology Use & Internet Safety Policy

To protect all scholars and the East End Prep community and ensure technology is used properly, safely, and solely for the purpose of scholar learning, all K-8th grade scholars and families will be required to sign the Acceptable Technology Use and Internet Safety Policy (See Appendix F) at the beginning of each school year before accessing technology resources at East End Prep.

School Calendar & Closings

East End Prep will close or delay opening/dismiss early whenever Metropolitan Nashville Public Schools (MNPS; Davidson County) are closed or delayed due to inclement weather. Please listen to the local radio stations and news broadcasts to determine if school is in session. If inclement weather occurs on a day when East End Prep School is in session and MNPS is not, East End Prep will notify you via email and call out. East End Prep will communicate concerning school closings, opening delays, or early dismissals through a phone call-out and social media.

School Lunch Program

Breakfast and lunch will be provided by the MNPS Nutrition Service Department. The Nutrition Services Program is designed to provide nutritious, well-balanced meals that a diverse group of scholars will enjoy. All breakfast and lunch meals will be provided to all enrolled scholars at costs determined by MNPS. Snacks are available for purchase at lunch. Any snacks sent from home should be healthy food items. Candy is not allowed as a snack item. Please do not send Takis, Hot Cheetos or other spicy chips with your child to school. These products often cause stomach upset and disrupt learning time with frequent bathroom trips, plus the residue left on hands can cause eye irritation and damage to keyboards.

- Snacks can be paid with your scholar's lunch account. Register through www.myschoolbucks.com to add money to scholars accounts.

If your child has any dietary restrictions or food allergies, you must submit a doctor's note verifying these restrictions. The doctor should suggest a substitute item.

Peanut Aware School Notice

Metropolitan Nashville Public Schools (MNPS)and East End Prep are committed to being an allergy-aware school district rather than a peanut-free one. This decision is based on extensive research and aligns with the district's overall stance on managing allergies within our schools.

East End Prep recognizes the importance of creating a safe environment for all students, including those with allergies. However, the decision to be allergy-aware rather than peanut-free is grounded in the belief that education and awareness are more effective in managing allergies than outright bans. This approach allows for a more inclusive environment while still prioritizing the safety and well-being of students with allergies.

Student Records Policy

East End Prep complies with all FERPA policies. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of scholar education records by giving parents certain rights regarding these records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. (See Appendix C)

Reporting Suspected Child Abuse & Neglect

East End Prep adheres to MNPS policy SP 6.117, Reporting Child Abuse and Neglect, regarding cases of suspected child abuse or neglect. Please visit the scholars' policies section of www.mnps.org to read the policy in its entirety. Per Tennessee law, all adults and staff at East End Prep are legally mandated reporters of child abuse and neglect.

Withdrawal Procedure

In the unfortunate event that scholars leave East End Prep, parents should visit the front office to fill out withdrawal paperwork and complete an East End Prep exit survey. All East End Prep materials, such as books or manipulatives, should be returned to the school.

Before Care Policy

The Before Care Program at East End Prep offers a safe, structured, and supervised environment for students prior to the start of the regular school day. Designed to support working families, this program helps ensure students are prepared and ready for the day ahead.

Program Details:

- Earliest Drop-Off Time: 6:30 AM. Staff will not be available to supervise students before this time.
- Registration: All students must be registered in advance to ensure proper staffing and supervision. Drop-in care is permitted only with prior approval and as space allows.
- Payment: $15 per scholar per month ($10 per scholar for families with three or more) Payments are due monthly and can be made via cash or through the Square QR code/link provided.
- Sign-In Procedure: A parent or guardian must escort each student into the building and sign them in at the designated location.
- Student Expectations: Students are expected to follow all school behavior guidelines during Before Care.
- Emergency Protocols: The Before Care Program follows all East End Prep emergency procedures, including fire drills, lockdowns, and medical emergencies. In the event of an emergency, families will be contacted immediately using the emergency contact information on file.

