



# Board Policy Manual

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## Section 1 - Board Operations



Prep Public Schools			
Monitoring:  Review: Annually, in July	Descriptor Term:  <b>1.106 - Code of Ethics</b>	Descriptor Code: Policy 1.106	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Board members and employees of Prep Public Schools may not accept, directly or indirectly, any gift, money, gratuity, consideration, or favor that a reasonable person would understand was intended to influence the vote, official action, or judgment of the board member or employee in executing decisions affecting Prep Public Schools or its charter schools (Knoxville Preparatory School and Chattanooga Preparatory School). It is also prohibited for a board member's or an employee's spouse or child living in the same household to accept such items.

It shall not be considered a violation of this policy for a board member or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

## ETHICS COMPLAINTS

The Board may create an Ethics Committee consisting of no fewer than three (3) members who will be appointed to one-year terms by the Board Chair with confirmation by the Board. A majority of the committee members shall be members of the Board. The Ethics Committee shall convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of the Ethics Committee shall be maintained by the Secretary and shall be filed in the CEO's office, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and include details as to the facts surrounding the complaint.



The Ethics Committee may investigate an ethical complaint received against a board member or employee and make recommendations to cease any activity that, in the Ethics Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

The Ethics Committee may:

1. Refer the matter to the board attorney;
2. In the case of a board member, refer the matter to the Board of Directors for possible public censure, if warranted;
3. In the case of an employee, refer the matter to the CEO for possible disciplinary action, if warranted; or
4. In a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

## POINT OF CONTACT

The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The CEO shall provide the contact information to the Commission and ensure that any changes are submitted within thirty (30) calendar days.

### Legal References

1. TCA 8-17-103
2. TCA 8-17-104

### Cross References

- Board Member Conflict of Interest 1.107
  - Duties of Board Members 1.202
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Prep Public Schools			
Monitoring:  Review: Annually, in July	Descriptor Term:  <b>1.400 - School Board Meetings</b>	Descriptor Code: 1.400	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The Board will transact all business at official meetings that may be either regular or special. Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions. Open meetings will be physically accessible to all students, employees, and interested citizens.

The Board may restrict the recording of board meetings via camera, camcorder, or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.

## REGULAR MEETINGS

Regular meetings of the Board shall be held at least quarterly, with specific dates and times to be designated by the Board. The location for any meeting of the Board of Directors shall be the principal business office of Prep Public Schools at 1849 Union Ave., Chattanooga, Tennessee 37404 unless another location for that meeting is designated by the Board of Directors.

In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the Chair.

## SPECIAL MEETINGS

The Board shall hold such special meetings as necessary to transact the business of Prep Public Schools and its charter schools (Knoxville Preparatory School and Chattanooga Preparatory School). Such meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools require it, by the President, or when requested to do so by any two (2) directors.



Only business related to the call of the meeting and details related to agenda items shall be discussed or transacted by the Board at a special meeting.

## ELECTRONIC ATTENDANCE

Absent board members may attend a regular or special meeting by electronic means in accordance with the provisions of Article 3.10 of the Bylaws. The following requirements apply to all electronic attendance:

1. Any board member wishing to participate electronically shall do so using technology that allows all persons participating in the meeting to simultaneously hear each other; and
2. The responsibility for the connection lies with the board member wishing to participate electronically.

**Work-Related Absence:** A board member may attend a meeting by electronic means if out of the county due to work. The board member shall give the Chair and CEO at least five (5) days' notice prior to the meeting.

**Sickness or Period of Convalescence:** A board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional.

**Inclement Weather or Natural Disaster:** A board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closed.

**Family Emergency:** A board member may attend a meeting by electronic means if there is a family emergency that prevents him/her from attending in person.

**Military Service:** A board member may attend a meeting by electronic means if out of the county due to military service. The board member may participate electronically as often as he/she is able to do so.

### Legal References

1. TCA 8-44-102; TCA 49-6-804(c)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

### Cross References

- School Board Legal Status and Authority 1.100





- Board Committees 1.300
  - Notification of Meetings 1.402
  - Appearances Before the Board 1.404
  - Section 504 and ADA Grievance Procedures 1.802
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Prep Public Schools			
Monitoring:  Annually, in July	Descriptor Term:  <b>1.407 - School District Records</b>	Descriptor Code:  1.407	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

The CEO shall maintain all Prep Public Schools records required by law, regulation, and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by Prep Public Schools unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.

No records pertaining to individual students at Knoxville Preparatory School or Chattanooga Preparatory School will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.

All requests to inspect or receive copies of records shall be submitted to the CEO, who serves as Prep Public Schools' public records request coordinator and records custodian.

Prior to producing any record, the CEO shall ensure confidential information is redacted. Original documents remain intact, and confidential information in copies produced for a requestor shall be redacted. The CEO shall develop a procedure to redact confidential information.

## REQUESTS FOR INSPECTION

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the CEO during normal business hours. Requests may be made in person or by telephone, fax, mail, or email. The CEO will contact the citizen and indicate when the records will be available to inspect.



If the records cannot be made available within seven (7) business days, the CEO shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the CEO shall provide the citizen with a records request denial letter indicating the basis for the denial.

## **REQUESTS FOR COPIES**

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the CEO during normal business hours.

The CEO shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges shall be used to determine the reasonable cost. The CEO will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash, check, or money order prior to Prep Public Schools producing the copies.

If the records cannot be made available within seven (7) business days, the CEO shall provide a records production letter indicating the time needed to complete the request.

If the request for copies is denied, the CEO shall provide the citizen with a records request denial letter detailing the basis for the denial.

## **FREQUENT AND MULTIPLE REQUESTS**

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records, provided such fees do not exceed the expenditure authority limits established in the Bylaws. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors form.

## **RECORDS RETENTION**

The CEO and/or designee(s) shall retain and dispose of Prep Public Schools records in accordance with state law and established guidelines, ensuring compliance with the fiscal year ending June 30 as specified in the Bylaws.

## **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR**



Title: Chief Executive Officer

Contact Information: 1849 Union Ave., Chattanooga, Tennessee 37404

#### Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/orc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-503(h)(6)
9. TCA 10-7-401
10. TCA 10-7-406; TCA 10-7-301(5),(13)
11. TCA 10-7-404
12. TCA 10-7-413
13. TCA 10-7-414
14. TCA 39-16-504
15. TCA 10-7-503(g)(1)(D)

#### Cross References

- Financial Reports and Records 2.701
  - Personnel Records 5.114
  - Student Records 6.600
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Prep Public Schools			
Monitoring:  Annually, in August	Descriptor Term:  <b>1.802 - Section 504 and ADA Grievance Procedures</b>	Descriptor Code:  1.802	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The Board is committed to maintaining equitable employment/educational practices, services, programs, and activities that are accessible and usable by qualified individuals with disabilities at both Knoxville Preparatory School and Chattanooga Preparatory School.

## DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title II of the Americans with Disabilities Act of 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

## COORDINATOR

The Board shall designate at least one (1) employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts. This coordinator shall report to the President.

## NOTICE

The Board shall make available the name, office address, and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the



posting of notices, publication in newspapers and student and employee handbooks, and distribution of memoranda or other written communications.

## COMPLAINT PROCEDURE

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

## DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of Prep Public Schools with regard to a child's identification, evaluation, and placement under Section 504.

**Request for Hearing:** A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability, as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator.

**Impartial Hearing Officer:** The CEO shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing.

**Decision:** The hearing officer's decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by Prep Public Schools.

**Review Procedure/Appeal:** If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

### Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8; 28 CFR § 35.107
5. 28 CFR § 35.170, 28 CFR § 35.171, 35.172
6. 34 CFR §104.36; 34 CFR § 104.7

### Cross References



- School Board Meetings 1.400
  - Visitors to the Schools 1.501
  - Reporting Student Progress 4.601
  - Graduation Activities 4.606
  - Equal Opportunity Employment 5.104
  - Personnel Health Examinations/Communicable Diseases 5.400
  - Acquired Immune Deficiency Syndrome 5.401
  - Complaints and Grievances 5.501
  - Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
  - Acquired Immune Deficiency Syndrome 6.404
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Prep Public Schools			
Monitoring:  Annually, in August	Descriptor Term:  <b>1.803 - Tobacco-Free Schools</b>	Descriptor Code:  1.803	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of Prep Public Schools' buildings and in all vehicles that are owned, leased, or operated by the organization or its charter schools (Knoxville Preparatory School and Chattanooga Preparatory School). Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Employees and students at Knoxville Preparatory School and Chattanooga Preparatory School will not be permitted to use these products while they are participants in any class or activity in which they represent their school.

Signs will be posted throughout both charter school facilities to notify students, employees, and all other persons visiting the schools that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*

#### Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(11), (12)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605

#### Cross References

- Community Use of School Facilities 3.206
- Code of Conduct 6.300







Prep Public Schools			
Monitoring:  Annually, in August	Descriptor Term:  <b>1.804 - Alcohol &amp; Drugs in the Workplace</b>	Descriptor Code:  1.804	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Any employee who violates the terms of this policy shall be subject to disciplinary action, including but not limited to, suspension, dismissal, and/or referral for prosecution.

The CEO shall be responsible for providing a copy of this policy to all Prep Public Schools employees.

## DEFINITIONS

"Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school approved activity, event, or function.

"Illegal drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal law.

"Unauthorized drugs" shall include, but are not limited to, inhalants; any designer, synthetic, derivative, analogous, or "look-alike" substances; any legally prescribed drugs being used in a manner for which they were not intended; and any lawful substances that could result in impairment threatening to health or safety.

"Alcohol" shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing alcohol as defined by state and federal law.

## ALCOHOL & DRUG-FREE WORKPLACE



No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any illegal or unauthorized drugs or any alcohol.

#### Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215
2. 21 USCA § 812
3. TCA 49-5-1003(b)(16), (17), (18)
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

#### Cross References

- Supervision 5.108
  - Drug & Alcohol Testing for Employees 5.403
  - Drug-Free Schools 6.307
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Prep Public Schools			
Monitoring:  Annually, in August	Descriptor Term:  <b>1.805 - Use of Email</b>	Descriptor Code:  1.805	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

All staff and board members who have access to the Prep Public Schools network shall adhere to the following guidelines when sending or receiving messages via system-wide electronic mail (email):

1. Because all computer hardware and software belong to the Board, all data including email communications stored or transmitted on Prep Public Schools computers shall be monitored. Staff/board members have no right to privacy with regard to such data. Email correspondence may be a public record under the public records law and may be subject to public inspection.
2. Messages shall pertain to legitimate Board/Prep Public Schools business. Email shall not be used to circumvent requirements of the Open Meetings Act.
3. Staff/board members will be asked to sign terms and conditions for Use of the Internet. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that the email has been accessed by someone without authorization, he/she shall contact the technology coordinator immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist, or promote illegal or unethical activity.

Any usage contrary to the above shall be reported immediately to the CEO and may result in the suspension and/or revocation of system access, or if deemed necessary, appropriate disciplinary action may be taken.



#### Legal References

1. TCA 10-7-512
2. TCA 8-44-102

#### Cross References

- Use of the Internet 4.406
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Prep Public Schools			
Monitoring:  Annually, in August	Descriptor Term:  <b>1.904 - Compliance with Charter Authorizer Requirements</b>	Descriptor Code:  1.904	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Prep Public Schools acknowledges that charter school oversight and intervention authority rests with the Local Education Agencies (LEAs) that serve as authorizers for Knoxville Preparatory School and Chattanooga Preparatory School. This policy establishes Prep Public Schools' commitment to compliance with all charter agreements and authorizer requirements.

The CEO shall ensure that both charter schools operate in full compliance with their respective charter agreements and all applicable state and federal laws. The CEO shall maintain regular communication with the authorizing LEAs and promptly address any compliance concerns raised by the authorizers.

## COMPLIANCE MONITORING

The CEO shall establish internal monitoring systems to ensure:

1. Academic performance standards are met or exceeded;
2. Financial management complies with all applicable laws and charter requirements;
3. Operational procedures align with charter agreements and state regulations;
4. Required reporting to authorizing LEAs is completed accurately and timely.

## RESPONSE TO AUTHORIZER CONCERNS

When an authorizing LEA identifies deficiencies or compliance issues, the CEO shall:

1. Acknowledge receipt of any notices from the authorizing LEA within the timeframe specified;
2. Develop and implement corrective action plans as required;
3. Provide regular progress reports to the authorizing LEA;



4. Ensure full cooperation with any authorizer monitoring or intervention activities.

## BOARD OVERSIGHT OF COMPLIANCE

The Board shall receive regular reports from the CEO regarding:

1. Charter compliance status for both schools;
2. Any communications or concerns raised by authorizing LEAs;
3. Corrective action plans and their implementation status;
4. Academic, financial, and operational performance metrics.

The Board's role is limited to ensuring that Prep Public Schools, as the charter management organization, fulfills its obligations under the charter agreements and supports the charter schools' compliance with all authorizer requirements.

### Legal References

1. TCA 49-13-104 (Charter School Authorization)
2. TCA 49-13-121 (Charter School Performance Framework)
3. TCA 49-13-122 (Charter School Accountability)
4. TCA 49-13-123 (Charter School Renewal)
5. TCA 49-13-124 (Charter School Revocation)
6. TCA 49-13-110 (Charter School Oversight)

### Cross References

- School Board Legal Status and Authority 1.100
  - Code of Ethics 1.106
  - Financial Reports and Records 2.701
  - Academic Performance Standards 4.100
  - Student Records 6.600
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## Section 2 - Fiscal Management





Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.200 - Annual Operating Budget</b>	Descriptor Code: 2.200	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

All Prep Public Schools budgets are the operational plans stated in financial terms for the fiscal year beginning July 1st ending June 30th the following year, consistent with the fiscal year established in the Bylaws.

## BUDGET PREPARATION

Budget planning shall include an analysis of previous staffing, curriculum and facilities for both Knoxville Preparatory School and Chattanooga Preparatory School, and projections requiring additional staffing, curriculum modifications, and additional facilities.

The budget proposal shall be balanced, consistent with board policy and charter agreement conditions, and include provisions for:

1. Programs to meet the needs of the entire student body at both charter schools;
2. Staffing arrangements adequate for proposed programs;
3. Maintenance of Prep Public Schools' equipment and facilities; and
4. Efficiency and economy.

Budget preparation shall be the responsibility of the CEO and/or Executive Director. The CEO and/or Executive Director will establish procedures for the involvement of staff, including requests from department heads and school leaders at both Knoxville Preparatory School and Chattanooga Preparatory School, all of whom shall seek advice and suggestions from other staff.

The CEO and the Board Chair shall develop a budget preparation calendar no later than January 1st. The calendar shall be used as a guide for coordinating the budgetary activities of



individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

## HEARING AND REVIEWS

The proposed budget will be available for inspection by various interested citizens or groups in the office of the CEO at the principal office of Prep Public Schools, 1849 Union Ave., Chattanooga, Tennessee 37404.

## ADOPTION PROCEDURE

The Board of Directors shall adopt a budget in accordance with the Bylaws requirements and charter agreements. The CEO and/or Executive Director shall ensure compliance with all reporting requirements to authorizing Local Education Agencies and the Tennessee Department of Education as required by charter agreements and state law.

### Legal References

1. Internal School Funds Manual, Section 4-40
2. TCA 49-13-110 (Charter School Oversight)
3. TCA 49-13-121 (Charter School Performance Framework)
4. TCA 49-2-203(a)(9) (Budget Responsibilities)

### Cross References

- Role of the Board of Directors 1.101
  - Executive Committee 1.301
  - Compliance with Charter Authorizer Requirements 1.904
  - Financial Reports and Records 2.701
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Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.300 - Comparability of Services</b>	Descriptor Code:  2.300	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

In order to ensure comparability of services from all funding sources between Knoxville Preparatory School and Chattanooga Preparatory School, the Board shall ensure that:

1. Teachers, principals, and support personnel are assigned to schools on an equivalent basis according to grade levels and need; and
2. Curriculum materials and instructional supplies are provided to schools on an equivalent basis according to grade levels and need.

The CEO shall develop procedures to ensure compliance with this policy and state and federal requirements regarding the comparability of services between both charter schools operated by Prep Public Schools.

#### Legal References

1. 20 USCA § 6321 (Comparability of Services)
2. TCA 49-13-110 (Charter School Oversight)

#### Cross References

- Annual Operating Budget 2.200
  - Compensation Guides & Contracts 5.110
  - Textbooks and Instructional Materials 4.400
-



Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.400 - Revenues</b>	Descriptor Code:  2.400	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Any money collected by Knoxville Preparatory School or Chattanooga Preparatory School shall be documented with a receipt.

The schools may receive funds collected from activities and for events held at or in connection with the school, including contracts with other schools for interschool events. To be included in this accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions, and all fundraising activities. Each school leader shall determine the reconciliation method to be used for all events which require a ticket.

## FEES

School fees are to be kept to a minimum and may be expended only for the purposes for which they were collected. Neither charter school shall require any student to pay a fee to the school for any purpose, except as authorized by the Board. No fees shall be required of any student as a condition to attend the school. School fees can be waived for students who receive free or reduced-price lunches. No student will be penalized for nonpayment of any school fee.

## EXTENDED SCHOOL PROGRAM

Extended school funds shall be collected at the individual schools and receipted and deposited in the school bank account. The school leader shall report the collections and pay Prep Public Schools by school check.

## FINES



A student will be held responsible for the cost of replacing any materials or property which the student loses or damages, including textbooks, library books, equipment, and buildings. All money collected as fines shall be placed in the system-wide school fund managed by Prep Public Schools.

## TUITION INCOME

Tuition collected from nonresident students shall be placed in the system-wide school fund managed by Prep Public Schools.

## RENTAL INCOME

The school leader will collect and remit to the CEO all money received for use of a particular school facility or other school property.

## GRANTS

Grants for educational purposes made available by the state and/or federal government may be sought by Prep Public Schools but only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state. School leaders may apply for and receive grants with CEO approval, but funds shall be recorded in a separate restricted fund account.

## COLLECTION OF FUNDS THROUGH ONLINE PAYMENT

The CEO may authorize approved staff to utilize electronic payment systems for online transactions, subject to Board approval for any expenditures exceeding \$5,000 as required by the Bylaws. The CEO shall determine when this type of transaction may be utilized on a case-by-case basis. At the individual school level, the school leader shall oversee the collection of funds and submit a plan that includes the following:

1. Adequate supporting documentation for the electronic collection method including a plan to provide a total daily receipt summary;
2. Methods of providing receipts to payers;
3. Information on maintaining and inspecting any voided receipts; and
4. How daily electronic collections shall be reconciled with the total daily receipt summary and who will be assigned to complete this task.

Processing fees for these transactions shall be determined by the CEO based on cost-effectiveness analysis.



The CEO shall establish adequate internal controls to ensure compliance with the Tennessee Internal School Funds Manual and charter agreement requirements.

#### Legal References

1. TCA 49-2-110(a) (Student Activity Funds)
2. Internal School Funds Manual, Section 5-4
3. TCA 49-6-3001(a) (School Attendance)
4. TCA 49-2-110(c) (Activity Funds)
5. TCA 49-2-114 (School Fees Waiver)
6. Internal School Funds Manual, Section 4-37
7. TCA 37-10-101, 102 (Damages for Property)
8. Internal School Funds Manual, Sections 5-8, 5-9

#### Cross References

- Fundraising Activities 2.601
  - Student Activity Funds Management 2.900
  - Food Service Management 3.500
  - Textbooks and Instructional Materials 4.400
  - Compensation Guides & Contracts 5.110
  - Attendance of Non-Resident Students 6.204
  - Student Fees and Fines 6.709
-



Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.500 - Deposit of Funds</b>	Descriptor Code:  2.500	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## Central Office

All income payable to Prep Public Schools will be deposited in accordance with procedures established by the CEO and approved by the Board of Directors, ensuring compliance with the Tennessee Internal School Funds Manual and charter agreement requirements.

## Individual Schools

All money collected at the building level at both Knoxville Preparatory School and Chattanooga Preparatory School shall be cleared through the school leader's office.

The school leader shall deposit funds daily, if possible, but no later than three (7) days after being received. Deposit slips shall be completed in duplicate. All checks shall be listed individually on the deposit slip or an attached list, itemizing the name of the payer and the amount. The receipt numbers comprising the deposit shall be written on the deposit slip. The validated duplicate deposit slip or the duplicate deposit slip with deposit receipt attached shall be given to the bookkeeper.

Any money collected at the building level shall be deposited to one (1) of three (3) bank accounts:

1. General School Fund;
2. Restricted School Fund; or
3. School Nutrition Fund.



All fund management shall comply with the oversight requirements of the respective authorizing Local Education Agencies and the fiscal controls established by Prep Public Schools as the charter management organization.

#### Legal References

1. TCA 8-11-104 (Trustee Duties)
2. Internal School Funds Manual, Sections 4-20, 6-1, 6-2
3. Internal School Funds Manual, Sections 4-2, 4-3, 6-1, 6-2
4. TCA 49-13-110 (Charter School Financial Oversight)

#### Cross References

- Investment Earnings 2.402
  - Student Activity Funds Management 2.900
  - Food Service Management 3.500
  - Compliance with Charter Authorizer Requirements 1.904
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Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.600 - Bonded Employees</b>	Descriptor Code:  2.600	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The CEO and employees who handle money and accounting records at Knoxville Preparatory School and Chattanooga Preparatory School shall be bonded in order to indemnify Prep Public Schools against the loss of any funds.

