

Sylvan Prep Academy

Powered by Sylvan Learning Center

2010-11 Student Handbook and School Polices and Procedures

The Tennessee State Board of Education desires that all schools in the state ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons and that swift, certain and severe disciplinary sanctions are imposed on any student who brings a drug, drug paraphernalia or a dangerous weapon onto a school bus, school property or while attending any school event or activity is under the influence of a drug, or possesses a drug, drug paraphernalia or dangerous weapon, or assaults or threatens to assault a teacher, student, or other person. Please review this handbook carefully to be knowledgeable of School College High School's policies and procedures to ensure a safe and secure learning environment.

Each student is responsible for knowing and abiding by the rules of the administration and faculty as outlined in this handbook and for sharing this information with parents. Students should retain this handbook for the duration of their tenure at Sylvan Prep Academy.

Our mission is to promote an environment for success and create a partnership with parents and the community. Students will realize their full potential as lifelong learners and responsible and productive citizens capable of competing in a global information-based society.

Key Components That Differentiate Us

- Every child is unique, and sometimes that gets in the way of him (or her) reaching his fullest potential.
- We have a proven, scientific process that personalizes a plan for each unique child to give him exactly what he needs, in the way that he learns best.
- We pinpoint the skills that a child needs to learn, and his or her preferred learning style.
- Then step by step, skill by skill, the personal instructor makes sure each new skill is mastered before moving on, tracking every step of progress.
- The child sees himself mastering new skills, one by one, and he discovers how capable he really is.
- He becomes not just a unique kid, but a uniquely inspired kid.
- Our personal instructors can help with reading, math, writing, study skills, SAT/ACT prep and more.
- Mastering skills in our personalized program reminds kids just how extraordinary they are and how much further they can go.

Sylvan Prep Academy
931-528-2543

Sylvan Academy
2009-2010 Calendar

ADMINISTRATION

Mr. Jamie A. Jones, Ed.S., Principal
email: jamie@earlyscholars.com

Mr. Scott Baas, BS, Asst. Principal
scott@earlyscholars.com

Brandi McPeek-Jones, M.A.E
Director of Education
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Dr. John Keisling, Ph.D., Chairman
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August 2	Monday	First Day of Term
Sep 6	Monday	Labor Day Holiday
Oct 4-Oct 15		Fall Break
Nov 24 – 26		Thanksgiving
December 17	Friday	Last Day of Semester
Dec 20 – Jan 3		Winter Break
Jan 4	Tuesday	First Day of Term
Jan 17	Monday	Martin King Holiday
Feb 21	Monday	Presidents Day Holiday
April 11 – 22		Spring Break
May 27	Friday	Last Day of Term

Curricular Structure

- Literacy Advantage Courses

Literacy Advantage courses support academic success in standards-based high school courses for students who are reading below proficient. Literacy Advantage courses assist students in mastering required math, science, English, and social studies content to earn credits toward graduation, while simultaneously developing reading skills.

- Core Courses

Core courses meet the needs of a range of students as they endeavor to master rigorous content and earn credits toward graduation. While Core courses assume readiness for grade-level academic challenges, they also include targeted scaffolding for students who benefit from additional learning support.

- Honors Courses

Honors courses meet the needs of motivated students seeking to accelerate their learning and deepen conceptual understanding. With many opportunities to apply, extend, and synthesize knowledge, Honors courses are ideally suited to prepare students for the rigors of Advanced Placement* courses.

Attendance

By law, the State of Tennessee requires regular attendance until the age of eighteen (18). Regular attendance is the responsibility of the student and the parent. School attendance and class attendance records are kept separately. School attendance affects driver's license and court. School administration will determine if an absence is excused or unexcused. The classroom teacher keeps class attendance. **Truancy** is defined as an **unexcused** absence for an entire school day, a major portion of the school day, excessive tardies, or any activity during the school day for which the student is scheduled. It also includes any after-school special help session or disciplinary session the student has been directed to attend. Disciplinary actions will be taken in all cases of truancy. Students in violation may be cited to Juvenile Court. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license or obtain such if of age. Upon the sixth (6th) unexcused absence, parents or guardians of a student with unexcused absences or tardies can by law be notified that they and the student are to appear before the court.