Additional Notes:

- Students are welcome to bring snacks and electronics to use before breakfast is served and regular school arrival begins.

If you have any questions or need further information, please don't hesitate to contact jhayden@eastendprep.org or kobrien@eastendprep.org.

Appendices:

Appendix A – Contact Legend

East End Prep is a community of scholars, parents, teachers, and school leaders. We believe in the importance of regular and productive communication to cultivate positive relationships on behalf of each scholar. The information below provides suggestions on which member of our team should be contacted for different topics or questions.

Teacher/Teaching Team

- First point of contact for grades/academic supports, daily behavior concerns, and social concerns
- Homework
- Field trips
- Scheduling parent-teacher conferences

Front Office

- Transportation changes
- School events, after school activities, and school tours
- Reporting absences
- Enrollment
- Volunteering
- Illness/medication issues
- Attendance concerns
- Housing and food support

Culture Team

- Conduct/behavior concerns not addressed by the scholar's teacher
- Bus infractions/referrals
- Counseling

Instructional Team

- Academic concerns not addressed by the scholar's teacher
- Report card/progress report concerns
- Tutoring and academic support/opportunities
- State testing

Student Support Services Team

- Support Team (s-team) meetings
- Individualized Education Plans (IEPs)
- Student evaluation for special education

Director of Social Emotional Learning

- Support Team (s-team) meetings

School Principal

- Concerns about East End Prep staff
- Concerns not addressed by the culture team or instructional team

Appendix B – Merit/Demerit Lists

Please note this list is subject to be modified or added throughout the school year.

Merits				
Growth We continually seek out ways to grow and improve. Our goal is to be better than we were yesterday and persevere through challenges. **CASEL Competency:** Self-awareness, Self-management	**Respect** We treat all people as valuable and worthy human beings because we can learn something in every encounter. **CASEL Competency:** Social awareness, Responsible decision-making	**Enthusiasm** We are full of excitement and good vibes at work and at play. We show up with gratitude and recognize the good in life. **CASEL Competency:** Self-awareness, Social awareness	**Achievement** We work hard and smart to reach ambitious goals we set individually, in groups, and in the larger community. **CASEL Competency:** Self-management, Responsible decision-making	**Teamwork** We are a team working together on an alignment mission AND moving as one to get our work done. **CASEL Competency:** Relationship skills, Social awareness

Demerits				
Behavior Category	**Inappropriate Communication**	**Inappropriate/ Disruptive Conduct**	**Disengagement/ Lack of Responsibility**	**Disregard Directions**
Types of Behaviors	• Profane language • Name Calling • Disrespectful/Defensive	• Off task disruption • Out of seat without permission • Hyperactive/Impulsive • Public Display of Affection	• Lack of participation • Failing to turn in or complete work • Disorganized • Lying/Cheating	• Defiance

Appendix C – Annual FERPA Notice

East End Prep complies with all policies around the FERPA law, detailed below.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of scholar education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible scholars."

1. Parents or eligible scholars have the right to inspect and review the scholar's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible scholars to review the records. To view your child's records, please contact our Office Manager at 615-630-7470 to set up a time.
2. Parents or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible scholar can appeal the decision to the East End Prep board of education. After the appeal, if the school still decides not to amend the record, the parent or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information. For issues or errors in your child's records, please contact our Office Manager and/or our School Leader at 615-630-7470.
3. Generally, schools must have written permission from the parent or eligible scholar in order to release any information from a scholar's education record. However, FERPA allows schools, including East End Prep, to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    a. School officials with legitimate educational interest;
    b. Other schools to which a scholar is transferring;
    c. Specified officials for audit or evaluation purposes;
    d. Appropriate parties in connection with financial aid to a scholar;
    e. Organizations conducting certain studies for or on behalf of the school;
    f. Accrediting organizations;
    g. To comply with a judicial order or lawfully issued subpoena;
    h. Appropriate officials in cases of health and safety emergencies; and
    i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

We may disclose, without consent, "directory" information such as a scholar's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, East End Prep will notify parents and eligible scholars about directory information and allow parents and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. We will notify parents and eligible scholars annually of their rights under FERPA. This letter is the yearly notification of your FERPA rights.