The Board of Directors shall determine the amount of the bond, giving consideration to the total amount of money and/or property that is handled in each school and at the central office.

#### Legal References

1. TCA 8-19-101 through 103 (Bond Requirements)
2. TCA 49-2-110(a)(1) (Student Activity Funds)
3. Internal School Funds Manual, Section 4-19

#### Cross References

- Accounting System 2.700
  - Student Activity Funds Management 2.900
  - Deposit of Funds 2.500
-



Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.601 - Fundraising Activities</b>	Descriptor Code:  2.601	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

The following guidelines shall be followed:<sup>1</sup>

1. Fundraising activities shall be authorized by the Board of Directors and shall be for the purpose of supplementing funds for established school programs and not for replacing funds which are the responsibility of the Board of Directors.
2. Fundraising companies and other salespersons shall obtain permission in writing from the CEO's office in order to visit the schools.
3. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
4. The principal shall obtain written approval from the CEO/designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, shall have written approval from the principal and comply with all administrative procedures issued by the CEO. The authorization request shall contain the following information:<sup>2</sup> a. A list of the proposed fundraising activities; b. Purpose of the fundraising activity; c. Proposed uses of funds raised; d. Expected student involvement in fundraising activity (school-wide, individual class, or club); and e. Margin of profit and how it is to be paid to the school.
5. The CEO shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, not replace, funds necessary to fulfill the Board of Directors' required contributions.
6. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.



7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.

## LOTTERIES

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets through a random selection process.<sup>3</sup>

## ONLINE FUNDRAISING<sup>1</sup>

Prep Public Schools is authorized to utilize online fundraising (e.g., crowdfunding). The CEO/designee shall ensure that adequate internal controls are established and will determine, on a case-by-case basis, when using online fundraising is appropriate.

An employee shall not engage in online fundraising for educational purposes in his/her official capacity as a Prep Public Schools employee or make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser. Online fundraising shall not be used on behalf and for the benefit of an outside party.

### Individual Schools

Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all fundraising requirements established by the Board of Directors and the *Internal School Funds Manual*. The principal/designee of each school shall have access to the established fundraising account to ensure all funds are properly accounted for, and the information is recorded in the school's accounting records by the designated personnel.

## FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>

On approval of the principal, an employee may be authorized to raise and use funds for the following noneducational purposes:

1. Bereavement support;
2. Award recognition;
3. Employee morale;
4. Banquets; or



5. Other situations at the principal's discretion.

These funds shall be derived from vending machine revenue, donations, or other appropriate sources as determined by the CEO.

The CEO shall develop administrative procedures regarding the receipt, disbursement, accounting, and auditing of these noneducational funds. The CEO shall ensure that the procedures are consistent with Board of Directors policy and state law and disseminate them to all employees.

## RECORDKEEPING<sup>1</sup>

The CEO/designee shall ensure that the appropriate records are maintained for each fundraising activity and shall be responsible for collecting and maintaining the appropriate documents that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.

### Legal References

1. [\*Internal School Funds Manual, Section 4-28 through 4-31\*](#)
2. [\*Internal School Funds Manual, Section 4-29\*](#)
3. [\*Tenn. Att'y Gen. Op. No. 03-049 \(Apr. 22, 2003\)\*](#)
4. [\*TCA 49-2-134\*](#)

### Cross References

- Revenues 2.400
- School Support Organization 2.404
- Audits 2.703
- Vendor Relations 2.809
- Student Activity Funds Management 2.900
- Staff Gifts and Solicitations 5.605
- Gifts 6.710



Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.700 - Accounting System</b>	Descriptor Code:  2.700	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## Central Office

The CEO shall maintain a system of accounting that provides a detailed and accurate account of all receipts and disbursements of Prep Public Schools and its charter schools (Knoxville Preparatory School and Chattanooga Preparatory School), in accordance with generally accepted accounting principles and charter agreement requirements.

## Individual Schools

The school leader of each charter school shall be responsible for the management of all internal accounts under his/her jurisdiction in accordance with the Internal School Funds Manual and procedures established by the CEO.

All accounting systems shall comply with the oversight requirements of the respective authorizing Local Education Agencies and maintain the fiscal controls established by Prep Public Schools as the charter management organization.

## Legal References

1. TCA 49-2-301(b)(1)(D) (Financial Responsibilities)
2. TCA 49-3-316(a)(1) (Local Accounting System Reports)
3. TCA 49-2-110(d) (Student Activity Funds)
4. TCA 49-13-110 (Charter School Financial Oversight)

## Cross References

- Petty Cash Accounts 2.801
- Student Activity Funds Management 2.900
- Compliance with Charter Authorizer Requirements 1.904



Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.703 - Audits</b>	Descriptor Code:  2.703	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

An audit of all fiscal accounts of Prep Public Schools, including accounts and records of all school student activity funds at both Knoxville Preparatory School and Chattanooga Preparatory School, shall be made by a certified public accountant following the end of each fiscal year.

The CEO shall furnish or make copies of the audit available to the proper authorities as prescribed by law, including the authorizing Local Education Agencies and the Tennessee Department of Education as required by charter agreements.

When an administrative change occurs during the fiscal year and the position is responsible for the expenditure of funds, a special audit of accounts involved shall be conducted.

The special audit shall be as extensive as the Board of Directors may determine, subject to the expenditure limitations established in the Bylaws.

## AUDIT FINDINGS

A corrective action plan shall be developed to address any findings on the annual audit. The plan shall include the following:

1. Name(s) of the individual responsible for implementing the plan;
2. The corrective action taken or planned; and
3. Anticipated completion date.

The plan shall be submitted to the Office of the Comptroller of the Treasury and provided to the authorizing Local Education Agencies as required by charter agreements.

## Legal References

1. TCA 49-2-112 (Audits and Auditors)



2. TCA 49-2-110(a) (Student Activity Funds)
3. TRR/MS 0520-01-02-.13(3)(d) (Audit Requirements)
4. TCA 9-3-407 (Audit Findings Corrective Action Plan)
5. TCA 49-13-110 (Charter School Financial Oversight)

#### Cross References

- Fundraising Activities 2.601
  - Student Activity Funds Management 2.900
  - Compliance with Charter Authorizer Requirements 1.904
-



Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.805 - Purchasing</b>	Descriptor Code:  2.805	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Prep Public Schools will purchase competitively and seek maximum educational value for every dollar expended. The CEO shall serve as purchasing agent for system-wide purchasing. School leaders shall serve as purchasing agents for individual schools within their delegated authority limits.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any materials, supplies, or services purchased by unauthorized individuals or in an unprescribed manner.

No school shall be obligated to pay for any expenditure made by a student, a teacher, or any other employee unless he/she first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the school leader.

## PROCUREMENT THRESHOLDS AND PROCEDURES

### Purchases up to \$4,999

- No quotes required
- Price must be considered reasonable based on research, past purchases, or institutional experience
- Distribute purchases equitably among qualified vendors when practicable
- Maintain documentation showing how price reasonableness was determined

### Purchases from \$5,000 to \$9,999

- Obtain at least three (3) written quotes from qualified vendors





- Complete a Multiple Bid/Quote Form with:
  - Vendor name and contact information
  - Item description and quantities
  - Unit price, shipping, and total cost
- Documentation must be reviewed by the Finance Manager
- Final approval by the CEO or Board Chair

#### Purchases from \$10,000 to \$19,999

- Obtain at least three (3) written quotes from qualified vendors
- Complete a Multiple Bid/Quote Form with:
  - Vendor name and contact information
  - Item description and quantities
  - Unit price, shipping, and total cost
- The CEO will present the documentation to the Board Chair for approval

#### Purchases from \$20,000 to \$49,999

- Obtain at least three (3) written quotes from qualified vendors
- Complete a Multiple Bid/Quote Form with:
  - Vendor name and contact information
  - Item description and quantities
  - Unit price, shipping, and total cost
- Requires Board of Directors approval

#### Purchases of \$50,000 and above

- Must follow formal procurement procedures, either through:
  - Sealed Bids (preferred for construction or when clear specifications are available), or
  - Competitive Proposals (used when sealed bidding is not appropriate)
- Public notice and competitive solicitation required
- Award based on lowest responsive and responsible bid (sealed bid) or most advantageous offer (proposal)
- Documentation must include:
  - Solicitation methods
  - Evaluation criteria
  - Scoring and justification for vendor selection
  - Final contract and pricing terms
- Requires Board of Directors approval

### SOLE SOURCE / NONCOMPETITIVE PROCUREMENTS



Sole source procurement is only allowed under the following conditions:

- Only one source is available to fulfill the requirement
- Public emergency does not permit delay
- Federal or state agency authorizes noncompetitive procurement
- Inadequate competition after multiple solicitations

Sole source purchases require:

- Completed Bid/Quote form
- Written documentation supporting the reason a sole source or proprietary product was applicable to the purchase and attached to the Bid/Quote form
- A signed justification letter from the requestor, detailing the product/service and sole source rationale
- Written approval from the Board for sole proprietary purchases of \$20,001 or greater prior to the purchase

## GENERAL PROCUREMENT STANDARDS

- Any individual requesting or approving a purchase must confirm they do not have any financial interest in the company that the item(s) or services will be purchased from. If there is a financial interest, the individual must abstain from the purchasing process
- All procurement actions must avoid conflicts of interest and be free from favoritism or bias
- Purchases must be necessary, not duplicative, and cost-effective. Departments must consider consolidation and evaluate lease vs. purchase options
- Oversight must ensure vendors fulfill contracts according to agreed terms and deliverables
- Contracts must only be awarded to responsible vendors with a track record of performance and integrity

## RECORDKEEPING REQUIREMENTS

For every procurement transaction, Prep Public Schools will maintain a file that includes:

- Rationale for procurement method used
- Basis for contract type selected
- Contractor selection or justification for rejection
- Basis for contract price

## SPECIAL PROCUREMENT CATEGORIES



## EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage, or to avoid major disruption of educational activities. Emergency purchases shall follow the same approval thresholds but may bypass the competitive bidding requirements when time does not permit. The Board shall be advised promptly of all emergency purchases.

## PURCHASING OF SURPLUS PROPERTY

The CEO and other employees designated by the Board shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department and in entering into agreements, certifications, and covenants of compliance concerning the use of federal surplus property.

## COOPERATIVE PURCHASING

The Board may join in cooperative purchasing to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of Prep Public Schools and its charter schools.

## ONLINE PURCHASING

Online purchasing shall be permitted with the following requirements:

- Prior authorization shall be obtained from the CEO before setting up new online accounts
- Online purchases shall follow the same approval thresholds as other purchases
- All purchase orders shall be properly filled out and approved prior to purchase
- Price quotes shall be obtained where required and retained with other purchase documentation

## PURCHASING WITH FEDERAL GRANT FUNDS

Before grant funds are obligated or expended, the CEO shall review the cost of a proposed expenditure and determine if it is an allowable use of federal grant funds. All federal grant purchases must comply with 2 CFR Part 200 requirements and follow the procurement thresholds established in this policy.

## Legal References

1. TCA 49-2-206(b)(3) (Executive Committee Powers)
2. TCA 6-36-115 (Purchases and Contracts)
3. Internal School Funds Manual, Section 4-8



4. TCA 12-3-1205 (Cooperative Purchasing Agreements)
5. TCA 49-2-608 (Prohibited Actions)
6. 2 CFR § 200.403 (Federal Grant Allowability)
7. 2 CFR § 200.112 (Conflict of Interest)
8. 2 CFR Part 200 (Uniform Administrative Requirements)

#### Cross References

- Executive Committee 1.301
  - Credit Cards/Credit Lines 2.8051
  - Purchase Orders and Contracts 2.808
  - Conflict of Interest 5.601
  - Compliance with Charter Authorizer Requirements 1.904
-



Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.806 - Bids and Quotations</b>	Descriptor Code:  2.806	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

All purchases shall follow the procurement thresholds and procedures established in Policy 2.805 (Purchasing). This policy provides additional guidance on the competitive bidding and quotation process.

## COMPETITIVE BIDDING REQUIREMENTS

Purchases from \$5,000 to \$49,999

- Minimum of three (3) written quotes required from qualified vendors
- Multiple Bid/Quote Form must be completed with all required information
- Approval authority varies by dollar amount as specified in Policy 2.805

Purchases of \$50,000 and above

- Formal procurement procedures required (sealed bids or competitive proposals)
- Public notice and competitive solicitation required
- Documentation of evaluation criteria and vendor selection process
- Board approval required

## BID EVALUATION AND AWARD

The lowest and/or best bid shall be accepted, provided Prep Public Schools reserves the right to reject any or all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract.



The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is strictly prohibited.

## EXEMPTIONS FROM COMPETITIVE BIDDING

The following purchases are exempt from competitive bidding requirements but must still follow the approval thresholds:

- Contracts for legal services, educational consultants, and similar professional services shall be awarded on the basis of recognized competence and integrity
- Insurance services from licensed insurance producers
- Sole source purchases that meet the criteria established in Policy 2.805
- Emergency purchases when time does not permit competitive bidding
- Federal or state surplus property purchases

## DOCUMENTATION REQUIREMENTS

All bid and quotation processes must maintain documentation as specified in Policy 2.805, including rationale for procurement method, vendor selection justification, and basis for contract price.

### Legal References

1. TCA 49-2-203(a)(3) (Duties and Powers)
  2. TCA 12-3-1212 (Threshold Amount for Public Advertisement)
  3. TCA 12-3-1209 (Professional Services)
  4. TCA 12-4-107 (Contracts for Professional Services)
  5. 2 CFR Part 200 (Federal Procurement Standards)
-



Prep Public Schools			
Monitoring:  Annually, in September	Descriptor Term:  <b>2.807 - Requisitions</b>	Descriptor Code:  2.807	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The Board of Directors shall designate personnel to be responsible for making requisitions at both Knoxville Preparatory School and Chattanooga Preparatory School.

All approved requisitions will be submitted to the appropriate purchasing agent (CEO for system-wide purchases or school leader for individual school purchases) on forms provided by the purchasing agent. Requisitions must comply with the procurement thresholds and procedures established in Policy 2.805.

For purchases requiring quotes or competitive bidding per Policy 2.805, the requisition must include:

- Documentation of price reasonableness (for purchases up to \$4,999)
- Multiple Bid/Quote Form with required vendor information (for purchases \$5,000 and above)
- Appropriate approvals based on dollar thresholds

The number of each purchase order shall be recorded on the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing office and maintained as part of the procurement documentation required by Policy 2.805.

All requisitions must demonstrate compliance with the conflict of interest requirements and general procurement standards established in Policy 2.805.

#### Legal References

1. Internal School Funds Manual, Section 4-8
2. 2 CFR Part 200 (Federal Procurement Standards)

#### Cross References



**PREP  
PUBLIC  
SCHOOLS**

- Purchasing 2.805
- Bids and Quotations 2.806
- Purchase Orders and Contracts 2.808





## Section 3 – Support Services



Prep Public Schools			
Monitoring:  Annually, in October	Descriptor Term:  <b>3.201 - Safety</b>	Descriptor Code: 3.201	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The principal at each charter school is responsible for ensuring that safety is a part of the instructional program of the school. The CEO shall ensure that comprehensive safety programs are maintained by Prep Public Schools at both Knoxville Preparatory School and Chattanooga Preparatory School. The safety program shall include:<sup>1</sup>

1. Fire prevention;
2. Accident prevention;
3. Warning systems;
4. Emergency drills;
5. Traffic safety;
6. Safety inspections;
7. First aid; and
8. Disaster preparation.

## SCHOOL ACCESS AND SECURITY

Only students assigned to the school, the staff of the school, parent(s)/guardian(s) of students, and other persons with lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours of student instruction. All staff at both Knoxville Preparatory School and Chattanooga Preparatory School shall report all persons appearing to be improperly on school premises to the principal.<sup>2</sup>

The principal at each charter school shall secure assistance from law enforcement officials when he/she deems it necessary. In addition, the CEO shall provide the local law enforcement agency with all safety and security plans for both charter schools operated by Prep Public Schools.<sup>3</sup>

## ORGANIZATIONAL RESPONSIBILITIES



## CEO Responsibilities

The CEO shall:

- Ensure compliance with charter agreements and authorizing LEA requirements regarding school safety
- Coordinate safety programs across both charter schools
- Maintain records of safety plans and inspections at the principal office (1849 Union Ave., Chattanooga, Tennessee 37404)
- Report safety incidents and compliance status to the Board of Directors
- Provide oversight of emergency preparedness planning for both schools

## Principal Responsibilities

Each principal shall:

- Implement the safety program at their respective school
- Conduct required safety drills and inspections
- Coordinate with local law enforcement as needed
- Report safety concerns to the CEO
- Ensure staff training on safety procedures

## Board of Directors Oversight

The Board of Directors shall:

- Receive quarterly reports on safety compliance and incidents
- Approve major safety policy changes
- Ensure adequate resources for safety programs at both schools

## COMPLIANCE FRAMEWORK

This policy shall be implemented in accordance with:

- Tennessee charter school law requirements
- Authorizing LEA safety standards
- Federal safety regulations applicable to public schools
- Local emergency management protocols

The CEO shall ensure that safety policies and procedures are consistent across both charter schools while allowing for site-specific adaptations as needed.

#### Legal References

1. [TCA 49-6-805\(7\)](#)
2. [TCA 49-6-2008\(a\)](#), [\(b\)](#)
3. [TCA 49-6-804\(e\)](#); [TCA 49-6-805](#)

#### Cross References

- Visitors to the School 1.501
- Emergency Preparedness Plan 3.202
- Care of School Property 6.311
- Board Governance Policies (1.100 series)



Prep Public Schools			
Monitoring:  Annually, in October	Descriptor Term:  <b>3.202 - Emergency Preparedness Plan</b>	Descriptor Code:  3.202	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

The CEO shall be responsible for developing, maintaining, and acquiring Board approval of the Emergency Preparedness Plan for both Knoxville Preparatory School and Chattanooga Preparatory School, which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The school leader of each charter school shall develop and implement emergency preparedness drills which shall be approved by the CEO. When appropriate, such drills shall be held in conjunction with emergency response agencies.

## FIRE AND SAFETY DRILLS

The school leader shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.

The school leader shall ensure that three (3) additional safety drills are given during the school year. These drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.

The school leader shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

Prep Public Schools shall work with local law enforcement and the local fire departments serving both charter school locations to develop a procedure for identifying the cause of fire



alarm activation. This procedure must be in place by January 1, 2025 and shall be reviewed and updated annually thereafter.

## **ANNUAL DRILLS**

The school leader shall ensure that the school safety team conducts each of the following type of drills annually at both Knoxville Preparatory School and Chattanooga Preparatory School:

1. An armed intruder drill in coordination with local law enforcement;
2. An incident command drill; and
3. An emergency safety bus drill.

## **AED DRILLS**

All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in the event of a medical emergency. The school leader shall ensure that the drill occurs.

The CEO shall develop the necessary administrative procedures on AED and CPR training, planning, notification, and maintenance to comply with state law.

## **MEDICAL EMERGENCIES/PANDEMIC FLU**

In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The CEO shall develop procedures for health emergencies in accordance with state law.

## **REMOTE LEARNING DRILLS**

At least once each school year, a remote learning drill shall be conducted at both charter schools. The drill shall accurately reflect how students will transition to remote learning in the event of a disruption to school operations. Students shall not be asked or required to transition to remote learning at any time during the drill.

### **Legal References**

1. TRR/MS 0520-01-02-.30(2) (Emergency Plans)
2. TCA 49-6-804 (Adoption of Comprehensive Plans)
3. TCA 49-6-805(8) (Template Minimum Requirements)
4. TCA 68-102-137(b) (Fire Drills)
5. TCA 68-102-137(f) (Safety Drills)
6. TCA 49-6-807(e) (Annual Drills)
7. TCA 49-6-807 (Annual Drills)



8. TCA 49-2-122 (AED Devices)
9. TCA 49-6-1208 (CPR Program)
10. TCA 49-6-3004(a),(e) (School Term)
11. TCA 49-5-404 (Physical Examinations)
12. TCA 49-2-139 (Remote Learning Drill)

#### Cross References

- Emergency Closings 1.8011
  - Safety 3.201
  - Community Use of School Facilities 3.206
  - Compliance with Charter Authorizer Requirements 1.904
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Prep Public Schools			
Monitoring: Annually, in October	Descriptor Term:  <b>3.203 - Crisis Management</b>	Descriptor Code: 3.203	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The principal at each charter school shall develop a crisis management plan for use in times of crisis, including suicides, shootings, and the death of a student or staff member.<sup>1</sup> Within the development of such plan, the principal shall appoint a crisis team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. Members of the team shall consist of the principal, school counselor, and at least two (2) other staff members designated by the principal.

## CRISIS RESPONSE PROCEDURES

In the event of a crisis, the principal shall notify the crisis team and the CEO. If necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

The CEO shall immediately notify the Board Chair of any crisis situation at either Knoxville Preparatory School or Chattanooga Preparatory School.

## MEDIA RELATIONS

All media attention shall be directed to the CEO's office. The CEO shall serve as the primary spokesperson for Prep Public Schools during crisis situations, or may designate an appropriate representative.