Semester Completion Policy

Students are expected to complete all assigned coursework during the semester in which it is assigned. Students who do not complete all required coursework will be given the grade of "I" in the course in question. Students may be allowed to complete missing work from the first semester during the second semester (within the same academic year) after consultation with the classroom teacher and principal. Students who fail to complete all course requirements during the second semester will receive their current score, and be offered the opportunity to complete the course during summer school for an additional fee per credit hour needed.

Verification Notes for Absences

Note: Students checking in late, students absent the previous day, or students who checked out early the previous day must present parent / guardian verification or physician verification (beginning with the 6th absence) to School administration, who will properly document the absence as either excused or unexcused. The necessary verification note from a parent / guardian (or physician when required) should contain the following: Current Date, Date(s) of Absence,

Reason for Absence / Tardy / Early Dismissal, Parent / Guardian Signature, Phone number where the parent / guardian can be reached.

School Trip Absence

At the time of a scheduled trip, any student not performing at his / her potential may not be allowed to make the class trip, pending sponsor / teacher collaboration. Students going on a school sponsored trip must have the official School permission form signed by their parents. The teacher / sponsor of the trip will provide the appropriate form. All school policies, rules, and regulations are to be enforced on all field trips. This includes dress code.

Class Attendance

With all the state mandated test requirements for graduation, attendance is most crucial. Each course will meet for fifty-five (55) minutes per day to earn one credit. Maximum effort will be made to protect instructional time and to provide quality, learning experiences for each class. If a student is late to class, he or she should have either a tardy slip showing the late arrival to school or a note from a school administrator. If a student should leave class early, as in early dismissal, he or she must check-out with a School administrator prior to leaving the building. Failure to do so will result in the accrual of an unexcused absence.

The following guidelines are aimed at helping students become more self-disciplined and responsible: (1) Students must attend 40 minutes of class in order to be counted present. Any combination of 3 late check-in's / early dismissals in a class will be considered an absence in that class. (2) Upon the fifth (5th) absence in a class, the teacher may contact the parent / guardian to discuss attendance and student performance. Contacts will be made earlier if the teacher determines it to be beneficial to student attendance / performance. The teacher will submit a truancy notice to the appropriate administrator on the fifth (5th) unexcused absence.

Cell Phones / Electronic Devices

Electronic devices such as **Cell Phones**, CD Players, electronic games, cameras, etc. are **NOT ALLOWED** at school. Such items create a distraction to the learning process and will be **CONFISCATED**. Cell phones should be left in the student's vehicle. All student cell phones should be turned off before they are brought into the building by a student who doesn't drive, and they should be on the coordinators desk and in-sight at all times. A phone is available in the office for students who become sick and need to call home. ("Off" means off, not "Vibrate.")

Consequences for violating cell phone policy are: (1) **First Offense:** 3 hours of Friday school detention—phone confiscated. A phone confiscated during the school day will not be returned until after school to the parent. (2) **Second Offense:** 5 hours of Friday school detention—phone confiscated and meeting held with parent / guardian to return phone (parent should call for appointment). Phone will be returned after detention has been completed. (3) **Third Offense:** and each subsequent offense the phone will be held for a 20 day period, in addition to the 5 hours of Friday school detention. If the parent refuses the confiscation, the student will incur a 3 day out of school suspension period. Repeated violation of the cell phone policy could result in permanent expulsion from the program.

Communicable Disease Program

Tennessee State Law now provides that "It shall be unlawful for any child to attend any school or similar type facility intended for the instruction of children whether public or private, unless

they first have been vaccinated against those diseases specified by the State Health Department.” In order to comply with this law, all students enrolled at School must present a Certificate of Compliance regarding vaccination. Enforcement of this law will require removal of students from classes if they are not adequately immunized. (1) Students enrolling at School from an out-of-state school must present the immunization compliance certificate at the time of enrollment. (2) Students enrolling at School from a school within the state may be enrolled tentatively until the cumulative record is received. A student with a communicable disease shall remain at home until the disease is no longer a threat to that student or others. The Director or his designee should report to the Health Department any cases of communicable diseases, which might pose a threat to the health of the school or community.