Appendix D – Transportation Policy 2025-2026

All expectations and procedures around bus transportation are designed to ensure scholars have a safe, pleasant, and successful bus ride to and from school and are administered with the utmost seriousness and care. Note that bus transportation to and from school is a privilege and any action on the part of a scholar or parent that compromises the safety of the scholars can lead to revocation of bus transportation privileges.

- ✔ Arrive 10 minutes prior to your pick-up time in the morning and arrive 10 minutes prior to your scholar(s) afternoon pick up time.
- ✔ All families are **encouraged** to walk their scholar to the bus door in the morning to board the bus. All families are **required** to walk to the bus door (forming a single file line) in the afternoon to pick him/her up. Families must show the bus driver the 3-Digit Code (or picture of on their phone) to receive your scholar in the afternoon. *The only exception to this is if the parent has a filled out, signed, and approved scholar walker form on file in the front office.* If a parent does not have a 3-Digit Code, the bus staff will ask for your ID and need to clear with the front office that you are authorized to pick up the scholar.
- ✔ Per TN state law, parents or family members are not allowed to board the bus under any circumstances.
- ✔ Under no circumstances, are bus drivers allowed to stop to let off a scholar at any location other than the designated bus stops. Parents are prohibited from flagging down the bus to stop while it is in motion.
- ✔ If you need to change transportation in the event of an emergency, contact the front office by 1:00 pm at the latest.
- ✔ If a parent is late and will miss the bus stop, they should call to inform the school then drive to the next bus stop or wait at the very last bus stop of the route. If the bus reaches the last stop and an adult is not able to pick up a scholar by the posted time, the bus will return to East End Prep. Scholars will remain under the supervision of the bus driver/monitor until picked up by an adult. If families fail to pick up scholars from the bus, scholars will be suspended from the bus: First and second occurrence: Warning; Third Occurrence: 1 Day Bus Suspension; Fourth Occurrence: 3 Day Bus Suspension; Fifth Occurrence: 5 Day Bus Suspension; Sixth Occurrence: Bus Suspension for the remainder of the semester.
- ✔ In the event that a parent or guardian is repeatedly not following the bus policies outlined here, transportation may be revoked for a specified period of time.

The following are bus expectations for scholars on all EEP buses:

- Sit in your assigned seat.
- Keep your bottom in your seat.
- Keep belongings inside your backpack.
- Keep your backpack on your back or in your lap.
- Keep your hands, feet, and objects to yourself.
- No eating or drinking on the bus except for water in a water bottle
- Adhere to the noise level expectations set forth by the bus monitor
    - Level 0- silent
    - Level 1- Inside voices
- Speak respectfully to the bus driver, monitor, and other scholars.

- Electronics are permitted on the bus but videoing is prohibited at any time while on the bus. When audio is used for music or other, headphones are required.
- If a scholar needs to communicate a problem on the bus, they should raise their hand and wait for the bus monitor to come and speak to them.

Bus monitors and drivers are responsible for enforcing the bus expectations. Behavior that continues after attempts to intervene from the driver or monitor will be referred to school administration. The following behaviors are considered suspendable behaviors:

- **Unsafe Behaviors**: behaviors that could cause harm to the scholar or another scholar or distract the driver's attention from the route (standing up repeatedly, hitting or aggressively touching of any kind, screaming, etc.)
- **Inappropriate Behaviors**: behaviors that are unkind or not appropriate for school (name calling, harassment, explicit language or conversations, etc.)
- **Refusal to Follow Directions**: negative behaviors that continue after multiple corrections (talking after multiple corrections, defiance, refusal to move, etc.)

APPENDIX E – OPT-OUT PERMISSION STATEMENT

OPT-OUT PERMISSION STATEMENTS

Opt out of any one or more the following by checking "no" below and returning this form to the main office.