The CEO shall coordinate with authorizing LEAs regarding media communications as required by charter agreements.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities





The CEO shall:

- Ensure comprehensive crisis management plans are maintained for both charter schools
- Coordinate crisis response across Knoxville Preparatory School and Chattanooga Preparatory School
- Serve as primary contact for media relations during crisis situations
- Report crisis incidents to the Board of Directors and authorizing LEAs as required
- Maintain crisis management protocols at the principal office
- Ensure compliance with charter agreements regarding crisis management

## Principal Responsibilities

Each principal shall:

- Develop and maintain school-specific crisis management plans
- Lead the crisis team at their respective school
- Coordinate with the CEO during crisis situations
- Contact emergency services as needed
- Implement crisis response procedures
- Ensure staff training on crisis protocols

## Board of Directors Oversight

The Board of Directors shall:

- Receive reports on crisis incidents and response effectiveness
- Review and approve crisis management policies
- Ensure adequate resources for crisis preparedness at both schools

## COMPLIANCE AND COORDINATION

Crisis management plans shall be developed in coordination with:

- Local emergency management agencies
- Law enforcement authorities
- Authorizing LEA requirements
- State and federal emergency preparedness guidelines

The CEO shall ensure that crisis management procedures are consistent across both charter schools while allowing for site-specific adaptations based on local conditions and resources.



#### Legal References

1. [TCA 49-6-804\(a\)](#); [TCA 49-6-805\(1\)](#)

#### Cross References

- Board-Community Relations 1.500
  - Board-Media Relations 1.502
  - Student Suicide Prevention 6.415
  - Safety 3.201
  - Emergency Preparedness Plan 3.202
-



Prep Public Schools			
Monitoring: Annually, in October	Descriptor Term:  <b>3.204 - Threat Assessment Team</b>	Descriptor Code: 3.204	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL<sup>1</sup>

A threat assessment team shall be created at both Knoxville Preparatory School and Chattanooga Preparatory School to develop intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment. The CEO shall appoint the members of the threat assessment teams in consultation with each principal.

The CEO shall develop administrative procedures regarding the training and operations of the teams to comply with state law and State Board of Education rules and regulations. These procedures shall ensure consistency across both charter schools operated by Prep Public Schools while allowing for site-specific adaptations.

## TEAM COMPOSITION AND COORDINATION

Each threat assessment team shall include appropriate school personnel as determined by the CEO in consultation with the principal. The CEO shall ensure coordination between the threat assessment teams at both charter schools to share best practices and maintain consistent protocols.

The CEO shall ensure that threat assessment team members receive appropriate training and that procedures comply with charter agreements and authorizing LEA requirements.

## TEAM MEETINGS

All threat assessment team meetings shall be closed to the public.<sup>2</sup>

Team meetings may be conducted at each school site or coordinated across both schools as determined by the CEO based on the nature of the threat and operational needs.



## RECORDKEEPING<sup>3</sup>

The teams shall document all behaviors and incidents deemed to pose a risk to school safety or that resulted in intervention and shall provide the information to the CEO.

A report of the activities of the threat assessment teams from both Knoxville Preparatory School and Chattanooga Preparatory School will be compiled by the CEO and shared with the Board of Directors before each regular meeting.

Documents produced or obtained regarding these assessment activities will not be open for public inspection.

The CEO shall maintain centralized records of threat assessment activities at the principal office (1849 Union Ave., Chattanooga, Tennessee 37404) while ensuring compliance with student privacy requirements.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Appoint threat assessment team members for both charter schools
- Develop and maintain administrative procedures for team operations
- Ensure compliance with state law and authorizing LEA requirements
- Coordinate threat assessment activities across both schools
- Compile and present reports to the Board of Directors
- Maintain centralized records and documentation
- Ensure appropriate training for team members

### Principal Responsibilities

Each principal shall:

- Participate in threat assessment team selection process
- Support team operations at their respective school
- Implement threat assessment protocols and interventions
- Coordinate with the CEO on threat assessment activities
- Report significant incidents to the CEO

### Board of Directors Oversight



The Board of Directors shall:

- Receive regular reports on threat assessment team activities
- Review and approve threat assessment policies
- Ensure adequate resources for threat assessment operations at both schools

## COMPLIANCE FRAMEWORK

Threat assessment teams shall operate in accordance with:

- Tennessee state law requirements
- State Board of Education rules and regulations
- Charter agreements with authorizing LEAs
- Federal privacy and safety requirements
- Prep Public Schools organizational policies

The CEO shall ensure that threat assessment procedures support the mission of both charter schools while maintaining the highest standards of safety and legal compliance.

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### Legal References

1. [TCA 49-6-2701](#)
2. [TCA 49-6-2701\(f\)](#)
3. [TCA 49-6-2702](#)

### Cross References

- School District Records 1.407
- Safety 3.201
- Crisis Management 3.203
- Security 3.205
- Student Records 6.600



Prep Public Schools			
Monitoring:  Annually, in October	Descriptor Term:  <b>3.205 - Security</b>	Descriptor Code:  3.205	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

The CEO shall establish procedures to protect both Knoxville Preparatory School and Chattanooga Preparatory School which shall include, but not be limited to:

1. Closing and securing teacher work areas when left unattended or at the end of the day;
2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school facilities or equipment without appropriate supervision;
3. Controlling the issuance of keys;
4. Developing programs that contribute to the proper care and use of school facilities and equipment; and
5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.

All exterior doors leading into school buildings at both charter schools shall be locked at all times and access to school buildings is limited to the school's primary entrance during the school day as well as when students are present outside of regular school hours.

The school leader shall immediately call law enforcement officials and the CEO in cases involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass violence. The CEO is authorized to sign a criminal complaint and press charges. The CEO shall report all signing of such complaints to the Board of Directors.

## AFTER SCHOOL HOURS

If, outside of regular school hours, there is a need to unlock the doors during a school activity, a Prep Public Schools employee shall be stationed by the door to ensure access is limited to authorized persons.



## LAW ENFORCEMENT SERVICES

The Board may enter into collaborative partnerships with appropriate law enforcement agencies serving the areas of both charter schools. Partnerships may include, but not be limited to, education and recreational programs, delinquency prevention, and mentoring initiatives.

The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement agency to provide school policing. The MOU shall address, at a minimum, the following issues:

1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout his/her assignment.
2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.
3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is subject to that agency's direction, control, supervision, and discipline.
4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of the CEO.
5. In the event that more than one (1) SRO is assigned to Prep Public Schools, the law enforcement agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall include, but not be limited to, the following: a. Representing and carrying out the policies of the law enforcement agency assigning the SROs; b. Supervising the SROs in the performance of their duties; c. Consulting with the CEO regarding the best use of the available resources for school policing; and d. Resolving disputes between the SROs and students or staff members.
6. The MOU may be effective for any length of time, continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the MOU. However, the MOU shall contain a provision allowing the CEO to suspend the active participation of any SROs in the event that the CEO believes that such suspension is best for the health, safety, or wellbeing of the students or staff members.



## CYBERSECURITY

The CEO shall develop an administrative procedure regarding cybersecurity plans for both charter schools to identify cybersecurity risks, implement mitigation planning, and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

### Legal References

1. TCA 49-6-805(3) (Template Minimum Requirements)
2. 2 CFR § 200.313 (Equipment Management)
3. TCA 49-6-817 (School Building Entrances)
4. Public Acts of 2024, Chapter No. 882 (Security Requirements)
5. TCA 49-6-4217 (School Resource Officers)
6. TCA 49-6-805(9) (Cybersecurity)

### Cross References

- Visitors to the Schools 1.501
  - Inventories 2.702
  - Care of School Property 6.311
  - Emergency Preparedness Plan 3.202
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Prep Public Schools			
Monitoring:  Annually, in October	Descriptor Term:  <b>3.206 - Community Use of School Facilities</b>	Descriptor Code:  3.206	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

When not in use for school purposes, buildings and grounds at Knoxville Preparatory School and Chattanooga Preparatory School may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board of Directors as follows:

1. Requests for the use of a school's facilities shall be made at the office of the school leader;
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the school shall be permitted use of school facilities without charge;
3. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;
4. All activities shall be under adult supervision and approved by the school leader. If deemed necessary, the school leader may assign a school employee to be present. The group using the facilities will be responsible for any damage to the building or equipment;
5. Groups receiving written permission for building use are restricted to the building area and facilities indicated as well as the dates and hours approved;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs, tobacco, profane language, or gambling in any form is not permitted in school buildings;



8. During emergencies or disasters, the Board will cooperate with recognized agencies such as the Red Cross, National Guard, and Civil Defense to make suitable facilities available without charge;
9. When school kitchens are used, at least one (1) member of the cafeteria staff shall be present to supervise the use of the equipment;
10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit groups; and
11. The CEO shall develop procedures and forms to effectively implement the use of school facilities by the community.

#### Legal References

1. TCA 49-50-201 (General Provisions)
2. TCA 49-2-203(b)(4) (Duties and Powers)
3. TCA 49-2-405 (Use of School Buildings and Property)
4. TCA 49-2-203(b)(4)(B) (Building Use Authorization)

#### Cross References

- Board-Community Relations 1.500
  - Tobacco-Free Schools 1.803
  - Emergency Preparedness Plan 3.202
  - Tutoring for Pay 5.608
  - Care of School Property 6.311
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Prep Public Schools			
Monitoring: Annually, in October	Descriptor Term:  <b>3.208 - Facilities Planning</b>	Descriptor Code: 3.208	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The CEO shall present an annual assessment of facility needs to the Board of Directors. The needs assessment shall include a review of both Knoxville Preparatory School and Chattanooga Preparatory School sites. Each principal shall prepare the assessment for his/her school with input from staff, parent(s)/guardian(s), and community leaders. Funds, design, and all major purchases shall be approved by the Board of Directors. Additionally, all changes shall meet or exceed existing school standards and comply with charter agreements and authorizing LEA requirements.

## INDIVIDUAL SCHOOL NEEDS ASSESSMENT

The individual school needs assessment for both charter schools shall include the following information:

1. Building, site, and utility deficiencies;
2. Maintenance issues;
3. Number of classrooms with class sizes;
4. Population and enrollment projections;
5. Community needs; and
6. Other information as directed by the CEO.

## SYSTEM-WIDE NEEDS ASSESSMENT

The system-wide needs assessment for Prep Public Schools shall include the following information:

1. Individual school assessments from both Knoxville Preparatory School and Chattanooga Preparatory School;
2. System-wide population growth projections for both charter school service areas;
3. Industrial and business forecasts affecting both school communities; and
4. Other information as deemed necessary by the CEO.



## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Coordinate facility needs assessments across both charter schools
- Present comprehensive facility needs to the Board of Directors
- Ensure compliance with charter agreements regarding facility standards
- Coordinate with authorizing LEAs on facility planning requirements
- Oversee facility planning that supports the educational mission of both schools
- Maintain facility planning records at the principal office (1849 Union Ave., Chattanooga, Tennessee 37404)

### Principal Responsibilities

Each principal shall:

- Conduct facility needs assessment for their respective school
- Gather input from staff, parents/guardians, and community leaders
- Coordinate with the CEO on facility planning priorities
- Implement approved facility improvements
- Report facility issues and needs to the CEO

### Board of Directors Authority

The Board of Directors shall:

- Review and approve annual facility needs assessments
- Authorize funding for major facility improvements and purchases
- Ensure facility planning aligns with organizational strategic goals
- Approve facility policies and standards

## ASBESTOS MANAGEMENT<sup>1</sup>

The CEO shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used by both Knoxville Preparatory School and Chattanooga Preparatory School and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

### CEO Asbestos Management Responsibilities



The CEO shall:

1. Annually publish a notification on the availability of the Asbestos Management Plan and the status of any asbestos activities at both charter schools;
2. Educate and train maintenance and custodial staff about asbestos and how to deal with it in accordance with federal law;
3. Notify short-term or temporary workers on the locations of the building materials containing asbestos;
4. Post warning labels in routine maintenance areas where asbestos was previously identified or assumed;
5. Follow set plans and procedures designed to minimize the disturbance of building materials containing asbestos; and
6. Survey the condition of these materials every six (6) months to assure that they remain in good condition.

## AHERA Manager Designation

The CEO shall designate an Asbestos Hazard Emergency Response Act (AHERA) Manager as the designated Asbestos Program Coordinator for Prep Public Schools and its charter schools. All inquiries regarding the asbestos plan and asbestos related issues shall be directed to the AHERA Manager.

## COMPLIANCE FRAMEWORK

Facility planning shall comply with:

- Federal regulations including AHERA requirements
- Tennessee state building codes and regulations
- Charter agreements with authorizing LEAs
- Local building and safety codes applicable to both school sites
- Americans with Disabilities Act (ADA) requirements
- Environmental regulations and safety standards

The CEO shall ensure that facility planning supports the educational mission of both charter schools while maintaining compliance with all applicable regulations and charter requirements.

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### Legal References

1. [40 CFR §§ 763.91-93](#); [15 USCA §§ 2641-2656](#)

### Cross References



**PREP  
PUBLIC  
SCHOOLS**

- Safety 3.201
- Care of School Property 6.311
- Budget Development and Adoption 2.100
- Purchasing Procedures 2.800



Prep Public Schools			
Monitoring: Annually, in October	Descriptor Term:  3.212 - Water Testing	Descriptor Code: 3.212	Issued Date: July 9, 2025
		Rescinds:	Issued:  3.212

## GENERAL

All facilities operated by Prep Public Schools at both Knoxville Preparatory School and Chattanooga Preparatory School that were built before January 1, 1998 shall be tested for lead in drinking water every two (2) years.<sup>1</sup>

The CEO shall develop appropriate administrative procedures to facilitate this testing and address any necessary corrective action at both charter schools.

## RESPONSE TO TESTING RESULTS<sup>1</sup>

If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts per billion (20 ppb), the affected school shall conduct lead level tests on an annual basis. This shall continue until tests show that the lead levels are under fifteen parts per billion (15 ppb).

If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the affected school shall immediately remove the drinking water source from service. The drinking water source shall not be available for use until retesting confirms the water lead level does not exceed twenty parts per billion (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

## NOTIFICATION

The CEO shall notify the appropriate authorities within twenty-four (24) hours of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb) at either charter school. Parent(s)/guardian(s) at the affected school shall be notified within five (5) business days of such test result.



## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop and maintain administrative procedures for water testing at both charter schools
- Ensure compliance with testing schedules and requirements
- Coordinate corrective actions when test results exceed acceptable levels
- Notify appropriate authorities and parents/guardians as required
- Maintain testing records at the principal office (1849 Union Ave., Chattanooga, Tennessee 37404)
- Report water testing results and any issues to the Board of Directors
- Ensure compliance with charter agreements and authorizing LEA requirements regarding facility safety

### Principal Responsibilities

Each principal shall:

- Implement water testing procedures at their respective school
- Coordinate with the CEO on testing schedules and results
- Take immediate action to remove water sources from service when required
- Assist with parent/guardian notification at their school
- Report water quality concerns to the CEO

### Board of Directors Oversight

The Board of Directors shall:

- Receive reports on water testing results and compliance status
- Approve funding for necessary water testing and remediation
- Ensure adequate policies and resources for water safety at both schools

## COMPLIANCE AND COORDINATION

Water testing procedures shall comply with:

- Tennessee state law requirements
- Federal safe drinking water standards





- Charter agreements with authorizing LEAs
- Local health department regulations
- Environmental protection requirements

The CEO shall ensure that water testing and safety procedures are coordinated across both Knoxville Preparatory School and Chattanooga Preparatory School while meeting all applicable regulatory requirements.

## RECORDS MANAGEMENT

The CEO shall maintain comprehensive records of:

- Water testing schedules and results for both schools
- Corrective actions taken when needed
- Notifications made to authorities and parents/guardians
- Compliance documentation for authorizing LEAs
- Annual reporting to the Board of Directors

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### Legal References

1. [TCA 49-2-133](#)

### Cross References

- Safety 3.201
- Facilities Planning 3.208
- Student Health Services 6.400
- Environmental Health and Safety 3.220



Prep Public Schools			
Monitoring: Annually, in October	Descriptor Term:  <b>3.400 - Student Transportation Management</b>	Descriptor Code: 3.400	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

If Prep Public Schools provides transportation services for students at Knoxville Preparatory School and/or Chattanooga Preparatory School, school buses shall be maintained and operated in accordance with state law and in accordance with the specifications developed by the Department of Education and approved by the Department of Safety.

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper. Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.

To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to replace a certain number of buses each year on a rotating basis.

All accidents, regardless of the damage involved, shall be reported to the Transportation Supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The CEO shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

## SCHOOL BUS DRIVERS

Each school bus driver shall receive a certificate from the Board prior to operating a school bus for Prep Public Schools. The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus drivers as determined by the CEO.



Annually, the Board shall require each school bus driver to have a physical and mental examination. The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue.

## TRANSPORTATION SUPERVISOR

The CEO shall appoint a Transportation Supervisor for Prep Public Schools. He/she shall be responsible for the monitoring and oversight of the transportation services for both charter schools.

The Transportation Supervisor shall complete a student transportation management training program upon appointment. Every year, the Transportation Supervisor shall complete a minimum of four (4) hours of training annually.

The CEO shall ensure that training is completed and provide the Department of Education with appropriate documentation.

## COMPLAINT PROCESS

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the Transportation Supervisor; and
2. Forms may be submitted in person, via phone, mail, or email. a. Written complaints shall be submitted on forms located on Prep Public Schools' website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the Transportation Supervisor.

The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor shall submit a preliminary report to the CEO. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.



Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall submit a final written report to the CEO that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parent(s)/guardian(s) and students. This information shall be made available in the student handbook or through other appropriate communication methods.

## RECORDKEEPING

The Transportation Supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

## CONTRACTED TRANSPORTATION SERVICES

If Prep Public Schools contracts with individual owners of buses to provide student transportation services, the CEO shall ensure that all contractors comply with the requirements established in this policy and applicable state law.

Responsibilities of Bus Owners (if applicable):

1. Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education and National Highway Traffic Safety Administration.
2. Each bus driver shall obey all applicable State Board of Education rules and regulations and state law.
3. A school bus owner shall give four (4) weeks written notice to the Board when he/she wishes to terminate his/her bus operation contract.
4. A school bus owner shall secure the approval of the CEO before he/she may sell a bus during the period of his/her contract. The sale of a bus does not obligate the CEO to enter into a contract with the new owner.



5. Each school bus owner shall have on file in the CEO's office a current statement of liability and property damage insurance coverage carried on the bus.
6. Each school bus owner shall specify for the CEO's approval the name of the designated driver and at least one (1) substitute driver of his/her bus.
7. Each school bus driver shall submit to the CEO the results of his/her latest physical examination.
8. By the end of the first month of each school year, each bus owner shall file with the CEO, on forms approved by the Board, a report giving an accurate record of the names of all students transported on his/her bus and the school to which each student is transported.
9. Each school bus owner and school bus driver shall participate fully in the complaint process as outlined above.
10. Each school bus owner and school bus driver shall comply with recordkeeping requirements as outlined above. This includes the responsibility to furnish the Transportation Supervisor with all necessary records on a regular basis.

#### Legal References

1. TCA 49-6-2109 (Equipment)
2. TRR/MS 0520-01-05 (Transportation Rules)
3. Public Acts of 2023, Chapter No. 122 (Transportation Requirements)
4. TCA 49-6-2116(d)(3) (Complaint Process)
5. TCA 49-6-2008 (Unauthorized Persons)
6. TCA 49-6-2107 (Driver Qualifications)
7. TCA 49-6-2107(e)(1) (Driver Disqualifications)
8. TCA 49-6-2116(a)-(c) (Transportation Supervisor)
9. TCA 49-6-2116(d)(1)-(2) (Complaint Process)
10. TCA 49-6-2116(d)(5) (Recordkeeping)

#### Cross References

- Bus Safety and Conduct 6.308
  - Homeless Students 6.503
  - Emergency Preparedness Plan 3.202
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Prep Public Schools			
Monitoring: Annually, in October	Descriptor Term:  <b>3.401 - Transportation Scheduling and Routing</b>	Descriptor Code: 3.401	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

Students who ride school buses operated by or contracted for Prep Public Schools shall attend the designated charter school (Knoxville Preparatory School or Chattanooga Preparatory School) unless the Board of Directors designates an alternate arrangement. If a parent/guardian chooses to send his/her child to a location other than their designated charter school, the parent/guardian shall provide transportation to and from that location.

The CEO shall designate a Transportation Supervisor who shall be responsible for surveying all bus routes and scheduling bus transportation for both charter schools, including the determination of bus stops and the assignment of students. Appeals of transportation decisions shall be made to the CEO. Students shall not be in transit to and from school more than one and one-half hours each way.<sup>1</sup>

## BUS DRIVER RESPONSIBILITIES

Upon being hired and at the beginning of each school year thereafter, every bus driver serving Prep Public Schools shall be given the policies and procedures related to the transportation program.<sup>2</sup>

Once the official route has begun, stops shall only be made to take on, discharge, or transfer students. Buses are not to make any non-designated stops, except for emergencies, when transporting students to or from either charter school.