Discipline

Prohibition of Hazing

“Hazing” means any intentional act in Tennessee, on or off school property, by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student; or which induces or coerces a student to endanger such student’s mental or physical health or safety.

Rules of Behavior

The Items listed below apply: on school grounds during, before, or after school hours; on school grounds at any other time when the school is being used by a school group; off school grounds at a school sponsored activity, function, event, or school-related circumstances as determined by the principal and / or designee even if the alleged violation did not occur on a school day.

Item 1: Disruption / Disrespect of the Learning Environment

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct / action cause the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he / she urge other students to engage in such conduct. Harassment, intimidation and other conduct that may be considered “Bullying” will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student’s academic development or that creates a hostile or offensive learning environment.

Item 2: Damage or Theft of School or Private Property

A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property. In the event that a student damages / destroys school or private property, purposefully or accidentally, the student will be held accountable for the repair and / or replacement of the property. Respect of the property of the school and others is important to maintaining a quality environment for learning and pride in our school. Students vandalizing property on school grounds may be subject to other sanctions beyond reparations for the damage done.

Item 3: Assault and / or Injury on a School Employee

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably be expected to cause physical injury to a school employee or any other person acting in an official capacity on behalf of the school. Any student who commits battery on any school personnel will be subject to a period of expulsion of not less than 1 calendar year.

Item 4: Insubordination

The teachers, administration, and other adults in the high school are not going to ask students to do something that would injure themselves or others, or violate religious convictions of students. Accordingly, student compliance with the requests of adults in the building is a basic need for the function of the school. Students who are insubordinate may receive a suspension and parent / guardian notified at the discretion of the Principal.

Item 5: Fighting With Another Student or Other Person Employed or Not Employed by the School

In the event of a conflict between students or other persons at the school, all students are expected to resolve such conflict in a non-violent, non-threatening manner, which does not demean another or himself / herself. No student shall through verbal threat or use of physical aggression engage another student or any other person employed or not employed by the school. Neither shall any student encourage, provoke, or cause another student or other students to engage in any activity that is, or could be, considered a “fight” or any other activity that could result in injury or a severed disruption of a school function. **Each incident of fighting will be handled on a separate and individual basis.**

Item 6: Discrimination / Harassment of Students (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic, religious, and disability discrimination / harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. Discrimination / harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic or religious or disability nature which: unreasonably interfere with the student’s work or educational opportunities; create an intimidating, hostile, or offensive learning environment; or imply the submission to such conduct is made an explicit or implicit term for receiving grades or credits; or imply that submission or rejection of such conduct will be used as a basis or determining the student’s grades and / or participation in a student activity.

Description of Various Disciplinary Actions***Friday Detention***

Students may be detained Friday during school hours as a means of discipline. The scheduled times will be issued upon the first time a student is assigned for violating the student code of conduct. Students will be given at least 1 day notice before serving detention. Parents will be informed of the detention by a written notice issued by a teacher or administrator that is to be signed and returned to the teacher or other school official who issued detention.

Out of School Suspension

A student’s persistent and / or blatant disregard for the student code of conduct may result in suspension from attending school, any school-related activities on or off campus, or from riding school vehicles. Parents will be notified by telephone and in writing of any such suspension. Short-term suspensions range from 1 to 10 days. Long-term suspensions include any suspension lasting longer than 10 school days. Any incidence of out of school suspension as a means of discipline shall be handled on a case-by-case basis with the Principal having full authority to deliver or modify such suspension.

Tardy Consequences

Students are required to be in class ready to work at 8am. A 5 minute grace period will be given to students who are late arriving to school. Students present at school before 8am are expected to be in classroom and ready to begin work at 8am...not 8:05am. Any student entering the classroom after 8:05am will be counted tardy. Six tardies = 1 absence. Tardies will count toward total absences for truancy purposes.

Dress Code

In order to maintain a school-wide focus on learning and achievement, not on extremes in dress, students are expected to dress in a manner that does not create a distraction in the learning environment. Students are expected to dress in a responsible manner that reflects a positive intent in coming to school to learn. Students that fail to comply with the dress and grooming standards will be subject to disciplinary action.