	Yes	No
East End Prep has permission to photograph or digitally record my child for media and web publication.		
My child has permission to be photographed or digitally recorded by the news and other non-East End Prep media.		
My child has permission to participate in hearing and vision screenings (K, 2nd, and 4th grade only).		

Parent/Guardian Signature: _____

Parent/Guardian Name (Print): _____

Scholar Name (Print): _____

Date: _____

APPENDIX F – TECHNOLOGY AND ACCEPTABLE USE POLICY

TECHNOLOGY AND ACCEPTABLE USE POLICY:

Parents wishing to restrict their children's access to the Internet and school network are required to sign the Technology Opt-Out form (sign below). Failure to complete the Technology Opt-Out form means that your scholar has permission to access the Internet and the school's network.

The use of technology resources by scholars, staff members, or visitors to East End Prep is a privilege and is subject to all applicable state and federal laws and policies of the school. Students are responsible for their ethical and educational use of the computer online services in the school.

All EEP technology resources and all information processed by, created on or transmitted through EEP technology resources are subject to Public Records laws. At no time should there be an expectation of privacy by scholars, staff, or contractors while utilizing any EEP technology resource or device. East End Prep reserves the right to examine, at its sole discretion, any information originating on, accessed by or processed through EEP-owned computers, networks, or other information system components. This examination may occur with or without the user's prior knowledge and may be conducted in real time or by examining access history and/or related files. East End Prep may monitor a user's Internet, online services, and/or email activity when there is a legitimate business or technical need to do so.
Alleged violations involving scholar use should be reported to the staff member who was supervising the scholar at the time of the alleged offense. The staff member will report the alleged violation to the Principal, who will investigate the incident. If there is a reasonable certainty that a violation occurred, the Principal may limit or suspend a scholar's Internet privileges. Serious or repeated violations of Internet, online services, and/or email use could result in permanent loss of these privileges, and other disciplinary action consistent with the Team and Family Compact. If a scholar's misuse of Internet, online services and/or email is in violation of the law, such misuse shall be reported to the appropriate authorities and could be punished as a criminal offense.

Personal web logging, blogging, tweeting, texting, and personal usage of social media sites (such as, but not limited to, Twitter and Facebook) is not permitted without the explicit approval of the scholar's teacher. Scholars are also not permitted to order food to be delivered to school through use of EEP technology or their personal technology. Further, scholars are prohibited from posting through any electronic media any material that identifies scholars or provides any information that would be considered confidential according to FERPA or the Health Insurance Portability and Accountability Act (HIPAA).

Please turn this form in only if you do not want your child accessing the internet at school.

_____ ***Do not allow my child access to the internet***

Parent/Guardian Signature: _____

Parent/Guardian Name (Print): _____

Scholar Name (Print): _____ ***Grade***_____ ***Date:***_____

Appendix G – Student Medication Form

Please fill this form out only if your child plans to take medicine during the school day.

Exhibit 1 1036600
BP #5142

Metropolitan Nashville Public Schools
REQUEST FOR: ASSISTED SELF-ADMINISTRATION OF MEDICATIONS
PRESCRIPTION and NON-PRESCRIPTION MEDICATIONS

Requests for a student to administer his/her own medication during school hours requires that this statement be filed with the school principal. Please respond to every item on this form.* If non-prescription, parent fills out health care provider part.

School _____ School Hours _____ Teacher _____

STUDENT INFORMATION

Student Name _____ Date of Birth _____/_____/____
Last First Middle

Address _____ Phone _____

Diagnosis _____

HEALTH CARE PROVIDER STATEMENT

The health care provider may be a medical doctor (M.D.), physician assistant (P.A.) or a registered nurse practitioner/clinician (RN CS).

To be completed by the health care provider. (If non-prescription medication, parent must fill out.)

Name of Drug / Purpose of Drug_____

Date to Start _____ **through** _____

Dosage and Times at School _____

Does this medication absolutely need to be administered during school hours?