## EXITING THE BUS

No student may exit the bus at a destination other than that student's designated bus stop. The CEO shall develop procedures that would allow a student to exit the school bus at an alternative location. However, a student shall be allowed to exit the bus at a stop other than



the student's regular bus stop if the student provides the driver with a signed note from the parent/guardian, informing the driver of the change in the student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the completion of the route.<sup>3</sup>

In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus, provided that the driver secures the safety of the student for the uncompleted trip.

A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.<sup>4</sup>

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Designate and supervise the Transportation Supervisor
- Develop procedures for alternative bus stop arrangements
- Handle appeals of transportation decisions
- Ensure transportation services support both charter schools effectively
- Coordinate with authorizing LEAs regarding transportation requirements
- Report transportation issues to the Board of Directors

### Transportation Supervisor Responsibilities

The Transportation Supervisor shall:

- Survey and establish bus routes for both charter schools
- Schedule bus transportation and determine bus stops
- Assign students to appropriate buses and routes
- Ensure compliance with state transportation regulations
- Coordinate with principals on transportation matters

### Principal Responsibilities

Each principal shall:



- Receive and process bus stop change notifications
- Coordinate with the Transportation Supervisor on school-specific needs
- Handle transportation-related student discipline issues
- Report transportation concerns to the CEO

## Board of Directors Authority

The Board of Directors shall:

- Approve transportation policies and major route changes
- Authorize transportation contracts and expenditures
- Receive reports on transportation services and issues

## COMPLIANCE FRAMEWORK

Transportation services shall comply with:

- Tennessee state transportation regulations
- Federal safety requirements for school transportation
- Charter agreements with authorizing LEAs
- Local traffic and safety ordinances
- Americans with Disabilities Act requirements

The CEO shall ensure that transportation services effectively serve both Knoxville Preparatory School and Chattanooga Preparatory School while maintaining all required safety and regulatory standards.

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### Legal References

1. [TCA 49-6-2105](#)
2. [TCA 49-6-2118\(b\)](#)
3. [TCA 49-6-2118\(a\)](#)
4. [TCA 49-6-2118\(c\)-\(d\)](#)

### Cross References

- Bus Safety and Conduct 6.308
- Student Transportation Management 3.400
- Commercial Advertising on School Buses 3.405





Prep Public Schools			
Monitoring: Annually, in October	Descriptor Term:  <b>3.405 - Commercial Advertising on School Buses</b>	Descriptor Code:	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Commercial advertising may be displayed on the exterior or interior of school buses operated by or contracted for Prep Public Schools and is subject to the following:<sup>1</sup>

1. The size and location of the advertisement shall be in accordance with state law;<sup>1</sup>
2. The CEO shall be responsible for the sale and approval of advertisements on buses serving both Knoxville Preparatory School and Chattanooga Preparatory School;
3. There shall be no advertising on school buses of tobacco products, alcohol products, political campaigns,<sup>2</sup> or individual food items that cannot be sold to students through vending machines;<sup>3</sup>
4. The Board of Directors shall decide annually as to the cost of commercial advertising per school bus;
5. If it is determined that the advertisement shall not be painted on the school bus, it will be attached by methods approved by the CEO in accordance with state safety requirements; and
6. All contracts for commercial advertising shall comply with state law and Board of Directors policy, and any issues relating to these contracts shall be directed to the CEO.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Oversee the sale and approval of all bus advertising
- Ensure compliance with state law regarding advertisement specifications
- Develop procedures for advertisement attachment and maintenance
- Negotiate and manage advertising contracts
- Report advertising revenue and activities to the Board of Directors
- Ensure advertising standards are consistent across buses serving both charter schools



## Board of Directors Authority

The Board of Directors shall:

- Approve commercial advertising policies
- Set annual pricing for commercial advertising space
- Review and approve major advertising contracts
- Ensure advertising policies align with organizational mission and values

## COMPLIANCE AND STANDARDS

All commercial advertising on buses serving Prep Public Schools shall:

- Comply with Tennessee state law and regulations
- Meet safety requirements for school bus operations
- Align with the educational mission of both charter schools
- Be appropriate for student audiences
- Not conflict with charter agreements or authorizing LEA requirements

The CEO shall ensure that advertising practices support the financial sustainability of transportation services while maintaining the professional image of both Knoxville Preparatory School and Chattanooga Preparatory School.

## PROHIBITED ADVERTISING

In addition to state law restrictions, Prep Public Schools prohibits advertising that:

- Conflicts with the educational mission of the charter schools
- Promotes activities inappropriate for student audiences
- Contains content that contradicts organizational values
- Violates charter agreements or authorizing LEA policies

## REVENUE MANAGEMENT

Revenue from commercial advertising shall be:

- Applied to transportation program costs
- Reported to the Board of Directors quarterly
- Managed in accordance with organizational financial policies
- Allocated to support both charter school transportation needs



#### Legal References

1. [TCA 49-6-2109\(d\); TRR/MS 0520-01-05-.01\(7\)](#)
2. [TCA 2-19-144](#)
3. [TCA 49-6-2306](#)

#### Cross References

- Student Transportation Management 3.400
- Transportation Scheduling and Routing 3.401
- Revenue Management 2.300



Prep Public Schools			
Monitoring: Annually, in October	Descriptor Term:  <b>3.600 - Insurance Management</b>	Descriptor Code: 3.600	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

The insurance program for Prep Public Schools and its charter schools shall provide coverages in a minimum of the following broad categories:

1. **Property:** buildings and contents at both Knoxville Preparatory School and Chattanooga Preparatory School against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion, and vehicles;
2. **Liability:** Board of Directors members, CEO, and employees resulting from discharging their duties and students participating in work-based learning;<sup>1</sup>
3. **Workers' compensation** for all employees of Prep Public Schools; and
4. **Fidelity:** blanket bond and fiscal agent's bond as required by state law.<sup>2</sup>

The CEO shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price for both charter schools operated by Prep Public Schools.

## GROUP HEALTH

The Board of Directors shall offer group health insurance for all full-time employees of Prep Public Schools.<sup>3</sup> The CEO, after consultation with personnel, shall recommend carriers of insurance for programs in which the Board of Directors makes partial or full payments. The Board of Directors shall approve all insurance carriers.

The CEO shall develop procedures to ensure the privacy of HIPAA protected information for all employees across both charter schools.<sup>4</sup>

## ANNUITIES<sup>5</sup>



Board of Directors-approved companies for tax-sheltered annuities shall include all companies presently having contracts with employees of Prep Public Schools.

The addition of a company to the list of Board of Directors-approved companies shall be considered on written request of agents of the company submitted to the CEO.

Written request for a change in annuity deductions shall be reported to the payroll office on or before the first day of the month in which such change is to be effective.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Continuously review and evaluate insurance program adequacy and costs
- Recommend insurance carriers and coverage levels to the Board of Directors
- Develop and implement HIPAA compliance procedures
- Manage day-to-day insurance administration for both charter schools
- Process requests for additional annuity companies
- Ensure insurance compliance with charter agreements and authorizing LEA requirements
- Maintain insurance records at the principal office (1849 Union Ave., Chattanooga, Tennessee 37404)

### Board of Directors Authority

The Board of Directors shall:

- Approve insurance policies and coverage levels
- Authorize insurance carriers and contracts
- Approve group health insurance offerings
- Set policies for tax-sheltered annuity programs
- Review insurance costs and claims annually

### Risk Management

The CEO shall implement risk management practices including:

- Regular safety training for employees at both schools
- Property maintenance and security measures



- Claims management and loss prevention
- Coordination with insurance carriers on risk assessments

## COMPLIANCE FRAMEWORK

Insurance programs shall comply with:

- Tennessee state insurance requirements
- Federal regulations including HIPAA
- Charter agreements with authorizing LEAs
- Workers' compensation laws
- Fiduciary responsibility requirements

The CEO shall ensure that insurance coverage adequately protects Prep Public Schools, its Board of Directors, employees, and the operations of both Knoxville Preparatory School and Chattanooga Preparatory School.

## SPECIAL CONSIDERATIONS

### Charter School Context

Insurance coverage shall address the unique needs of:

- Charter Management Organization operations
- Multiple school site operations
- Board of Directors and officer liability
- Compliance with authorizing LEA requirements
- Student activities and transportation

### Annual Review

The CEO shall present an annual insurance review to the Board of Directors including:

- Coverage adequacy assessment
- Claims history and trends
- Cost analysis and recommendations
- Compliance status
- Risk management initiatives



1. [TCA 49-11-902](#)
2. [TCA 49-2-102](#); [TCA 8-19-101](#)
3. [TCA 49-2-209](#)
4. [45 CFR § 164.302](#)
5. [TCA 49-2-208](#)

#### Cross References

- Payroll 2.802
- Work-Based Learning 4.211
- Employee Benefits 5.500
- Risk Management 3.610



## Section 4 Instructional Services





Prep Public Schools			
Monitoring: Annually, in November	Descriptor Term:  <b>4.101 - Instructional Standards</b>	Descriptor Code: 4.101	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

The Board of Directors is charged with selection of the curriculum for both Knoxville Preparatory School and Chattanooga Preparatory School. No subjects or topics prohibited by state or federal law shall be taught.<sup>1</sup> The CEO shall develop administrative procedures to implement this policy across both charter schools.

## STATE STANDARDS<sup>2</sup>

Only Tennessee state standards shall be taught at both Knoxville Preparatory School and Chattanooga Preparatory School. The following are prohibited:

1. Instructional materials, textbooks, or supplemental materials created to align exclusively with Common Core; or
2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise identified as Common Core textbooks or instructional materials.

Any complaints regarding the above shall be submitted per Board policy 4.402.

## CURRICULUM AND INSTRUCTIONAL PROGRAMMING

All curriculum and instructional programming implemented at both charter schools operated by Prep Public Schools shall adhere to state and federal laws. Employees at both Knoxville Preparatory School and Chattanooga Preparatory School shall not include or promote any concepts that would violate state law when providing instruction, using instructional or supplemental materials, or when implementing the instructional program and curriculum.<sup>1</sup>

The CEO shall develop procedures to ensure that the instructional programs at both charter schools comply with state law and charter agreements with authorizing LEAs.



Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the regulation developed by the Tennessee Department of Education.<sup>3</sup>

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop administrative procedures for curriculum implementation across both charter schools
- Ensure compliance with state and federal instructional requirements
- Coordinate curriculum standards between Knoxville Preparatory School and Chattanooga Preparatory School
- Monitor instructional materials for compliance with state law
- Report curriculum compliance status to the Board of Directors
- Ensure charter agreements and authorizing LEA requirements are met

### Principal Responsibilities

Each principal shall:

- Implement approved curriculum at their respective school
- Monitor instructional materials and teaching practices for compliance
- Report curriculum concerns to the CEO
- Ensure teachers understand and follow instructional standards
- Coordinate with the CEO on curriculum matters

### Board of Directors Authority

The Board of Directors shall:

- Select curriculum for both charter schools
- Approve instructional materials and programs
- Ensure curriculum aligns with organizational mission and charter agreements
- Review curriculum compliance reports from the CEO

## COMPLIANCE FRAMEWORK

Instructional standards shall comply with:



- Tennessee state educational standards
- Federal educational requirements
- Charter agreements with authorizing LEAs
- State Board of Education regulations
- Tennessee Department of Education guidelines

The CEO shall ensure that curriculum and instruction support the mission of both charter schools while maintaining all required compliance standards.

## MISSION ALIGNMENT

Curriculum and instructional programming shall support the mission of Prep Public Schools to:

- Create sustainable, single-gender public education
- Accelerate intellectual development among urban boys
- Bolster self-confidence and social/emotional development
- Fortify college and career readiness
- Buttress student support networks through family and community engagement

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### Legal References

1. [TCA 49-6-2202](#); [TCA 49-6-1304](#); [TCA 49-6-2206](#); [TCA 49-6-1019](#)
2. [TCA 49-1-302\(a\)\(8\)](#); [TCA 49-1-314](#); [TCA 49-6-2206](#)
3. [TRR/MS 0520-12-04](#)

### Cross References

- Reconsideration of Textbooks and Instructional Materials 4.402
- Controversial Issues 4.800
- Controversial Materials 4.801



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.201 - Class Size Ratios</b>	Descriptor Code: 4.201	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General<sup>1</sup>

Pupil-teacher ratios at both Knoxville Preparatory School and Chattanooga Preparatory School shall not exceed the averages outlined in state law. Further, class sizes shall not exceed the maximum allowed by state law.

## Waivers

The CEO/designee may seek a waiver from the Commissioner of Education to extend the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the class size may be extended, but the class size and average must not exceed those for general education classes in grades seven through twelve (7-12).<sup>2</sup>

If a natural disaster results in the enrollment of displaced students at either charter school, the Commissioner of Education may grant a waiver from the maximum class sizes.

The CEO shall apply for additional waivers as needed in compliance with state law and submit any waiver requests to the Board of Directors for approval prior to submission to the state.

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### Legal References

1. [TCA 49-1-104](#); [TRR/MS 0520-01-02-.31\(4\)](#)
2. [TCA 49-1-104\(g\)](#)

### Cross References

- Graduation Requirements 4.605
- Waivers of Statute, Rules, and Regulations 4.607
- Religious Content of Courses 4.804
- Student Goals 6.100



- Student Concerns 6.305
- Compliance with Charter Authorizer Requirements 1.904



Prep Public Schools			
Monitoring: Annually, in November	Descriptor Term:  <b>4.204 - Summer Instructional Programs</b>	Descriptor Code: 4.204	Issued Date: July 9, 2025
		Rescinds:	Issued: July 9, 2025

## GENERAL

The following programs will be made available to students at both Knoxville Preparatory School and Chattanooga Preparatory School:<sup>1,2</sup>

1. Traditional summer school;
2. Learning loss bridge camps;
3. After-school learning mini camps; and
4. Summer learning camps.

These programs shall be organized and operated in accordance with state law as well as guidelines provided by the Tennessee Department of Education. Funding for all programming shall be provided for in the annual budget and take into account any available grants. The Board of Directors may adopt tuition rates for those students attending a traditional summer school program.<sup>3</sup>

## SUMMER PROGRAMMING<sup>2</sup>

The CEO shall present a recommended summer programming plan to the Board of Directors each year, no later than April 1, outlining the following for both charter schools:

1. Courses offered;
2. Transportation;
3. Class size ratios;
4. Budget, including staff compensation;
5. School nutrition needs;
6. Staffing;
7. Enrollment criteria; and
8. Any additional necessary information.



## ATTENDANCE REQUIREMENTS<sup>2</sup>

Priority students, as defined by state law, shall be required to attend summer programs at their respective charter school.

Students identified as needing additional support through academic assessments or teacher recommendations may also be required to participate in summer programming as determined by the CEO in consultation with school principals.

The CEO shall be responsible for developing administrative procedures regarding the attendance requirements of priority students in each program at both charter schools.

## THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS<sup>4</sup>

Students who are required to attend summer programming in order to be promoted to fourth grade shall attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the twenty (20) days required for summer school attendance. If more days are missed, students may make up a total of two (2) days within the final week of the summer program. Missed days will be documented, and options for make up days will be provided by the CEO or designated summer programming coordinator.

Parents shall be provided information on the summer program attendance policy through written notification and parent meetings prior to program commencement.

The CEO shall develop administrative procedures regarding the documentation of student attendance including make up days and the administration of the post-test for students who participate in summer programming at both charter schools.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop comprehensive summer programming plans for both charter schools
- Present annual summer programming recommendations to the Board of Directors
- Coordinate summer programs between both schools to maximize efficiency
- Ensure compliance with state requirements and charter agreements
- Oversee attendance policies and make-up day procedures
- Monitor program effectiveness and student outcomes



## Principal Responsibilities

Each principal shall:

- Implement summer programming at their respective school
- Identify students who would benefit from summer programming
- Coordinate with the CEO on program planning and logistics
- Monitor student attendance and progress
- Communicate with parents about program requirements and expectations

## Board of Directors Authority

The Board of Directors shall:

- Approve summer programming plans and budgets
- Set tuition rates for traditional summer school programs
- Ensure adequate funding for required summer programs
- Review program effectiveness and student outcomes

## COMPLIANCE FRAMEWORK

Summer instructional programs shall comply with:

- Tennessee state law requirements for summer programming
- Tennessee Department of Education guidelines
- Charter agreements with authorizing LEAs
- Federal requirements for educational programming
- State Board of Education policies

The CEO shall ensure that summer programs support the mission of both charter schools while meeting all regulatory requirements and addressing student academic needs.

## PROGRAM EVALUATION

The CEO shall conduct annual evaluations of summer programming including:

- Student academic progress and outcomes
- Attendance rates and completion statistics
- Program effectiveness in addressing learning loss
- Cost-effectiveness and resource utilization
- Recommendations for program improvements





#### Legal References

1. [TRR/MS 0520-01-03-.03\(8\); TCA 49-6-1502, 1503](#)
2. [TCA 49-6-1504](#)
3. [TCA 49-6-3003](#)
4. [State Board of Education Policy 3.300](#)

#### Cross References

- Extended Contracts 5.112
- Class Size Ratios 4.201
- Student Assessment 4.600



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.205 - Enrollment in Advanced Courses</b>	Descriptor Code:  4.205	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

Students in grades seven through twelve (7-12) at both Knoxville Preparatory School and Chattanooga Preparatory School may enroll in available advanced courses including, but not limited to, advanced English language arts, mathematics, or science courses.<sup>1</sup>

To enroll in these courses, students shall meet the following standards as established by the CEO in consultation with school principals:

1. **Honors Courses:** Minimum 3.0 GPA in relevant subject area and proficient or advanced TCAP scores in corresponding subject areas, plus teacher recommendation and demonstration of strong study skills and academic commitment.
2. **Dual Credit Courses:** Minimum 3.0 cumulative GPA, proficient or advanced TCAP scores in English and mathematics, completion of prerequisite coursework, and meeting college readiness benchmarks.
3. **Industry Certification-Aligned Courses:** Minimum 2.5 GPA in relevant subject areas, basic or higher TCAP scores, demonstrated interest in career pathway, and completion of prerequisite coursework.
4. **Dual Enrollment:** Minimum 3.0 cumulative GPA, proficient or advanced TCAP scores, college readiness assessment scores meeting partner institution requirements, and parental consent.
5. **Advanced Placement:** Minimum 3.0 GPA in relevant subject area, proficient or advanced TCAP scores, completion of prerequisite coursework, and demonstrated ability to handle rigorous academic workload.
6. **Cambridge International:** Minimum 3.0 GPA in relevant subject areas, proficient or advanced TCAP scores, strong English language skills, and commitment to program requirements.



7. College Level Exam Program: Minimum 3.0 cumulative GPA, proficient or advanced TCAP scores, demonstrated mastery of subject content through assessment or portfolio review.
8. International Baccalaureate: Minimum 3.5 cumulative GPA, advanced TCAP scores, completion of prerequisite coursework, and commitment to full program participation.

The principal of each school shall have the authority to require additional criteria for the enrollment in advanced courses to fit the needs of the students within the school and support the mission of their respective charter school.

## NOTIFICATION<sup>1</sup>

Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in advanced courses. The notification shall state that a student will remain enrolled in the course unless the parent/guardian timely submits a written request for removal. The CEO shall determine the deadline to submit the request for removal, which shall be no less than 10 business days from notification.

Students may also be removed from an advanced course if the student's teacher determines that the student should be removed based on performance after thirty (30) days of instruction and the principal approves the request to remove the student.

## COLLEGE LEVEL COURSES<sup>2</sup>

Students may earn credit by enrolling in a postsecondary institution and taking college level courses. Students who take and pass dual enrollment courses at a postsecondary institution shall have their postsecondary credits accepted for high school credit as a substitution for an aligned graduation requirement course.

These courses may be offered at the high school, postsecondary institution, or online. If not offered on the high school campus, the Board of Directors shall not be responsible for transportation. Any tuition or fees due to enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

Grades earned in such college level courses shall be used to determine class rank, grade point average, and class valedictorian or salutatorian.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:



- Establish enrollment standards for advanced courses in consultation with principals
- Coordinate advanced course offerings between both charter schools
- Determine notification deadlines for course enrollment decisions
- Ensure compliance with state requirements for advanced coursework
- Monitor advanced course effectiveness and student outcomes
- Report advanced course participation and success to the Board of Directors

### Principal Responsibilities

Each principal shall:

- Implement advanced course enrollment procedures at their school
- Establish additional criteria as needed for school-specific programs
- Approve or deny requests for student removal from advanced courses
- Monitor student progress in advanced courses
- Coordinate with the CEO on advanced course planning and assessment

### Board of Directors Oversight

The Board of Directors shall:

- Approve policies for advanced course enrollment
- Review advanced course participation and success rates
- Ensure adequate resources for advanced programming
- Support partnerships with postsecondary institutions for dual enrollment

## MISSION ALIGNMENT

Advanced course offerings shall support the mission of Prep Public Schools by:

- Fortifying college and career readiness through rigorous curriculum
- Accelerating intellectual development among students
- Providing pathways for academic achievement and leadership development
- Preparing students for success in postsecondary education

## PROGRAM EVALUATION

The CEO shall annually evaluate advanced course programs including:

- Student participation rates and demographics
- Success rates and academic outcomes
- College credit earned through dual enrollment



- Post-graduation college enrollment and success
- Recommendations for program expansion or modification

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#### Legal References

1. [TCA 49-6-1012; State Board of Education Policy 3.301](#)
2. [TRR/MS 0520-01-03-.03\(8\)](#)

#### Cross References

- Graduation Requirements 4.605
- Grading System 4.600
- Student Assessment 4.610



Prep Public Schools			
Monitoring: Annually, in November	Descriptor Term:  <b>4.209 - Alternative Credit Options</b>	Descriptor Code: 4.209	Issued Date: July 9, 2025
		Rescinds:	Issued: July 9, 2025

## ONLINE COURSES

High school students at both Knoxville Preparatory School and Chattanooga Preparatory School may earn credit to be applied toward graduation requirements by completing online courses offered through agencies or institutions approved by the Board of Directors. Credit from these online courses may be earned only in the following circumstances:

1. The course is not offered at the high school, or although the course is offered at the high school, the student has an unavoidable scheduling conflict;
2. The course will serve as a supplement to homebound instruction;
3. The student has been expelled from a regular school setting, but educational services are to be continued; or
4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines the student requires a differentiated or accelerated learning environment.