The following items are among those NOT permitted:

- Footwear must be worn at all times at school (inside as well as outside).
- Hats, caps, knit caps, or bandannas are not permitted. These items are not to be worn on school grounds and will be confiscated. Administrators may make exceptions for outside the building on bad weather days. Accommodations may be made for documented religious or medical reasons.
- Halter tops, tank tops, cropped tops or muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare skin should be visible while standing, sitting, or raising one's hand in class, or walking in the building.
- Clothing with jagged / frayed and uneven ends or clothes with a substantial hole on any portion are not allowed.
- Sunglasses (may not be worn or displayed; they will be confiscated). Accommodations may be made for documented medical reasons.

Pants, shorts, skirts, etc. must be size appropriate and will be worn at the waistline. "Sagging" waistlines will not be tolerated. Shorts, skirts, and dresses (including any slit) must be of a length that is decent and modest. An appropriate length must be easily observable during routine school activities. All shirts, blouses, sweaters, etc. must have sleeves. No low-cut necklines and / or bare backs will be allowed. Lounging pants and pajama bottoms are not allowed. Grooming standards: Hairstyles are to be moderate, clean, and of a natural color. Startling and / or extreme hairstyles (i.e. spiked, Mohawk, dyed with an unnatural color / tint, etc.) are unacceptable. No visible tattoos. Piercing of the ears is acceptable. No other facial or visible body piercing will be allowed.

Any apparel, dress or grooming that is potentially disruptive to the classroom atmosphere or educational process is not permitted. Any apparel, dress or grooming that is dangerous to the health or safety of students or the lawful, peaceful operation of the school or presents a dangerous situation is not permitted.

Disciplinary Procedures for Infractions of the Dress Code

Procedures for handling students with dress code violations will be handled on a case-by-case basis by the judgment of the administration. (1) **First Offense:** The student may return to

classes when dress code compliant. (2) **Second Offense:** Student may return to class when dress code compliant but must serve 3 hours of detention. (3) **Third Offense:** Student must serve 5 hours of detention and parent contact must be made. (4) **Fourth Offense:** Parent meeting must be held. Disciplinary action at the discretion of the Director. (5) **Fifth Offense:** One day out of school suspension and required parent meeting when student returns to school. (6) **Sixth and subsequent offenses—Suspension will increase with violations.**

Graduation Requirements

Courses	Credits
English	4
Mathematics: Algebra I, Algebra II, Geometry, Advanced Algebra/Trig or PreCalculus	4
Science	3
Social Studies: World Geography, U.S. History, U.S. Government, Economics	4
Foreign Language: Spanish, German, Latin, Chinese or French	2
Fine Arts	1
Other Requirements, Electives, or Dual Enrollment Courses (NSCC)	6
Total Credits Required for Graduation	24

Credits to promote: To 10th grade: 6, to 11th grade: 12, to 12th grade: 18

Make-Up Work

Students are given a comprehensive schedule of assignments / quizzes due for each class. Due to the nature of the online coursework, students are expected to maintain this schedule regardless of days absent from the physical school (including snow days and / or holidays). Students who are 5 or more assignments behind in any subject (or a combination of subjects) will be required to attend class on Friday in order to catch up late work.

Prescribed Medication

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal’s designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations: Written instructions signed by the parent will be required and must include the child’s name, name of medication, name of physician, time to be self-administered, dosage and directions for self-administration, possible side effects (if known), termination date for self-administration of the medication.

All medicine must be in the original container. The medication must be delivered to the principal’s office by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma). The parent or guardian is responsible for informing the designated official of any change in the student’s health or change in medication.

Safety Procedures

Crisis Prevention Plan

A formal plan has been developed in the event of a crisis situation. The implementation of the action plan will be initiated by any school official when deemed necessary. In order to assure safety and security, students are expected to immediately comply with all directions of any

school official. The plan may be practiced throughout the school year, both when students are present as well as not present.