_____**yes** _____**no If yes, explain** _____

Special instructions for Storage and Handling _____

_____

Possible side Effects _____

Health Care Provider Name _____ **Phone** _____

Address _____

Health Care Provider Signature _____ **Date** _____
(for prescription medications)

STUDENT AND PARENT STATEMENTS

I take full responsibility for taking my own medication during school hours as prescribed by my health care provider. Medicine bottles will have the proper pharmacy label. If non-prescription medication, it must be in original container.

Student Signature _____ **Date** _____

I give consent for my child (name)_____ ***to take his/her own medication during the school day assisted by school personnel as necessary.***

I, agree that Metropolitan Nashville Public School System (MNPS), its employees and agents shall not be held liable for any injury resulting from my student's possession and self-administration of the above described medication while on school property or at a school related event. I shall indemnify and hold harmless MNPS, its employees and agents against claims against the possession and self-administration of the above described medication by my student. *My child is competent to self- administer the medication with assistance.* _____ yes _____ no
(Check one)

Parent/Guardian Signature _____ **Date** _____

Phone Number (in case of emergency) _____

FYI-SH Aug. 2005 **Form 68** ***Only totally completed forms will be honored** **MNPS Revised 7-2006/nsa**

5-8 Family Compact Acknowledgement Form

All EEP parents sign this form and turn in to your scholar's homeroom teacher

I have read and reviewed the East End Prep Family Compact for the 2025-2026 school year and agree to do my best to uphold the policies therein. Please sign here below acknowledging that you have read and reviewed this handbook.

_____ _____ _____

Parent Signature *Parent Name* *Date*

_____ _____

Parent Email *Parent Phone Number*

_____ _____ _____

Student Signature *Student Name* *Grade*

Family Compact Signature

Signing the 5-8 Family Compact will grant your scholar access to use an East End Prep computer this year. If you have any questions about this compact prior to signing, please contact Kelsey Williams, the Middle School Principal, at kwilliams@eastendprep.org

Please initial next to each policy to acknowledge understanding. Additionally, please sign the handbook acknowledgement form on the reverse side of this form.

Student Name:_____ **Student Grade:**_____

Parent initials	Student initials	Policy
		Phone policy: Yes, I understand that if my scholar has their phone out anywhere inside the building, it will be confiscated and a family member will have to come to EEP to retrieve it. Scholars' phones should be stored in their locker all day. If confiscated, scholar phones will be stored in a lock box. All dismissal changes happen through the front office. Scholars must place their phones inside their backpack upon entering the building, and they may not take their phone out of their backpack until exiting the building.
		Uniform: Yes, I understand that scholars need to be in full uniform each day. A change in 25-26 is that students may wear ***SOLID*** denim jackets. All shoes must have a full back and front (no crocs). Monday-Thursday students need to wear an EEP polo.
		Accountability Hierarchy: Yes, I understand that there are both consequences and incentives tied to referrals and weekly paychecks. My scholar may serve detention during lunch and/or active play as a consequence. My scholar may or may not be able to attend certain school events based on pre-determined paycheck and/or referral number thresholds.
		Parent Communication: Yes, I know that I have a DeansList login to track my scholar's behavior daily. I know I [will] have an Illuminate login to track my scholar's grades daily. I know that the Principal Family Newsletter is sent via email every month updating me on upcoming events.
		Lockers: My scholar must use a personal lock to keep their belongings safe and secure. East End Prep reserves the right to cut or remove the lock on any student locker in moments of suspension or inappropriate behavior.
		Homework: I understand that my scholar has homework daily. Homework is 10% of my scholar's grade in each class.
		Computers: I understand that my scholar can lose computer privilege access. The computer belongs to East End Prep and my scholar must treat the technology with respect. My scholar cannot visit social media sites on the EEP computer, nor order food to be delivered to school. If my scholar deliberately breaks the computer, the family will be responsible for monetary fines to replace or fix the computer.