The express approval of the principal shall be obtained before a student enrolls in an online course. The school shall receive an official record of the final grade before credit toward graduation will be recognized.

Through a supervision plan developed by the CEO, each school shall be responsible for providing appropriate supervision and monitoring of students taking online courses.

## COURSE ACCESS PROGRAM

Students in grades seven through twelve (7-12) at both charter schools may participate in the statewide course access program. To become eligible to participate, students shall:

1. Meet all prerequisite requirements for the course access course; and



2. Be unable to enroll in a comparable course at the student's school because: a. A comparable course is not offered; or b. A legitimate situation exists that prevents the student from enrolling in a comparable course.<sup>1</sup>

The CEO shall develop administrative procedures to ensure that students and parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access course enrollment in a timely manner.<sup>2</sup> All appeals shall be submitted in writing to the Board of Directors within fifteen (15) days of a denial.

After a timely appeal is made, the Board of Directors will provide written notification to the student and parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than ten (10) days after the appeal is submitted. At the hearing, the Board of Directors shall determine whether there was an error in denying the student the ability to participate in the course access program.<sup>3</sup>

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop supervision plans for online course monitoring
- Establish procedures for course access program appeals
- Coordinate alternative credit options between both charter schools
- Ensure compliance with state requirements for alternative credit
- Monitor student success in alternative credit programs
- Report alternative credit utilization to the Board of Directors

### Principal Responsibilities

Each principal shall:

- Approve student enrollment in online courses
- Implement supervision and monitoring of online course students
- Make initial determinations regarding course access program eligibility
- Coordinate with the CEO on alternative credit matters
- Ensure official transcripts are received for credit recognition

### Board of Directors Authority

The Board of Directors shall:



- Approve online course providers and agencies
- Hear appeals for course access program denials
- Approve policies for alternative credit options
- Ensure alternative credit programs align with graduation requirements

## SUPERVISION AND MONITORING

For students enrolled in online courses, each school shall:

- Assign a designated staff member to monitor student progress
- Conduct regular check-ins with students and parents
- Provide technical support and academic assistance as needed
- Ensure students have appropriate learning environments
- Coordinate with online course providers regarding student performance

## QUALITY ASSURANCE

The CEO shall ensure that alternative credit options:

- Meet the same academic standards as traditional courses
- Align with Tennessee state standards and charter school requirements
- Provide appropriate rigor and educational value
- Support student college and career readiness goals
- Maintain integrity in assessment and evaluation

## APPEAL PROCESS

Students denied enrollment in course access programs may appeal by:

1. Submitting a written appeal to the Board of Directors within 15 days
2. Providing documentation supporting the need for the course
3. Attending the Board hearing with parent/guardian support
4. Presenting evidence that the denial was in error

The Board of Directors shall make final determinations based on:

- State requirements for course access eligibility
- Educational benefit to the student
- Availability of comparable courses
- Legitimate barriers to enrollment in traditional courses





## RECORD KEEPING

The CEO shall maintain records of:

- Online course enrollments and completions
- Course access program participation
- Appeals and Board decisions
- Student success rates in alternative credit programs
- Approved online course providers and agencies

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### Legal References

1. [TRR/MS 0520-01-14-.03\(1\)](#)
2. [TRR/MS 0520-01-14-.03\(7\)](#)
3. [TRR/MS 0520-01-14-.03\(6\)](#)

### Cross References

- Homebound Instruction 4.206
- Grading System 4.600
- Graduation Requirements 4.605



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.210 - Credit Recovery</b>	Descriptor Code:  4.210	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL<sup>1</sup>

The CEO shall ensure that credit recovery facilitators at both Knoxville Preparatory School and Chattanooga Preparatory School receive training regarding course organization, online instruction management, and related technology.

Credit recovery teachers at both charter schools shall comply with all State Board of Education certification requirements.<sup>1</sup>

## ADMISSION AND REMOVAL<sup>2</sup>

No student shall be admitted to or otherwise enrolled in credit recovery courses at either charter school unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until he/she has enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.



The Board of Directors shall track students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

## INSTRUCTION AND CONTENT<sup>2</sup>

Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content and instruction at both charter schools.

The CEO shall ensure that all credit recovery courses at both Knoxville Preparatory School and Chattanooga Preparatory School:

1. Align with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education; and
2. Differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.

Students in credit recovery programs shall:

1. Complete a course skill-specific diagnostic to determine skill-specific goals;
2. Meet individual skill-specific goals in a flexible time frame as established by identified student need; and
3. Master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.

## GRADES<sup>2</sup>

Students passing credit recovery shall receive a grade of sixty percent (60%) under the state uniform grading system. If Prep Public Schools utilizes a locally-adopted grading scale that differs from the uniform grading scale, a student passing credit recovery shall receive a D.<sup>3</sup>

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Ensure credit recovery facilitators receive appropriate training
- Verify all credit recovery teachers meet state certification requirements
- Coordinate credit recovery programs between both charter schools
- Ensure courses align with Tennessee academic standards
- Monitor program effectiveness and student outcomes
- Report credit recovery data to state agencies as required



## Principal Responsibilities

Each principal shall:

- Implement credit recovery programs at their respective school
- Oversee credit recovery teacher and facilitator coordination
- Monitor student progress and diagnostic assessments
- Ensure compliance with admission and removal requirements
- Coordinate with the CEO on program effectiveness

## Board of Directors Oversight

The Board of Directors shall:

- Approve credit recovery policies and procedures
- Review tracking data and program effectiveness
- Ensure adequate resources for credit recovery programs
- Support compliance with state requirements

## COMPLIANCE FRAMEWORK

Credit recovery programs shall comply with:

- State Board of Education policies and requirements
- Tennessee academic standards
- Charter agreements with authorizing LEAs
- Federal educational requirements
- State certification requirements for teachers

The CEO shall ensure that credit recovery programs support the mission of both charter schools while meeting all regulatory requirements and helping students achieve graduation goals.

## PROGRAM EVALUATION

The CEO shall conduct annual evaluations of credit recovery programs including:

- Student success rates and completion statistics
- Effectiveness of diagnostic assessments and individualized goals
- Teacher and facilitator training adequacy
- Compliance with state tracking requirements
- Recommendations for program improvements



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#### Legal References

1. [State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03\(12\)](#)
2. [State Board of Education Policy 2.103](#)
3. [State Board of Education Policy 3.301](#)

#### Cross References

- Virtual Education Program 4.212
- Grading System 4.600
- Promotion and Retention 4.603



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.212 - Virtual Education Program</b>	Descriptor Code:  4.212	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

The Prep Public Schools virtual education program is a course or series of courses offered by the charter management organization to provide students at both Knoxville Preparatory School and Chattanooga Preparatory School a broader range of educational opportunities through the use of technology. Utilizing this program is temporary and shall not replace a student's regular instructional program.<sup>1</sup>

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.<sup>2</sup>

Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;
2. Continuity of educational service for students who are homebound;<sup>4</sup>
3. Continuity of educational service for students who are quarantining;<sup>5</sup>
4. Continuity of educational service for students enrolled in an alternative school;<sup>6</sup> or
5. Continuity of educational service when Prep Public Schools utilizes remote instruction due to dangerous or extreme weather conditions, a serious outbreak of illness affecting or endangering students or staff, or during the administration of end of course examinations or other examinations as allowed per state law.<sup>7</sup>

## ELIGIBILITY AND PARTICIPATION REQUIREMENTS

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:



1. Attendance;
2. Grades;
3. Technology survey; and
4. Demonstrated ability to work independently and access to appropriate technology and internet connectivity.

## ATTENDANCE

Student attendance in the virtual education program shall adhere to the general requirements of Board policy 6.200 and any relevant administrative procedures developed by the CEO.

Methods of confirming student attendance shall include two or more of the following:

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;
2. Students participating in synchronous virtual instruction;
3. Students completing work in a learning management system;
4. Students submitting work via hard-copy or virtual formats; or
5. Students participating in virtual office hours or tutoring sessions.

## REMOVAL FROM VIRTUAL EDUCATION PROGRAM

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian;
2. One-on-one assessment conducted by the principal or designee regarding any learning needs and academic performance; and
3. Development of an academic support plan with specific goals and timelines for improvement.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Coordinate virtual education programs across both charter schools



- Ensure compliance with state class size requirements
- Develop procedures for student eligibility and attendance verification
- Monitor program effectiveness and student outcomes
- Ensure technology infrastructure supports virtual learning
- Report virtual education activities to authorizing LEAs as required

### Principal Responsibilities

Each principal shall:

- Implement virtual education programs at their respective school
- Determine student eligibility based on established criteria
- Monitor student attendance and academic progress
- Conduct interventions for struggling students
- Coordinate with the CEO on program effectiveness

### Board of Directors Oversight

The Board of Directors shall:

- Approve virtual education policies and procedures
- Review program effectiveness and student outcomes
- Ensure adequate resources and technology for virtual programs
- Support compliance with state requirements

## TECHNOLOGY AND INFRASTRUCTURE

The CEO shall ensure that:

- Students have access to appropriate devices and reliable internet connectivity
- Learning management systems are accessible and user-friendly
- Technical support is available for students and families
- Data privacy and security measures are in place
- Accessibility features are available for students with disabilities

## ENROLLMENT AGREEMENT

The CEO shall work with legal counsel to draft enrollment agreements for students from other school districts that want access to Prep Public Schools' virtual education program courses, ensuring compliance with charter agreements and state requirements.

## COMPLIANCE FRAMEWORK





Virtual education programs shall comply with:

- Tennessee state law requirements for virtual education
- State Board of Education policies
- Charter agreements with authorizing LEAs
- Federal accessibility and privacy requirements
- Instructional time and content standards

The CEO shall ensure that virtual education programs maintain the same academic rigor and educational quality as traditional instruction while supporting the mission of both charter schools.

## PROGRAM EVALUATION

The CEO shall conduct annual evaluations of virtual education programs including:

- Student participation rates and demographics
- Academic outcomes compared to traditional instruction
- Technology effectiveness and accessibility
- Student and parent satisfaction
- Recommendations for program improvements

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### Legal References

1. [TRR/MS 0520-01-03-.05\(2\)](#)
2. [TCA 49-1-104\(h\)](#); [State Board of Education Policy 3.206](#)
3. [TCA 49-16-101](#); [TRR/MS 0520-01-03-.05\(2\)\(a\)](#)
4. [TRR/MS 0520-01-02-.10](#); [TRR/MS 0520-01-09-.07](#)
5. [TRR/MS 0520-01-13-.01\(1\)\(c\)](#)
6. [TRR/MS 0520-01-02-.09](#); [TCA 49-6-3402\(i\)](#)
7. [TCA 49-6-3004\(i\)](#)

### Cross References

- Emergency Closings 1.801
- Homebound Instruction 4.206
- Credit Recovery 4.210
- Alternative Education 6.319



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.214 - Use of Artificial Intelligence Programs</b>	Descriptor Code: 4.214	Issued Date: July 9, 2025
		Rescinds:	Issued: July 9, 2025

## General

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in Prep Public Schools.<sup>1</sup>

Only approved AI programs may be utilized in student instruction or in completing student work. The CEO shall develop a procedure for staff to submit additional programs for approval.

The Chief Information Officer is tasked with overseeing the implementation of AI programs. This staff member will review artificial intelligence programs to ensure compliance with Prep Public Schools policies as well as state and federal student data privacy laws and present recommendations to the CEO for approval. Any approved programs shall be accessible to all students at both Knoxville Preparatory School and Chattanooga Preparatory School.

Employees shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system.

The CEO shall incorporate training programs on AI into professional development for staff at both charter schools. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that is collected by Prep Public Schools in compliance with state and federal law.

## Staff Use

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to when using AI in the completion of work:



1. Employees shall disclose their use of a generative AI tool if failure to do so would: a. Violate the terms of use of the AI tool; b. Mislead a supervisor or others as to the nature of the work; or c. Be inconsistent with the teacher code of ethics;<sup>2</sup>
2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;
3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;
4. Outputs shall not be incorporated into proprietary content or works;
5. Staff must obtain supervisor approval before using AI tools for any communications with external stakeholders, including parents, community members, or regulatory agencies; and
6. All AI-generated content used in official Prep Public Schools materials must be clearly identified as such when required by law or organizational policy.

## Student Use

Teachers may allow students to use approved AI programs for instructional purposes at both Knoxville Preparatory School and Chattanooga Preparatory School. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

## Academic Integrity

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

## Notice to Parents

The CEO shall provide notice to parent(s)/guardian(s) about the use of AI programs in Prep Public Schools. An approved list of AI programs will be provided by posting on the organizational website and inclusion in student handbooks for both charter schools.

## Reporting



The CEO shall submit a report to the Board of Directors each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the CEO shall submit it to the Department of Education by July 1st.

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#### Legal References

1. [TCA 49-2-202\(a\)\(16\)](#)
2. [TCA 49-5-1001](#)

#### Cross References

- Use of the Internet 4.406
- Compliance with Charter Authorizer Requirements 1.904
- Student Records 6.600
- Personnel Records 5.114



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.301 - Interscholastic Athletics</b>	Descriptor Code:  4.301	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program at Knoxville Preparatory School or Chattanooga Preparatory School. Equal athletic opportunities shall be provided for members of both sexes. Student athletes shall only be allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate. The CEO shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the school leader's responsibility at each charter school. School leaders shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school leader's office. The school leader/designee shall accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board of Directors, provided the team's school reimburses Prep Public Schools for transportation costs.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics. The CEO shall develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.

## INSURANCE & PHYSICAL EXAMINATIONS

In the event that Prep Public Schools' insurance provider does not extend coverage to an athlete, the athlete shall provide proof of independently secured catastrophic coverage and liability coverage, with Prep Public Schools as a named insured, of not less than the limits set



forth in state law. It shall be the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Prior to participation in interscholastic athletics, every student shall complete an annual physical examination. The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the school leader's office.

## **SCHEDULING CONFLICTS**

No school leader or teacher shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school day without written permission from the Board of Directors. This does not prevent regular physical training lessons in the daily school program.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior to the event.

## **SEVERE WEATHER**

Severe weather is any type of weather that could impede the safety of any athlete by compromising the playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder, lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be discussed with all players, coaches, and officials, if applicable.

All coaches who oversee or participate in outdoor training, practice, or competition shall annually complete a heat illness prevention course approved by the Tennessee Department of Health as well as receive training on activity modifications based on environmental conditions.

## **PROHIBITION AGAINST HAZING**

Coaches, employees, and volunteers of Prep Public Schools shall not encourage, permit, condone, or tolerate hazing activities.

## **HOME SCHOOL STUDENT PARTICIPATION**

Home school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, home school students that are



zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

#### Legal References

1. 34 CFR § 106.41 (Title IX Athletics)
2. 20 USCA § 1681 et seq. (Title IX)
3. TCA 49-6-310(a) (Student Gender for Athletics)
4. TRR/MS 0520-01-02-.08(1) (TSSAA Regulations)
5. TCA 49-6-3601 (Safety Standards)
6. TCA 29-20-403 (Liability Insurance)
7. 20 USCA § 1232h(c) (Physical Examinations)
8. TRR/MS 0520-01-13-.01(1)(a) (Physical Examinations)
9. TCA 49-6-1002(a) (School Time for Athletics)
10. TCA 49-6-1002(c) (Religious Observances)
11. TCA 49-2-120 (Prohibition Against Hazing)
12. TCA 49-6-3050(e)(1)(B) (Home Schools)

#### Cross References

- Special Use of School Vehicles 3.402
  - Student Insurance Program 3.601
  - Extracurricular Activities 4.300
  - Attendance 6.200
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Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.400 - Textbooks and Instructional Materials</b>	Descriptor Code:  4.400	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

All classrooms at both Knoxville Preparatory School and Chattanooga Preparatory School shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law.<sup>1</sup> The Board of Directors shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs at both charter schools.

## SELECTION<sup>2</sup>

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees established by the CEO, subject to approval by the Board of Directors. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board of Directors submits a waiver to the State Board of Education and such waiver is approved.

The CEO shall establish a procedure for providing citizens of both charter school communities with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,<sup>3</sup> including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board of Directors, the CEO shall post the list of all approved textbooks and instructional materials on Prep Public Schools' website and send a copy of the list to the Commissioner of Education.<sup>2</sup>

## DISTRIBUTION

The CEO shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.





## CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS<sup>4</sup>

Textbooks and instructional materials are property of the Board of Directors and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children. The CEO shall be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials.

## REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS<sup>3</sup>

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the CEO.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

The CEO shall develop procedures for the inspection of materials and distribute these procedures to each principal.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Establish textbook selection committees for both charter schools
- Develop procedures for community examination of proposed materials
- Post approved textbook lists on the organization's website
- Submit required documentation to the Commissioner of Education
- Coordinate textbook distribution across both schools
- Develop procedures for material replacement and inspection
- Ensure compliance with charter agreements and authorizing LEA requirements

### Principal Responsibilities

Each principal shall:

- Participate in textbook selection processes
- Implement material inspection procedures at their school
- Coordinate annual review of textbooks and instructional materials



- Work with the CEO on material needs assessment
- Ensure proper care and distribution of materials at their school

#### Board of Directors Authority

The Board of Directors shall:

- Approve textbook and instructional material selections
- Submit waivers to the State Board of Education when needed
- Ensure adequate funding for textbooks and materials
- Review and approve textbook policies and procedures

### COMPLIANCE FRAMEWORK

Textbook and instructional material selection shall comply with:

- Tennessee State Textbook Commission recommendations
- State Board of Education requirements
- Charter agreements with authorizing LEAs
- Federal educational material standards
- Prep Public Schools' educational mission and values

The CEO shall ensure that textbooks and instructional materials support the mission of both charter schools while meeting all regulatory requirements and supporting student academic achievement.

### COMMUNITY ENGAGEMENT

The CEO shall ensure that:

- Community members have appropriate opportunities to review proposed materials
- Public notice procedures are followed for material examination
- Parent rights to inspect materials are protected
- Feedback from stakeholders is considered in selection processes

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#### Legal References

1. [TCA 49-6-2207](#)
2. [TCA 49-6-2207\(c\), \(e\), \(f\)](#); [TCA 49-6-2202](#); [TRR/MS 0520-01-18-.02](#)
3. [20 USCA § 1232h\(a\)](#); [TCA 49-6-7003](#)
4. [TCA 49-3-310\(1\)\(B\)](#); [TRR/MS 0520-01-02-.16\(2\)](#)

#### Cross References



**PREP  
PUBLIC  
SCHOOLS**

- Revenues 2.400
- Surplus Property Sales 2.403
- Library Materials 4.403
- Controversial Materials 4.801
- Student Fees and Fines 6.709



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.403 - Library Materials</b>	Descriptor Code:  4.403	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

The CEO shall designate qualified library personnel who shall be responsible for library collection development at both Knoxville Preparatory School and Chattanooga Preparatory School. Library personnel shall post the list of library materials online for each school. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability.<sup>1</sup> A list of new materials shall be reviewed by the CEO or designated representative.

The CEO shall be responsible for periodically reviewing the library collections at both charter schools in line with the standards established below. Any materials found to be out of alignment with the standards shall be removed, and this action shall be documented in writing and presented to the CEO and the Board of Directors.

## STANDARDS<sup>2</sup>

The library collection at both charter schools shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of Prep Public Schools;
2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);
3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
4. The collection as a whole shall offer a variety of viewpoints that support critical thinking and intellectual development.



Any materials that meet the following criteria shall be removed and excluded from the library collections at both charter schools:

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law<sup>3</sup>;
2. Are patently offensive as defined in state law; or
3. Appeal to the prurient interest as defined in state law.

The Board of Directors shall be notified when any library materials are challenged or removed pursuant to this policy.

## COMPLAINTS<sup>4</sup>

If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint shall:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.

Upon receipt of the completed form, the principal shall notify the CEO. The principal may request review of the challenged materials by an ad hoc materials review committee within thirty (30) days. If the principal appoints a review committee, it should include certified library media personnel, representatives from classroom teachers, and one or more parents.

After receiving the challenged materials, the following steps should occur:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of Prep Public Schools; and
4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.

The principal shall present a recommendation to the CEO. The CEO shall assess the findings along with the recommendation of the principal and present a recommendation to the Board of Directors.