Fire Drills

The State of Tennessee requires that each school conduct frequent fire drills. Each teacher will explain the fire drill procedures for each class in his / her room and will have an outline of the exit route posted by the exit door. When the fire alarm is sounded (siren sound), teachers and students will wait 30 seconds for and “all clear” announcement and then exit the building. If the announcement does not come after 30 seconds, teachers should proceed with evacuation of students. Students should act calmly but promptly when exiting the building. The teacher and students will stay together in their assigned area until the signal is given to return to the classroom. Teachers should give their students a designated spot to meet them outside in case they become separated from one another. The teacher should be the last person to leave the classroom and close the door. Everyone should be 100 feet from the building with assigned teacher.

Severe Weather Drill

When the announcement is given, students should quietly but promptly exit the classroom and report to their designated area. Once at the location, students should assume the tornado drill position and should remain quiet. The teacher should be at the front of their students in case designated area must change. One student in each class should be designated to close the door.

Emergency School Closing

In the event of an emergency early school dismissal, parents should listen to local radio for any updates / details concerning student dismissal and / or pick-up. Parents should have a plan in place with their child, so he or she knows what to do.

Student Harassment / Discrimination-Grievance Procedures**Filing a Complaint**

Any student who wishes to file a discrimination / harassment grievance against another student or an employee may file a written or oral (recorded if possible) complaint with a School administrator. Students may also report an allegation of discrimination / harassment to any teacher or other adult employed in the school who shall inform an administrator of the allegation. The complaint should include the following information: (1) identity of the alleged victim and person accused, (2) location, date, time, and circumstances surrounding the alleged incident, (3) identity of witnesses, (4) any other evidence available.

Investigation

Within 24 hours of receiving the student’s complaint, an administrator shall notify the complaining student’s parent / guardian. The parent / guardian shall be given notice to the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the time the complaint was first made. If no parent / guardian attends the interview, another adult, mutually agreed upon by the student and administration, shall attend and may serve as the student’s advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and the identity of the complainant will not be released except as required by law or this policy or as necessary to fully investigate the complaint. A school representative will meet with the complainant regarding the findings, and whether corrective measures and / or

disciplinary action was taken. The investigation and response will be completed within 30 school days.

Student Messages / Telephone Usage

Students are expected to come to school prepared. All arrangements for transportation, money, assignments, books, materials, etc. should be made prior to arriving at school.

Messages

Messages received from parent(s) or other immediate family members will be delivered to students during non-instructional time. Under normal circumstances, students will not be called out of a class for a message.

Office Phones

In the event of emergencies, students may use a phone in one of the offices, but he or she must first receive permission from an administrator. Such phone usage needs to be conducted in a timely manner. The administration and office personnel reserve the right to deny, delay, or terminate the use of the phone in the office. **REMEMBER: Cell phones in the building must be turned off and be out of sight until after the end of the instructional day.**

Technology

The proficient use of technology is becoming ever more necessary in our ever evolving world. We strongly recommend that each student have a personal laptop computer that may be used at school and home for daily assignments and research projects. If your child does not have a personal laptop, he / she may use the computers at school providing all applicable usage rules and guidelines are followed: (1) Students must have permission from their primary teacher or an administrator before using a computer. (2) Computers are to be used for specific educational assignments. Students are not to check personal e-mail or visit networking sites such as MySpace. (3) Instant messaging (IM) is **Not Allowed!** (4) Any student caught visiting inappropriate sites will be subject to disciplinary actions including a loss of technology usage privileges. (5) No programs of any type are to be downloaded onto a computer by a student. This includes any type of application, add-on, plug-in, media player, etc. This might damage the computer or disrupt the integrity of our network.

Testing

SAT and ACT

The SAT and ACT are college admissions tests which are required by most community colleges and universities. Most public institutions require the ACT, while many private institutions require the SAT. Each student should determine what the college they plan to attend requires. Students are encouraged to take the test in the Spring of their junior year. A student may take either test as many times as they like on any of the national test dates. The ACT is offered on 5 different test dates and the SAT is offered on national test dates. Contact a School administrator for more details.

End of Course Tests

All students are required to complete end of course tests in each subject in accordance with Tennessee State Department of Education policy.