The Board of Directors shall evaluate the recommendations of the principal and the CEO along with the material to determine whether it is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of Prep Public Schools. The Board of Directors shall review the findings and affirm, overturn, or modify the decision within sixty (60) days from which the feedback was received.

## REMOVAL OF LIBRARY MATERIALS

If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of Prep Public Schools, the material shall be removed from the library collection.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Designate qualified library personnel for both charter schools
- Review new material lists and coordinate collection development
- Conduct periodic reviews of library collections
- Oversee the complaint and reconsideration process
- Present recommendations to the Board of Directors
- Ensure compliance with state law and charter requirements
- Coordinate library policies between both schools

### Principal Responsibilities

Each principal shall:

- Receive and process library material complaints
- Appoint ad hoc review committees when needed
- Present recommendations to the CEO
- Implement library policies at their respective school
- Ensure library personnel follow established procedures

### Library Personnel Responsibilities

Library personnel shall:

- Develop collections appropriate for their school community



- Review materials for age and content appropriateness
- Post material lists online as required
- Participate in the reconsideration process
- Support the educational mission through collection development

### Board of Directors Authority

The Board of Directors shall:

- Make final determinations on challenged materials
- Approve library material policies and standards
- Ensure adequate funding for appropriate library collections
- Review reports on material challenges and removals

### MISSION ALIGNMENT

Library collections shall support the mission of Prep Public Schools by:

- Providing resources that accelerate intellectual development
- Supporting college and career readiness through diverse materials
- Fostering critical thinking and academic achievement
- Reflecting the values and educational goals of both charter schools

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### Legal References

1. [Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [TCA 49-6-3803\(a\),\(b\)](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803\(e\), \(f\)](#)

### Cross References

- Textbooks and Instructional Materials 4.400
- School and System Websites 4.407
- Controversial Materials 4.801



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.404 - Use of Copyrighted Materials</b>	Descriptor Code:  4.404	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

To define the fair and reasonable use of copyrighted work for educational purposes without the permission of the copyright owner and reduce the risk of copyright infringement at both Knoxville Preparatory School and Chattanooga Preparatory School, the following guidelines are in effect:

1. All employees at both charter schools shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;<sup>1</sup>
2. In the case of computer software, the ethical and practical problems caused by computer software piracy shall be taught in all computer courses at both charter schools;
3. The CEO shall establish specific procedures regarding the copying, distribution, and use of copyrighted materials for instructional purposes;<sup>1</sup> and
4. The principal of each school shall establish practices which will enforce this policy at the school level.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Establish comprehensive procedures for copyrighted material use
- Provide training and guidance to staff on copyright compliance
- Coordinate copyright policies between both charter schools
- Ensure compliance with federal copyright laws
- Monitor copyright compliance across both schools
- Update procedures as copyright laws evolve

### Principal Responsibilities





Each principal shall:

- Implement copyright compliance practices at their school
- Ensure staff understand and follow copyright procedures
- Monitor compliance with copyright guidelines
- Report copyright concerns to the CEO
- Provide school-level training on copyright issues

### Staff Responsibilities

All employees shall:

- Adhere to federal copyright laws and organizational procedures
- Seek permission for copyrighted material use when required
- Teach students about copyright and intellectual property rights
- Report potential copyright violations to administration
- Use only legally obtained and properly licensed materials

## EDUCATIONAL GUIDELINES

The CEO shall ensure that copyright education includes:

- Understanding of fair use principles for educational purposes
- Proper attribution and citation requirements
- Distinction between personal and institutional use rights
- Digital copyright considerations and online resource usage
- Software licensing and anti-piracy principles

## COMPLIANCE FRAMEWORK

Copyright practices shall comply with:

- United States Copyright Code provisions
- Fair use guidelines for educational institutions
- Software licensing agreements
- Digital Millennium Copyright Act requirements
- Charter agreements and authorizing LEA policies

The CEO shall ensure that copyright practices protect Prep Public Schools from legal liability while supporting effective education at both charter schools.

## MONITORING AND ENFORCEMENT



The CEO shall:

- Conduct regular reviews of copyright compliance
- Investigate reported copyright violations
- Take corrective action when violations occur
- Maintain records of copyright training and compliance
- Report copyright issues to the Board of Directors as needed

## TECHNOLOGY CONSIDERATIONS

Special attention shall be given to:

- Software licensing and installation procedures
- Online resource usage and streaming rights
- Digital content creation and sharing
- Social media and web-based material usage
- Student projects and presentations using copyrighted materials

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### Legal References

1. [17 USCA §§ 106, 107, 110](#)

### Cross References

- School and System Websites 4.407
- Use of Multimedia 4.408
- Student Publications 6.704
- Use of Artificial Intelligence Programs 4.214



Prep Public Schools			
Monitoring:  Annually, in November	Descriptor Term:  <b>4.406 - Use of the Internet</b>	Descriptor Code:  4.406	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The Board of Directors supports the right of staff and students at both Knoxville Preparatory School and Chattanooga Preparatory School to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

## EMPLOYEES

Before any employee is allowed use of Prep Public Schools' internet or intranet access, the employee shall sign a written agreement, developed by the CEO, that sets out the terms and conditions of such use. Any employee who accesses Prep Public Schools' computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The CEO shall develop and implement procedures for appropriate internet use which shall address the following:

1. Development of the Network and Internet Use Agreement;
2. General rules and ethics of internet access;
3. Guidelines regarding appropriate instruction and oversight of student internet use;
4. A uniform signature block for use by all employees of Prep Public Schools; and
5. Prohibited and illegal activities including, but not limited to, the following:<sup>1</sup>
  - o Sending or displaying offensive messages or pictures;
  - o Using obscene language;
  - o Harassing, insulting, defaming, or attacking others;
  - o Damaging computers, computer systems, or computer networks;
  - o Hacking or attempting unauthorized access to any computer;
  - o Violation of copyright laws;
  - o Trespassing in another's folders, work, or files;



- Intentional misuse of resources;
- Using another's password or other identifier (impersonation);
- Using the network for commercial purposes; and
- Buying or selling on the internet.

## STUDENTS

The CEO shall develop and implement procedures for appropriate internet use by students at both charter schools. Procedures shall address the following:

1. General rules and ethics of internet use; and
2. Prohibited or illegal activities including, but not limited to:<sup>1</sup>
  - Sending or displaying offensive messages or pictures;
  - Using obscene language;
  - Harassing, insulting, defaming, or attacking others;
  - Damaging computers, computer systems, or computer networks;
  - Hacking or attempting unauthorized access;
  - Violation of copyright laws;
  - Trespassing in another's folders, work, or files;
  - Intentional misuse of resources;
  - Using another's password or other identifier (impersonation);
  - Using the network for commercial purposes; and
  - Buying or selling on the internet.

## INTERNET SAFETY MEASURES<sup>2</sup>

Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by students to inappropriate matter on the internet and world wide web;
2. Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding students; and
5. Restricting students' access to materials harmful to them.

The CEO shall establish a process to ensure that Prep Public Schools' education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:



1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students and adults) to material that is obscene or pornographic;<sup>3</sup>
2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;<sup>4</sup>
3. Maintaining and securing a usage log; and
4. Monitoring online activities of students.<sup>2</sup>

The Board of Directors shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.<sup>2</sup>

A written parental consent shall be required prior to the student being granted access to electronic media involving Prep Public Schools technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the CEO with a written request.

Complaints alleging a violation of the internet safety measures shall be submitted to the CEO. All complaints shall be reviewed to determine how to appropriately respond.

## EMAIL

Users with network access shall not utilize Prep Public Schools resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including email communications stored or transmitted on Prep Public Schools computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. Email correspondence may be a public record under the public records law and may be subject to public inspection.<sup>5</sup>

## INTERNET SAFETY INSTRUCTION<sup>6</sup>

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The CEO shall provide adequate in-service instruction on internet safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

## SOCIAL NETWORKING



1. Staff at both charter schools who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. Staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. The Board of Directors discourages staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

## VIOLATIONS

Violations of this policy or a corresponding administrative procedure shall be handled in accordance with the existing disciplinary procedures of Prep Public Schools.

## VENDOR CONTRACTS<sup>7</sup>

Prior to entering into any contract for the provision of digital or online materials created or marketed for kindergarten through grade twelve (K-12), Prep Public Schools shall obtain an assurance that the vendor shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology prevents a user from sending, receiving, viewing, or downloading materials that are harmful to minors.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop comprehensive internet use agreements and procedures
- Establish internet safety measures and filtering systems
- Coordinate internet policies between both charter schools
- Provide staff training on internet safety and appropriate use
- Review and respond to internet safety complaints
- Ensure vendor contract compliance with state requirements

### Principal Responsibilities

Each principal shall:

- Implement internet use policies at their school



- Monitor compliance with internet safety measures
- Enforce disciplinary procedures for policy violations
- Coordinate with the CEO on internet safety issues
- Provide school-level training and oversight

### Technology Staff Responsibilities

Designated technology staff shall:

- Maintain filtering and monitoring systems
- Ensure network security and access controls
- Monitor usage logs and identify violations
- Provide technical support for internet safety measures
- Report security incidents to administration

### Board of Directors Oversight

The Board of Directors shall:

- Approve internet use policies and safety measures
- Conduct required public hearings on internet safety
- Review vendor contracts for digital materials
- Ensure adequate resources for internet safety infrastructure

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### Legal References

1. [TCA 39-14-602](#)
2. [47 USCA § 254 \(h\)\(5\)\(A\) -- \(C\)](#), [254\(l\)](#); [47 CFR § 54.520\(c\)\(1\)\(i\)](#); [20 USCA § 7131](#)
3. [TCA 49-1-221\(a\)\(1\)\(C\)\(i\)](#)
4. [TCA 39-17-901](#); [TCA 49-1-221\(a\)\(1\)\(C\)\(ii\)](#)
5. [TCA 10-7-512](#)
6. [TCA 49-1-221\(a\)\(1\)\(E\)](#)
7. [TCA 49-1-221\(c\)](#)

### Cross References

- Use of Email 1.805
- Use of Artificial Intelligence Programs 4.214
- School and System Websites 4.407
- Controversial Materials 4.801
- Student Publications 6.704



Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.502 - Parent and Family Engagement</b>	Descriptor Code:  4.502	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL EXPECTATIONS FOR PARENT ENGAGEMENT

The Board of Directors is committed to increasing and ensuring the involvement of parents and other family members in the education of students at both Knoxville Preparatory School and Chattanooga Preparatory School.

The Board of Directors shall implement the following as required by federal or state laws or regulations:<sup>1</sup>

1. Prep Public Schools shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
2. Prep Public Schools shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
3. Prep Public Schools shall involve parents with the development of required educational or improvement plans.
4. Prep Public Schools shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
5. Prep Public Schools shall put into operation activities and procedures for the involvement of parents in all of its schools.<sup>2</sup> Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents.
6. Prep Public Schools shall ensure that activities and strategies are implemented to support this policy and included in the organizational plan.





7. The improvement plan shall include strategies for parental participation in both charter schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline, and higher education opportunities for students.
8. The plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
9. The plan shall identify opportunities for parents to participate in and support classroom instruction in the schools. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab or on the playground, offering after-school clubs, and recycling clothes.
10. If Prep Public Schools' plan is not satisfactory to parents, the organization shall submit parental comments regarding the plan to the State Department of Education as required.
11. Prep Public Schools shall ensure Title I schools are in compliance with the Every Student Succeeds Act.

The CEO shall develop and implement any procedures necessary to accomplish the goals of this policy.

## SCHOOL LEVEL POLICY

Each school shall submit to the CEO and the Board of Directors, for review and comment, its Title I school parent involvement policy which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to parents of participating students. A copy of these documents shall be retained in the CEO's office and made available on both schools' and Prep Public Schools' website.

## SUPPORT FOR PROGRAM

If the Title I allocation is \$500,000 or more to Prep Public Schools, then at least one percent (1%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

## FAMILY-SCHOOL PARTNERSHIPS<sup>1</sup>

Families and community members shall be engaged in the education of students at both charter schools based on the following standards:

1. Families are welcomed into the school community;
2. Families and school staff should engage in regular and meaningful communication about student learning;



3. Families and school staff should work together to support student learning and development;
4. Families are informed and encouraged to be advocates for students;
5. Families are full partners in the decisions that affect children and families; and
6. Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop procedures to accomplish parent engagement goals
- Coordinate parent involvement activities between both charter schools
- Ensure compliance with Title I and federal requirements
- Facilitate annual evaluation of parent engagement policies
- Manage allocation of Title I funds for parent involvement
- Maintain required documentation and reporting

### Principal Responsibilities

Each principal shall:

- Develop school-level parent involvement policies and compacts
- Implement parent engagement activities at their school
- Coordinate with parents on educational planning
- Submit required policies to the CEO for review
- Foster meaningful parent participation in school activities

### Board of Directors Oversight

The Board of Directors shall:

- Review and approve parent engagement policies
- Ensure adequate resources for parent involvement programs
- Receive reports on parent engagement effectiveness
- Support compliance with federal and state requirements

## MISSION ALIGNMENT

Parent and family engagement shall support the mission of Prep Public Schools by:



- Buttreassing student support networks through family engagement
- Establishing multiple pathways for family and community involvement
- Supporting academic achievement and social/emotional development
- Fortifying college and career readiness through family partnerships

## SPECIAL CONSIDERATIONS

### Charter School Context

Parent engagement shall address:

- The unique mission of serving economically and educationally disadvantaged students
- Single-gender educational environment considerations
- Building strong family and community connections
- Supporting urban families in educational advocacy

### Barrier Removal

The CEO shall work to identify and remove barriers including:

- Transportation challenges for family participation
- Work schedule conflicts for parent involvement
- Language and communication barriers
- Economic constraints on family participation
- Cultural differences in educational expectations

## EVALUATION AND IMPROVEMENT

The CEO shall conduct annual evaluations of parent engagement including:

- Parent participation rates and satisfaction
- Effectiveness of communication strategies
- Impact on student academic and social outcomes
- Identification of continuing barriers
- Recommendations for program improvements

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### Legal References

1. [Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802; State Board of Education Policy 4.207; TCA 49-2-305; 20 USCA § 6318](#)
2. [TCA 49-6-7001](#)



#### Cross References

- English Learners 4.207
- Homeless Students 6.503
- Title I Programs 4.510



Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.600 - Grading System</b>	Descriptor Code:  4.600	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

**Descriptor Code:** The CEO shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8 at both Knoxville Preparatory School and Chattanooga Preparatory School. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform across both charter schools at comparable grade levels, except that the CEO shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.

The CEO shall submit a copy of the grading and assessment systems to the Board of Directors before the system is implemented. These guidelines shall be communicated annually to students and parent(s)/guardian(s) at both charter schools.

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

### **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)**

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.



Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

This grading system shall be uniform throughout both charter schools for each grade.

Advanced coursework grades shall be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points shall be assigned:

- Honors Courses -- three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned-- four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses -- five (5) percentage points.

## LOTTERY SCHOLARSHIPS

Each school counselor shall provide incoming freshmen with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

## LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.

Legal References



1. TCA 49-2-203(b)(16) (Duties and Powers)
2. TCA 49-2-301(b)(1)(H) (Administrative Responsibilities)
3. TRR/MS 0520-01-03-.02 (Grading Systems)
4. State Board of Education Policy 3.301 (Uniform Grading)
5. TCA 49-6-407 (Uniform Grading System)
6. Public Acts of 2024, Chapter No. 1005 (Grading Floors)
7. TCA 49-4-904, 905, 907 (HOPE Scholarship)
8. TCA 49-4-932(f) (Lottery Scholarship Day)

#### Cross References

- Alternative Credit Options 4.209
  - Credit Recovery 4.210
  - Reporting Student Progress 4.601
  - Honor Roll, Awards, & Class Ranking 4.602
  - Promotion and Retention 4.603
  - Transcript Alterations 4.608
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Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.603 - Promotion and Retention</b>	Descriptor Code:  4.603	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

All promotion and retention decisions at both Knoxville Preparatory School and Chattanooga Preparatory School shall be made on a case-by-case basis and comply with state and federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if applicable.<sup>1</sup>

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:<sup>2</sup>

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Home Literacy Reports;<sup>3</sup>
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult material if promoted to the next grade;
7. Attendance record; and
8. The student's maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:<sup>4</sup>

1. Date of enrollment;
2. Additional information acquired after results of local assessment, screening, or monitoring are released; or
3. Other circumstances determined by the CEO in consultation with the principal.

## VOLUNTARY RETENTION<sup>5</sup>





A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain his/her student in the current grade level if:

1. The student has a documented academic or behavioral delay; and
2. The parent/guardian believes that retention may benefit the student.

This information shall be submitted in writing within thirty (30) days of the end of the school year. The CEO shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

## PROMOTION PLANS<sup>6</sup>

When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

Promotion plans shall incorporate evidence-based strategies, including expectations and measurements that will verify whether a student has made sufficient progress to be promoted to the next grade level, and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade will include additional requirements for promoting students in these grades. A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the promotion plan.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third and fourth grade.<sup>7</sup>

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school year.<sup>8</sup>

## RETENTION<sup>7</sup>



A student may be retained when such retention is in the best interests of the student or when retention is required per additional requirements for students in third and fourth grade.

#### Decision of Retention -- General<sup>9</sup>

If a student is retained, the CEO shall develop an individualized academic remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
5. Attendance or truancy interventions.

A student shall not be retained more than once in any grade. The progress of students who are retained shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained. The CEO shall develop procedures to ensure appropriate recordkeeping of students who are retained.

#### Decision of Retention -- Third Grade<sup>10</sup>

Third grade students shall not be promoted to the next grade unless they are determined to be proficient (i.e., receive a performance level rating of "on track" or "mastered") in English language arts (ELA) based on the student's most recent TCAP test.

Students who are not proficient in ELA may still be promoted if the following conditions are met:

1. A student in third grade receiving a performance level rating of "approaching" on the ELA portion of the student's most recent TCAP test may be promoted if: a. The student is an English language learner and has received less than two (2) full years of ELA instruction; b. The student was previously retained in grades K-3; c. The student is retested before the next school year and scores proficient in ELA; d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; e. The student receives tutoring for the entirety of the next school year in accordance with state law; or f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth



percentile on the most recently administered state-provided benchmark assessment and Prep Public Schools provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming.

2. A student in third grade receiving a performance level rating of "below" on the ELA portion of the student's most recent TCAP test may be promoted if: a. The student is an English language learner and has received less than two (2) full years of ELA instruction; b. The student was previously retained in grades K-3; c. The student is retested before the next school year and scores proficient in ELA; or d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

#### Decision of Retention -- Fourth Grade<sup>10</sup>

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.
3. At the conclusion of the conference, a majority of the parties shall agree to one of the following: a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

#### Decision of Retention -- Students with Disabilities<sup>11</sup>

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the



ELA portion of TCAP was due to the student's disability. Prep Public Schools shall not retain a student with a disability or a suspected disability that impacts their ability to read.

## **APPEALS<sup>8,12</sup>**

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within ten (10) days. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee shall conduct a hearing within five (5) days to determine if the student will be promoted and issue such decision within three (3) days. Upon notification of the committee decision, the principal shall send written notification to the CEO and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such action within five (5) days to the CEO.

The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A decision shall be issued within five (5) days.

Within five (5) business days of the CEO rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board of Directors, and the Board of Directors shall review the record. Following the review, the Board of Directors may affirm or overturn the decision of the CEO. The action of the Board of Directors shall be final.

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.<sup>13</sup>

## **ORGANIZATIONAL RESPONSIBILITIES**

### **CEO Responsibilities**

The CEO shall:

- Coordinate promotion and retention policies across both charter schools
- Develop individualized academic remediation plans for retained students
- Ensure compliance with state requirements for third and fourth grade retention
- Coordinate tutoring and summer programming services
- Hear appeals and make determinations
- Maintain comprehensive records of retention decisions

### **Principal Responsibilities**



Each principal shall:

- Identify students for potential retention by February 1st
- Coordinate promotion plan development with teachers and support staff
- Convene conferences for fourth grade retention decisions
- Appoint appeal committees and manage initial appeal process
- Monitor progress of retained students throughout the year

#### Board of Directors Authority

The Board of Directors shall:

- Hear final appeals of retention decisions
- Approve policies and procedures for promotion and retention
- Ensure adequate resources for tutoring and remediation programs
- Review annual reports on retention rates and student outcomes

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#### Legal References

1. [20 USCA § 1400 et seq.](#); [29 U.S.C. § 794 \(Section 504\)](#); [TRR/MS 0520-01-03-.16](#); [TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [TCA 49-6-314](#); [TRR/MS 0520-01-03-.16\(6\)](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\)](#); [20 USCA § 1400 et seq.](#); [TRR/MS 0520-01-03-.16\(7\)\(e\)](#); [Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\)](#); [TRR/MS 0520-01-02-.17\(7\)](#); [TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

#### Cross References

- Credit Recovery 4.210
- Grading System 4.600
- Reporting Student Progress 4.601
- Attendance 6.200
- Student Assignments 6.205
- Homeless Students 6.503
- Student Records 6.600



Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.605 - Graduation Requirements</b>	Descriptor Code:  4.605	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

The program of studies at both Knoxville Preparatory School and Chattanooga Preparatory School shall include areas required by the State Board of Education.

Before high school graduation, every student shall:<sup>1</sup>

1. Achieve the specified twenty-two (22) units of credit;
2. Take the required end-of-course exams;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT prior to graduation;<sup>2</sup> and
5. Pass a United States civics test.<sup>3</sup>

## SPECIAL EDUCATION STUDENTS<sup>4</sup>

Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a regular high school diploma.

Students who have received the below diplomas shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

### Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma but have:<sup>5</sup>

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and
3. Maintained satisfactory records of attendance and conduct.



## Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:<sup>1,4</sup>

1. Completed at least four (4) years of high school;
2. Made satisfactory progress on their IEP;
3. Maintained satisfactory records of attendance and conduct;
4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
5. Has two (2) years of paid or non-paid work experience.

The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade year or two (2) academic years prior to the expected graduation date.

## Alternate Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has:<sup>4</sup>

1. Completed at least four (4) years of high school;
2. Participated in the high school alternate assessment;
3. Earned the prescribed twenty-two (22) credit minimum;
4. Made satisfactory progress on their IEP;
5. Maintained satisfactory records of attendance and conduct; and
6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.

## STUDENT LOAD

All full time students in grades 9-12 at both charter schools shall be enrolled each semester in subjects that produce a minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the CEO and then to the Board of Directors.<sup>6</sup>

## EARLY GRADUATION<sup>7</sup>

High school students at both Knoxville Preparatory School and Chattanooga Preparatory School may request an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known.



In order to graduate early, students shall meet the following requirements:

1. Earn the required seventeen (17) credits;
2. Achieve a benchmark score for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT or SAT benchmark score;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses: a. AP; b. IB; c. Dual enrollment; or d. Dual credit.

The CEO shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Ensure graduation requirements are consistently applied across both charter schools
- Develop procedures for early graduation programs
- Coordinate with state agencies on graduation requirement compliance
- Oversee special education diploma determinations
- Handle appeals of student load requirements
- Maintain records of graduation requirements and completions

### Principal Responsibilities

Each principal shall:

- Monitor student progress toward graduation requirements
- Coordinate with students planning early graduation
- Ensure end-of-course exam administration
- Work with special education teams on diploma determinations
- Maintain school-level graduation tracking systems

### Board of Directors Authority

The Board of Directors shall:

- Approve graduation requirement policies
- Hear appeals of student load requirement decisions
- Ensure adequate resources for graduation programs





- Review annual graduation rates and outcomes

## MISSION ALIGNMENT

Graduation requirements shall support the mission of Prep Public Schools by:

- Fortifying college and career readiness through rigorous curriculum
- Accelerating intellectual development among urban boys
- Preparing students for success in postsecondary education and careers
- Supporting students in achieving their full academic potential

## COLLEGE AND CAREER READINESS

The CEO shall ensure that graduation requirements:

- Align with college admission standards
- Include career and technical education pathways
- Prepare students for workforce entry or postsecondary education
- Support the development of critical thinking and leadership skills

## COMPLIANCE FRAMEWORK

Graduation requirements shall comply with:

- Tennessee State Board of Education requirements
- Federal special education laws (IDEA, Section 504)
- Charter agreements with authorizing LEAs
- State assessment and testing requirements
- College and career readiness standards

The CEO shall ensure that graduation programs support the educational mission of both charter schools while meeting all regulatory requirements.

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### Legal References

1. [TCA 49-6-6001](#); [State Board of Education Policy 2.103](#); [TRR/MS 0520-01-03-.06](#)
2. [TCA 49-6-6001\(b\)](#); [State Board of Education Policy 2.103](#)
3. [TCA 49-6-408](#); [State Board of Education Policy 2.103](#)
4. [TRR/MS 0520-01-03-.06](#); [State Board of Education Policy 2.103](#)
5. [TCA 49-6-6005](#); [State Board of Education Policy 2.103](#)
6. [TRR/MS 0520-01-03-.06\(18\)](#)
7. [TCA 49-6-8103](#); [State Board of Education Policy 2.103](#)



#### Cross References

- Class Size Ratios 4.201
- Alternative Credit Options 4.209
- Honor Roll, Awards, & Class Ranking 4.602
- Graduation Activities 4.606



Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.606 - Graduation Activities</b>	Descriptor Code:  4.606	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Students who have met graduation requirements at either Knoxville Preparatory School or Chattanooga Preparatory School are expected to participate in graduation activities. Students who are within two (2) or fewer credits of meeting all requirements<sup>1</sup> and can complete the requirements during the summer may participate in graduation activities at the CEO's discretion. If extenuating circumstances exist at any school, the matter shall be presented to the Board of Directors prior to graduation activities.

Students who do not wish to participate in graduation activities shall notify the school principal in writing at least five (5) days prior to the day of graduation. Non-participating students shall receive their diplomas or certificates from the principal's office within one (1) week of the day of graduation.

Graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student. Any fees required for graduation shall be waived for students who are eligible to receive free or reduced-price lunches, and in such cases, the school shall assume responsibility for payment of fees.<sup>2</sup>

Graduation shall be physically accessible to all students, their parent(s)/guardian(s), and other interested citizens.<sup>3</sup>

Graduation activities organized by Prep Public Schools employees shall not be religious in nature.<sup>4</sup> The content of any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the school, employees, or Board of Directors.

The CEO shall develop procedures to ensure that students are recognized at graduation for the following achievements:<sup>5</sup>

- Honors;
- State Honors;



- State Distinction;
- District Distinction;
- TN Tri-Star Scholar;
- Students receiving a TN Seal of Biliteracy;
- Students voluntarily completing at least ten (10) hours of community service each semester the student is in attendance at a public high school;
- Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- Students graduating with a district-developed work ethic distinction.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop procedures for graduation recognition and achievements
- Coordinate graduation activities between both charter schools
- Ensure compliance with accessibility requirements
- Oversee fee waiver processes for eligible students
- Establish guidelines for graduation speeches and content
- Handle extenuating circumstances requiring Board consideration

### Principal Responsibilities

Each principal shall:

- Determine graduation apparel requirements for their school
- Process requests from students not wishing to participate
- Coordinate graduation logistics and venue arrangements
- Ensure proper recognition of student achievements
- Manage graduation ceremony content and speakers

### Board of Directors Authority

The Board of Directors shall:

- Consider extenuating circumstances for graduation participation
- Approve graduation activity policies and procedures
- Ensure adequate resources for graduation ceremonies
- Review graduation recognition programs



## ACCESSIBILITY AND INCLUSION

The CEO shall ensure that graduation activities:

- Meet all Americans with Disabilities Act requirements
- Are accessible to students with mobility, sensory, or cognitive disabilities
- Accommodate families with accessibility needs
- Provide appropriate communication support when needed

## FINANCIAL CONSIDERATIONS

Prep Public Schools shall:

- Waive graduation fees for students eligible for free or reduced-price lunches
- Minimize financial barriers to graduation participation
- Explore community partnerships to support graduation costs
- Ensure equitable access to graduation activities regardless of economic status

## RECOGNITION PROGRAMS

The CEO shall develop comprehensive recognition programs that:

- Celebrate academic achievements and honors
- Recognize community service and leadership
- Highlight career readiness accomplishments
- Support the mission of developing well-rounded graduates

## MISSION ALIGNMENT

Graduation activities shall support the mission of Prep Public Schools by:

- Celebrating the academic achievements of urban boys
- Recognizing leadership development and social/emotional growth
- Highlighting college and career readiness accomplishments
- Strengthening family and community engagement

## CEREMONY STANDARDS

Graduation ceremonies shall:

- Maintain dignity and formality appropriate to the occasion
- Reflect the values and mission of Prep Public Schools



- Include appropriate recognition of student accomplishments
- Provide meaningful celebration for students and families

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#### Legal References

1. [TCA 49-6-405\(b\)\(2\)](#)
2. [TCA 49-2-114](#)
3. [28 CFR § 36.201](#)
4. [Lee v. Weisman, 505 U.S. 577\(1992\), 112 S. Ct. 2649, 120 L. Ed. 2d 467 \(1992\)](#)
5. [TCA 49-6-6010; TRR/MS 0520-01-03-.06\(22\)](#)

#### Cross References

- Section 504 & ADA Grievance Procedures 1.802
- Student Fees and Fines 6.709
- Graduation Requirements 4.605



Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.608 - Transcript Alterations</b>	Descriptor Code:  4.608	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Any student transcript alteration at either Knoxville Preparatory School or Chattanooga Preparatory School shall be supported by documentation.<sup>1</sup> This documentation shall include the reason for the transcript alteration and evidence that the student earned the grade reflected in the altered transcript.

Prep Public Schools shall not retaliate against an employee who brings unauthorized transcript alterations to the attention of school officials.<sup>1</sup>

The CEO shall develop procedures to implement this policy across both charter schools.

## AUTHORIZATION PROCEDURES

All transcript alterations must be:

- Authorized by the appropriate school administrator
- Supported by complete documentation
- Reviewed and approved by the CEO or designated representative
- Properly recorded in the student's permanent record
- Communicated to relevant parties as appropriate

## DOCUMENTATION REQUIREMENTS

Required documentation for transcript alterations shall include:

- Written justification for the alteration
- Evidence supporting the grade change (assignments, assessments, teacher records)
- Approval signatures from appropriate personnel
- Date and reason for the alteration



- Copy of the original transcript entry

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop comprehensive procedures for transcript alterations
- Ensure consistent application across both charter schools
- Review and approve significant transcript changes
- Maintain oversight of transcript integrity
- Investigate reports of unauthorized alterations
- Protect employees from retaliation for reporting violations

### Principal Responsibilities

Each principal shall:

- Oversee transcript alteration requests at their school
- Ensure proper documentation is collected
- Review requests for appropriateness and accuracy
- Coordinate with the CEO on significant alterations
- Maintain secure records of all transcript changes

### Registrar/Records Personnel Responsibilities

Designated personnel shall:

- Process transcript alterations according to established procedures
- Maintain accurate documentation of all changes
- Ensure proper authorization before making alterations
- Secure transcript records from unauthorized access
- Report irregularities to administration

## PROHIBITED PRACTICES

The following are strictly prohibited:

- Unauthorized transcript alterations
- Changes without proper documentation
- Alterations to conceal academic misconduct
- Retaliatory actions against employees reporting violations





- Falsification of supporting documentation

## REPORTING VIOLATIONS

Employees who become aware of unauthorized transcript alterations shall:

- Report concerns to the principal or CEO
- Provide relevant information about the violation
- Cooperate with investigation procedures
- Be protected from retaliation for good faith reporting

## COMPLIANCE FRAMEWORK

Transcript alteration procedures shall comply with:

- Tennessee state law requirements
- Federal student record protection laws (FERPA)
- Charter agreements with authorizing LEAs
- Professional ethics standards
- Accreditation requirements

The CEO shall ensure that transcript integrity is maintained while providing appropriate mechanisms for legitimate corrections.

## INVESTIGATION PROCEDURES

When unauthorized alterations are reported:

- The CEO shall conduct a thorough investigation
- All relevant documentation shall be reviewed
- Interviews with involved parties shall be conducted
- Appropriate corrective action shall be taken
- Results shall be documented and reported as required

## TRAINING AND AWARENESS

The CEO shall ensure that:

- Staff understand transcript alteration procedures
- Training is provided on proper documentation requirements
- Employees know how to report violations
- Regular reviews of procedures are conducted



- Updates are communicated when policies change

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#### Legal References

1. [TCA 49-50-1101](#)

#### Cross References

- Grading System 4.600
- Student Records 6.600
- Graduation Requirements 4.605



Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.700 - Testing Programs</b>	Descriptor Code:  4.700	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

The Board of Directors shall provide for a system-wide testing program for both Knoxville Preparatory School and Chattanooga Preparatory School which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The CEO shall be responsible for planning and implementing the program which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provisions for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with guidelines published by the State Department of Education and charter agreement requirements.



## WEIGHTING TCAP SCORES

TNReady and EOC scores shall be included in students' final grades as follows:

1. Grades 3-5 -- 15%
2. Grades 6-8 -- 20%
3. Grades 9-12 -- 10%

Prep Public Schools shall use the target score methodology for calculating final grades with test scores.

The CEO may exclude these scores from students' final grades if results are not received by the charter schools at least five (5) instructional days before the end of the course.

## INTEREST INVENTORIES AND CAREER ASSESSMENTS

Interest inventories shall be made available to 9th graders. These will include assessments such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

Career aptitude assessments shall be administered to 8th graders in order to inform the student's high school plan of study. Upon receiving the results from these assessments, the school shall provide students with information on any available career and technical education opportunities in which the student is eligible to participate.

## TESTING INFORMATION AND PARENTAL CONSENT

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of Prep Public Schools without first obtaining written consent of the parent(s)/guardian(s).

Results of all group tests shall be recorded on students' permanent records and shall be made available to appropriate personnel in accordance with established board policies.

No later than July 31st of each year, the Board shall publish on Prep Public Schools' website information related to state and board mandated tests that will be administered during the school year. The information shall include:

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;



4. The tentative date or dates that the test will be administered;
5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results of the test;
6. How parent(s)/guardian(s) can access the questions and answers on their student's state-required tests; and
7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

## TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDING CREDIT

Students transferring from a Category IV church-related school, Category V private school, or home school shall be awarded credit upon completion of a written exam. These exams shall be approved, administered, and graded by the school's leader/designee. Upon request from a parent/guardian, student scores from a nationally standardized achievement test in the relevant subject shall be accepted as a substitute for these exams.

For students in grades one through eight (1-8), the exam shall only cover the last grade completed. For students in grades nine through twelve (9-12), the exam shall only cover the last course completed by the student.

The CEO shall provide notice to parent(s)/guardian(s) of these exams.

## HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES

A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the student is not enrolled but attains a qualifying score on the eligible course's credit exam. The qualifying scores for these exams shall be presented to the Board at the July board meeting.

The CEO shall be responsible for determining which eligible courses will have a credit exam and shall provide high school students each semester the opportunity to take a credit exam for an eligible course offered. Each eligible course's credit exam shall be administered to any student seeking course credit during the first two weeks of the school year as determined by the school leader. Before taking a credit exam, the student shall be notified of the qualifying score needed to receive credit for the eligible course and the grade that will be included in his/her overall grade point average if the student achieves a qualifying score on the credit exam. A student may only take a credit exam once.



A student may take up to four (4) exams, earning no more than four (4) credits that will be applied to the student's graduation requirements and be included in the student's overall grade point average.

The CEO shall provide information on these exams to the Department of Education at the end of the school year per state law.

#### Legal References

1. TCA 49-10-108 (Identification of Children with Disabilities)
2. 20 USCA § 1232g (FERPA)
3. TRR/MS 0520-01-03-.03(10) (State Testing)
4. TCA 49-1-617 (Achievement Test Policy)
5. State Board of Education Policy 2.102 (TNReady)
6. TRR/MS 0520-01-03-.03(10) (EOC Requirements)
7. State Board of Education Policy 2.103 (End-of-Course)
8. TCA 49-6-412 (Interest/Career Inventories)
9. TCA 10-7-504(a)(4)(A) (Confidential Records)
10. TCA 49-6-6007 (Annual Testing Notification)
11. State Board of Education Policy 2.102, 2.103 (Testing Policies)
12. TRR/MS 0520-07-01-.03(3) (Transfer Student Testing)
13. TCA 49-6-6017 (High School Credit Exams)
14. State Board of Education Policy 2.103 (Credit Exams)

#### Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
  - Student Records 6.600
  - Compliance with Charter Authorizer Requirements 1.904
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Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.701 - Maintaining Test and Data Security</b>	Descriptor Code:  4.701	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

Security procedures shall adhere to guidelines issued by the State Department of Education.<sup>1</sup>

## TESTING SECURITY

Annually, the Board of Directors shall designate a system testing coordinator who shall be responsible for administering, monitoring, and maintaining security of all tests to be administered within Prep Public Schools. The principal of each school shall serve as or designate a building testing coordinator who shall be responsible for the administering, monitoring, and maintaining security of all tests given in his/her school.

Any employee found to have not followed security guidelines shall be placed on immediate suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for revocation of state license.<sup>2</sup> The CEO/designee shall report a breach of security to the State Department of Education within twenty-four (24) hours of such events. In any class, grade, and/or school where a security breach is strongly suspected or verified, central office staff shall be present during subsequent tests for a period of two (2) years.

## DATA SECURITY

Embargoed data may be shared with personnel as determined by the CEO as set forth in procedure. Personnel shall not share embargoed data with external parties.<sup>3</sup>

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain appropriate data security protocols and that all testing procedures comply with charter agreement requirements and authorizing LEA standards.

## Legal References



1. [TRR/MS 0520-01-03-.03\(10\)](#)
2. [TCA 49-1-607](#)
3. [State Board of Education Policy 2.600](#)

#### Cross References

- Testing Programs 4.700
- Student Records 6.600
- Student Records Annual Notification of Rights 6.601





Prep Public Schools			
Monitoring:  Annually, in December	Descriptor Term:  <b>4.802 - Student Equal Access (Limited Public Forum)</b>	Descriptor Code:  4.802	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## STUDENT MEETINGS

Knoxville Preparatory School and Chattanooga Preparatory School may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by Prep Public Schools for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy shall submit a request with the school leader at least three (3) days prior to the proposed date.

The school leader shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school or its employees, or the Board;
3. The meeting shall not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of Prep Public Schools are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons shall not direct, control, or regularly attend.



A student shall be permitted to voluntarily:

1. Pray in school, vocally or silently, alone, or with other students to the same extent and under the same circumstances as a student is permitted to vocally or silently reflect, meditate, or speak on non-religious matters alone or with other students in such school;
2. Express religious viewpoints in school to the same extent and under the same circumstances as a student is permitted to express viewpoints on non-religious topics or subjects in such school;
3. Speak to and attempt to share religious viewpoints with other students in school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share non-religious viewpoints with other students; and
4. Possess or distribute religious literature in school, subject to reasonable time, place, and manner restrictions, to the same extent and under the same circumstances as a student is permitted to possess or distribute literature on non-religious topics or subjects in such school.

## SCHOOL SPONSORED EVENTS

If the Board of Directors or a school leader authorizes an event at which a student is to speak, a limited public forum shall be established for such student speaker. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria; and
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent, or promotes illegal drug use.

To the extent possible and practical and prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board or Prep Public Schools and its employees.

Notice of this policy shall be provided in student handbooks and staff handbooks.

### Legal References

1. 20 USCA § 4071 (Equal Access Act)
2. Bd. Of Educ. v. Mergens ex rel. Mergens, 496 U.S. 226 (1990)
3. TCA 49-6-1805 (Religious Student Groups)
4. TCA 49-6-2904(b) (Rights of Students)



5. TCA 49-6-1803 (Limited Public Forum)

#### Cross References

- Recognition of Religious Beliefs 4.803
- Prayer and Period of Silence 4.805



Prep Public Schools			
Monitoring: Annually, in December	Descriptor Term:  <b>4.804 - Religious Content of Courses</b>	Descriptor Code: 4.804	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Educational content which consists of religious themes shall be presented in a factual, objective, and respectful manner at Knoxville Preparatory School and Chattanooga Preparatory School in accordance with the following guidelines:

1. Religious themes may be a part of the curriculum for school-sponsored activities and programs, provided it is essential to the learning experience in the various fields of study and is presented objectively;
2. The inclusion of religion shall be for educational purposes only;<sup>1</sup>
3. The emphasis on religious themes shall be only as extensive as necessary for a balanced and comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish, foster, or demean any particular religion, religious tenets, or beliefs;<sup>1</sup> and
4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated.

The CEO shall ensure that all curriculum content at both charter schools complies with this policy and that teachers receive appropriate guidance on the objective presentation of religious content in educational contexts.

#### Legal References

1. [TCA 49-6-1005\(a\)](#)

#### Cross References

- Staff Rights & Responsibilities 5.600
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Instructional Program 4.100



## Section 5 – Personnel



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.104 - Equal Opportunity Employment</b>	Descriptor Code:  5.104	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Opportunity for employment as well as continuation and advancement in employment shall be afforded equally to members of all races, creeds, colors, sex, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved at Prep Public Schools, Knoxville Preparatory School, and Chattanooga Preparatory School.<sup>1</sup>

The CEO shall ensure that all employment practices across both charter schools comply with federal and state equal opportunity requirements and that this policy is consistently implemented throughout the organization.

#### Legal References

1. [U.S. Constitution, Amendment XIV](#); [Title VII, Civil Rights Act of 1964](#); [Title VI, Civil Rights Act of 1964](#); [Title IX, Education Amendments of 1972](#); [Age Discrimination Act of 1967](#); [Section 504 of the Rehabilitation Act of 1973](#); [42 USCA § 12101-12213](#); [TCA 50-10-101](#)

#### Cross References

- Section 504 and ADA Grievance Procedures 1.802
- Recruitment of Employees 5.105
- Discrimination/Harassment of Employees 5.500
- Complaints and Grievances 5.501



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.109 - Evaluation</b>	Descriptor Code:  5.109	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The evaluation of performance and its effectiveness shall be a cooperative and shared endeavor on the part of the CEO and administrative and supervisory personnel. The Board of Directors shall use a state-approved model for evaluating administrative and supervisory personnel. The CEO is responsible for ensuring that all administrative and supervisory personnel are evaluated annually at both Knoxville Preparatory School and Chattanooga Preparatory School.

## LICENSED TEACHING PERSONNEL

Each school shall submit to the Board of Directors a state-approved evaluation system by July 1st, annually, for adoption. The CEO shall develop procedures to ensure that the model is implemented in each charter school. Additionally, the CEO shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the State Board of Education.<sup>1</sup>

### Local Level Grievance Procedure

The CEO shall develop procedures, consistent with state law, for processing evaluation grievances.<sup>2</sup>

## NON-LICENSED PERSONNEL

Newly hired, non-licensed personnel shall be evaluated once during the evaluation period (up to ninety (90) days) and at least one (1) additional time following successful completion of the evaluation period during the first year of employment. Personnel employed for more than one (1) year shall be evaluated at least once a year.

Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee.



Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

The CEO shall ensure that evaluation procedures are consistently applied across both charter schools and that all evaluation records are maintained in accordance with charter agreement requirements.

#### Legal References

1. [TRR/MS 0520-02-01-.01](#); [TRR/MS 0520-02-01-.02](#)
2. [TRR/MS 0520-02-01-.18](#); [State Board of Education Policy 5.201](#)

#### Cross References

- Evaluations of Instructional Programs 4.702
- Job Descriptions 5.103
- Orientation and Probation 5.107
- Equal Opportunity Employment 5.104





Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.118 - Background Investigations</b>	Descriptor Code:  5.118	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

Background checks shall be required for applicants, employees, contract workers, and volunteers at Prep Public Schools, Knoxville Preparatory School, and Chattanooga Preparatory School.<sup>1</sup> Individuals who (1) have been identified by the Department of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate threat to the health, safety, or welfare of children; or (2) are listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall not be employed.<sup>2</sup>

The CEO/designee shall develop any necessary corresponding procedures.

Applicants and current employees, contractors, and volunteers shall be entered into the federal RAP back program.<sup>3</sup> Notice of the following shall be provided:

1. Possible fees charged by the Tennessee Bureau of Investigation; and
2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for all purposes and uses authorized for fingerprint submission.

Any costs incurred to perform these background checks and fingerprinting shall be paid by applicants. The Board of Directors shall reimburse applicants if the position is offered and accepted.

## CONTRACTORS & VOLUNTEERS

To ensure the safety and welfare of students and staff, Prep Public Schools shall require criminal history background checks and fingerprinting of contractors, and volunteers and any other positions that require proximity to children. Any costs incurred to perform these background



checks and fingerprinting shall be paid by the applicant. The Board of Directors shall reimburse the applicant if the position is offered and accepted.<sup>4</sup>

Background checks shall be required of the individuals listed above at least once every five (5) years after the initial background check.<sup>1</sup>

## USE AND DISSEMINATION

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.<sup>5</sup> The CEO shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information (CHRI) obtained by Prep Public Schools shall be solely used to verify criminal violations and shall not be disseminated. Results shall be considered confidential and only accessible to personnel identified by the CEO. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to CHRI with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information. The CEO is responsible for ensuring that authorized personnel receive such training within sixty (60) days of employment or job assignment and every three (3) years.

## RETENTION AND SECURITY

The CEO shall develop procedures to ensure CHRI is stored in a secure location. Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the CEO. The area shall be out of the view of the public and unauthorized personnel. The CEO shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI.

## DISPOSAL OF CHRI

When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering the information unreadable. Record destruction shall be conducted under the supervision of the CEO.

## MISUSE



Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the CEO.

The CEO shall ensure that background investigation procedures are consistently applied across both charter schools and that all requirements are met for charter compliance and authorizing LEA standards.

#### Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\)](#); [TCA 49-5-403](#); [TCA 49-5-413\(a\)\(2\), \(e\)](#)
3. [TCA 49-5-413\(f\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [34 USCA § 40316](#)

#### Cross References

- School Volunteers 4.501
- Application and Employment 5.106
- Equal Opportunity Employment 5.104
- Substitute Teachers 5.701



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.202 - Separation Practices for Non-Certified Employees</b>	Descriptor Code: 5.202	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## SUSPENSION

The CEO/designee may suspend an employee at any time when deemed necessary.<sup>1</sup>

Only in limited circumstances shall the CEO suspend an employee with pay. If reinstated, the employee shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

## DISMISSAL

All non-certified employees are employed at the will of the CEO. The CEO may dismiss any non-certified employee during the year for any lawful reason.

## RESIGNATION

Support personnel shall give the immediate supervisor written notice of resignation ten (10) working days in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the CEO for justifiable reason.

The immediate supervisor shall forward copies the day received to the CEO's office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

## RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.



Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to obtain verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring employee to file for eligible benefits. Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits.<sup>2</sup>

The CEO shall ensure that separation procedures are consistently applied across both Knoxville Preparatory School and Chattanooga Preparatory School.

#### Legal References

1. [TCA 49-2-301\(b\)\(1\)\(EE\), \(FF\)](#)
2. [TCA 8-36-805](#)

#### Cross References

- Recommendations and File Transfers 5.203
  - Background Investigations 5.118
  - Evaluation 5.109
-



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.203 - Recommendations and File Transfers</b>	Descriptor Code:  5.203	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Other than the routine transmission of administrative and personnel files, Prep Public Schools employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student in violation of the law.<sup>1</sup>

These requirements shall not apply if:

1. The information giving rise to probable cause has been properly reported to the appropriate law enforcement agency; and
2. The matter has been officially closed in one of the following ways: a. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause; b. The employee, contractor, or agent has been charged and either acquitted or exonerated; or c. The case remains open, and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.

Neither Prep Public Schools nor the Board of Directors shall enter into, or require a current or former employee to enter into, a non-disclosure agreement during a settlement for any act of sexual misconduct.<sup>1</sup>

The CEO shall develop administrative procedures to enforce this policy and comply with federal and state law.

#### Legal References

1. [20 USCA § 7926](#); [TCA 49-2-131](#)

#### Cross References

- Application and Employment 5.106
- Separation Practices for Tenured Teachers 5.200



- Separation Practices for Non-Tenured Teachers 5.201
- Separation Practices for Non-Certified Employees 5.202
- Reporting Child Abuse 6.409



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.301 - Emergency and Legal Leave</b>	Descriptor Code:  5.301	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## EMERGENCY LEAVE

An immediate supervisor may grant a professional employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,<sup>1</sup> sick leave, or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy, and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave.

## JURY DUTY

If an employee is summoned for jury duty, he/she shall present written evidence that he/she has been summoned to serve on a jury. The employee shall be entitled to the usual compensation, less the amount paid by the court.<sup>2</sup>

## COURT APPEARANCES

If an employee appears in court as a plaintiff, defendant, witness,<sup>3</sup> or voluntarily appears on behalf of family or friends, personal leave or leave without pay shall be granted.

The CEO shall ensure that emergency and legal leave procedures are consistently applied across both Knoxville Preparatory School and Chattanooga Preparatory School.

### Legal References

1. [TCA 49-5-711\(c\)](#)
2. [TCA 22-4-106\(b\)](#)
3. [TCA 16-15-708](#); [TCA 24-2-109](#)





#### Cross References

- Short Term Leaves of Absence 5.300
- Family and Medical Leave 5.305
- Military Leave 5.306



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.302 - Sick Leave</b>	Descriptor Code:	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## PROFESSIONAL PERSONNEL

Professional personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days.

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the CEO and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

Documentation from a physician may be required in support of any claim for sick leave pay.

The school leader shall notify the CEO's office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the CEO's office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school district, provided that the CEO of the district in which the accumulated leave was held provides notarized verification.

## SUPPORT PERSONNEL

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.



At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be forfeited.

The immediate supervisor may require documentation from a physician stating the reason for absence.

#### Legal References

1. TCA 49-5-710(a)(1) (Sick Leave Accumulation)
2. TRR/MS 0520-01-02-.04(2) (Sick Leave Definition)
3. TCA 49-5-710(a)(5) (Transfer of Sick Leave)
4. TCA 49-5-811 (Non-teacher Employee Participation)
5. TCA 49-5-803 (Sick Leave Bank Establishment)
6. TCA 49-5-804, 49-5-805 (Trustees and Rules)
7. TCA 49-5-807 (Leave Contributions)
8. TCA 49-5-808(j),(m) (Use of Bank)
9. TCA 49-5-806(d) (Withdrawal from Bank)
10. TCA 49-5-801 et seq. (Sick Leave Bank Law)

#### Cross References

- Workers' Compensation 3.602
  - Orientation and Probation 5.107
  - Short Term Leaves of Absence 5.300
  - Family and Medical Leave 5.305
  - Physical Assault Leave 5.307
-



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.303 - Personal and Professional Leave</b>	Descriptor Code:  5.303	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## Personal Leave

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:<sup>3</sup> a. If more than ten percent (10%) of the teachers in any given school request its use on the same day; b. If requested during any prior established student examination period; c. If requested on the day immediately preceding or following a holiday or vacation period; d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board of Directors prior to the commencement of the school year; or e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board of Directors prior to the commencement of the school year.

## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent personal and professional leave procedures that comply with charter agreements, authorizing LEA requirements, and all applicable Tennessee employment laws. School principals shall coordinate leave requests to ensure adequate staffing levels are maintained.

The CEO shall develop administrative procedures for tracking leave usage, managing substitute coverage, and ensuring compliance with all state requirements for professional employee leave benefits.



#### Legal References

1. [TCA 49-5-711\(a\); TRR/MS 0520-01-02-.04\(3\)](#)
2. [TCA 49-5-711\(b\)](#)
3. [TCA 49-5-711\(c\)\(1\)](#)
4. [TCA 49-5-205](#)

#### Cross References

- Short Term Leaves of Absence 5.300
- Legislative Leave 5.309



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.304 - Long-Term Leaves of Absence for Professional Personnel</b>	Descriptor Code:  5.304	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

All personnel holding a position that requires a teacher's license shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, or visitation of a spouse, child, or parent deployed for military duty out of the country who has been granted rest and recuperation leave. Such personnel may be granted leave for educational improvements or other sufficient reasons as determined by the CEO. If granted, such leave shall not result in the forfeiture of accumulated leave credits, tenure status, or other fringe benefits.

All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the CEO. The thirty (30) day notice may be waived or reduced by the CEO upon submission of documentation from a physician. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.

Each request for leave shall be acted upon by the CEO within fifteen (15) days. Each applicant shall be notified in writing of the action of the CEO and the beginning and ending dates of the leave which is granted.

All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the CEO upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

Leave to visit a spouse, child, or parent deployed for military duty out of the country who has been granted rest and recuperation leave shall be granted for no longer than ten (10) days.

Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim teacher while the teacher is on leave. If the teacher returns from leave within twelve (12)



months, the interim teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or a comparable position upon return.

Part-time leaves may be granted by the CEO upon written request for the same conditions as for full-time leave.

Any teacher on leave shall notify the CEO at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered breach of contract.

## **PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

### **Legal References**

1. TCA 49-5-702 (Application for Leave)
2. TCA 49-5-703 (CEO Action on Application)
3. TCA 49-5-704 (Term and Extension of Leave)
4. TCA 49-5-705 (Teacher Reinstatement)
5. TCA 49-5-706 (Notice of Non-return)

### **Cross References**

- Family and Medical Leave 5.305
- Military Leave 5.306
- Physical Assault Leave 5.307
- Sabbatical Leave 5.308
- Legislative Leave 5.309
- Interim Employees 5.700



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.305 - Family and Medical Leave</b>	Descriptor Code:  5.305	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by Prep Public Schools and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility<sup>1</sup>) during the previous twelve (12) month period shall be eligible to use FMLA leave.<sup>2</sup>

## GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her job position;
4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.





## MATERNITY/PATERNITY LEAVE

1. Relationship between FMLA leave and Tennessee Maternity Leave Act - FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.<sup>3</sup>
2. Teachers' Leave - In accordance with state law, any teacher employed at Knoxville Preparatory School or Chattanooga Preparatory School who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by Prep Public Schools, however, only one (1) parent is entitled to use such leave.<sup>4</sup>
3. Spouses who are both eligible employees of Prep Public Schools are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.<sup>5</sup>
4. Paid Parental Leave - Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license or qualification for employment who have been employed with Prep Public Schools full time for at least twelve (12) consecutive months.

Employees shall provide notice to the CEO thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.<sup>6</sup>



## LEAVE FOR A SERIOUS HEALTH CONDITION<sup>7</sup>

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either the same or next business day.

## LEAVE FOR MILITARY FAMILY MEMBERS

1. **Qualifying Exigency Leave<sup>8</sup>** - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active duty status in the Armed Forces. Qualifying exigencies may include:
  - a. Issues arising from the service member's short notice deployment;
  - b. Military events and related activities (e.g., official ceremonies, support programs);
  - c. Making or updating financial and legal arrangements;
  - d. Attending counseling;
  - e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
  - f. Attending post-deployment activities.
2. **Military Caregiver Leave<sup>9</sup>** - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.



A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The single twelve (12) month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

## INTERMITTENT LEAVE<sup>10</sup>

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the CEO may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by Prep Public Schools for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

## RESTRICTIONS

### 1. Notice Requirements

a. **Employee Notice<sup>11</sup>**- For foreseeable leave, the employee shall provide the CEO with at least thirty (30) days written notice before the beginning of the anticipated leave.

b. **Organization Notice** - Once it has been established that the leave requested qualifies for FMLA, the CEO/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.<sup>12</sup> The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.<sup>13</sup>



## 2. Certification Requirement<sup>14</sup>

a. The CEO may require that a request for leave be supported by certification issued by a health care provider with the following information:

i. The date on which the serious health condition commenced;

ii. The probable duration of the condition;

iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and

iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.

b. If there is any reason to doubt the validity of the certification provided, the CEO may require, at the expense of Prep Public Schools, an opinion of a second health care provider.

## 3. \*\*Period Near the End of an Academic Term (Professional Employees)\*\*<sup>15</sup>

a. If leave is taken more than five (5) weeks prior to the end of the term, the CEO may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

b. If the leave is taken five (5) weeks prior to the end of the term, the CEO may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

## REQUIREMENTS OF THE BOARD OF DIRECTORS<sup>16</sup>

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The Board of Directors may recover the premium paid under the following conditions:



- a. The employee fails to return from leave after the period of leave has expired; and
- b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

#### Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at \*1---10 (6th Cir. Oct. 17, 2000)
2. [29 USCA § 2601](#), [2611---2619](#)
3. [TCA 49-5-702](#); [TCA 4-21-408](#)
4. [TCA 49-5-710\(a\)\(2\)](#); [TCA 8-50-802\(a\)\(4\)](#)
5. [29 CFR § 825.120\(a\)\(3\)](#)
6. [TCA 8-50-814](#)
7. [29 CFR § 825.113](#)
8. [29 CFR § 825.126](#)
9. [29 CFR § 825.124](#); [29 CFR § 825.127](#)
10. [29 CFR § 825.202](#)
11. [29 CFR § 825.302-825.304](#)
12. [29 CFR § 825.207](#)
13. [OP Tenn. Atty Gen 94-006 \(Jan 13, 1994\)](#); [Plant v. Morton International, Inc.](#), 212 F.3d 929, 932 (6th Cir. 2000)
14. [29 CFR § 825.305-825.313](#)
15. [29 CFR § 825.602](#)
16. [29 USCA § 2614](#)

#### Cross References

- Sick Leave 5.302
- Long-Term Leaves of Absence 5.304
- Employee Relations Policies 1.800 series



Prep Public Schools			
Monitoring:  Annually, in January	Descriptor Term:  <b>5.306 - Military Leave</b>	Descriptor Code:  5.306	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States.<sup>1</sup>

Reservists who anticipate military duty during the school year shall give written notice to the CEO within thirty (30) days of the beginning of the school year of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty.<sup>2</sup>

An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the twenty (20) day period of leave allowed for military service.<sup>3</sup>

Request for leaves and extension of leaves shall conform to state law and Board of Directors policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return, to the CEO prior to, or simultaneous with, requesting leave.

The CEO shall ensure compliance with charter agreements and authorizing LEA requirements regarding military leave for employees at both Knoxville Preparatory School and Chattanooga Preparatory School.

#### Legal References

1. [38 USCA § 4301](#); [TCA 49-5-702\(a\)](#)
2. [TCA 8-33-109](#)



3. [TCA 58-1-106\(d\)](#); [TCA 58-1-109](#)

#### Cross References

- Long Term Leaves of Absence for Professional Personnel 5.304
- Family and Medical Leave 5.305
- Employee Relations Policies 1.800 series



Prep Public Schools			
Monitoring: Annually, in January	Descriptor Term:  <b>5.310 - Vacations and Holidays</b>	Descriptor Code: 5.310	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## HOLIDAYS

The following are established as paid holidays for employees of Prep Public Schools.  
Depending on the length of an employee's contract, paid holidays are as follows:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Good Friday
- Memorial Day (11 and 12 month employees only)
- Independence Day (12 month employees only)
- Labor Day
- Columbus Day
- Thanksgiving and the day following Thanksgiving
- Christmas Eve
- Christmas Day

Permanent part-time employees (10 month and summer only) shall be granted holidays with pay as noted above when the holiday falls within the term of employment.

Equivalent days, as approved by the CEO, may be taken when these days fall on weekends or when school is in session.<sup>1</sup>

## VACATIONS<sup>2</sup>

Position Type	Vacation	Sick Time	Personal Leave
Faculty	N/A	7.5 hours per month	15 hours per year





		worked (Aug-May)	
Staff	7.5 hours per month worked	7.5 hours per month worked	
Admin	7.5 hours per month worked	7.5 hours per month worked10 Days	
Network	7.5 hours per month worked	7.5 hours per month workedN/A	

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Approve vacation time requests for all employees
- Determine equivalent days when holidays fall on weekends or school days
- Coordinate holiday and vacation schedules across both charter schools
- Ensure adequate staffing during holiday and vacation periods
- Maintain records of holiday and vacation usage
- Develop procedures for vacation scheduling and approval

### Principal Responsibilities

Each principal shall:

- Coordinate with the CEO on staff vacation requests
- Ensure adequate coverage during employee absences
- Monitor holiday and vacation usage at their school
- Submit staffing needs to the CEO for holiday periods

### Board of Directors Authority

The Board of Directors shall:

- Approve holiday and vacation policies



- Set annual calendar including holiday dates
- Review vacation and holiday costs in budget planning
- Ensure competitive benefits for employee retention

## SCHEDULING PROCEDURES

The CEO shall establish procedures for vacation scheduling that:

- Prioritize operational needs of both charter schools
- Provide fair opportunity for all eligible employees
- Ensure adequate advance notice requirements
- Coordinate between Knoxville Preparatory School and Chattanooga Preparatory School
- Maintain essential services during peak vacation periods

## COMPLIANCE FRAMEWORK

Holiday and vacation policies shall comply with:

- Tennessee state law regarding legal holidays
- Federal employment regulations
- Charter agreements with authorizing LEAs
- Fair Labor Standards Act requirements
- Employment contract provisions

The CEO shall ensure that vacation and holiday policies support employee satisfaction while maintaining operational effectiveness at both charter schools.

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### Legal References

1. [TCA 15-1-101](#)
2. [TCA 49-6-3004\(b\)](#)

### Cross References

- Orientation and Probation 5.107
- Short Term Leaves of Absence 5.300
- Personal and Professional Leave 5.303



Prep Public Schools			
Monitoring: Annually, in February	Descriptor Term:  5.401 - Acquired Immune Deficiency Syndrome (AIDS)	Descriptor Code: 5.401	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## LIABILITY AND NON-DISCRIMINATION

An employee who is diagnosed with HIV infection or AIDS shall not be prevented from continuing his/her employment at either Knoxville Preparatory School or Chattanooga Preparatory School. Disciplinary action may not be taken against an employee solely on the basis of HIV infection or AIDS.

The CEO shall make reasonable accommodation to enable the employee with HIV infection or AIDS to perform employment duties as may be required by state or federal law.<sup>1</sup>

## HIV/AIDS TESTING

A school official cannot require any employee to undergo an HIV antibody test or other HIV-related test. This does not preclude school officials from requiring an employee to undergo an examination when another communicable illness is suspected.<sup>2</sup>

## CONFIDENTIALITY

If information is received regarding an employee's HIV status, the CEO may consult with legal counsel on the appropriate course of action to pursue, bearing in mind Prep Public Schools' potential liability for defamation, employment discrimination, and breach of confidentiality requirements.<sup>3</sup>

Information about an employee's HIV status is not to be documented in the employee's personnel file and shall not be faxed.<sup>1,3</sup>

Information obtained is confidential and may not be released to anyone except:<sup>3</sup>

1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form;



2. Persons listed on a court order, and
3. Persons authorized to receive such information without a release or court order according to state law.

Under no circumstances shall information identifying an employee with AIDS be released to the public.

## INFECTION CONTROL

To prevent and manage exposure in the workplace, all employees at both charter schools will receive in-service training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard. The Board of Directors shall follow the most current Centers for Disease Control and Prevention (CDC) Universal Precautions for Preventing Transmission of Blood-borne Infections.<sup>1</sup>

## EDUCATION AND TRAINING

Annually, the CEO shall ensure that all employees, including newly hired staff, receive current HIV training. These programs can utilize the educational/training resources of agencies or private institutions with personnel trained in the areas of HIV/AIDS prevention education.<sup>1</sup>

The CEO shall be responsible for developing, revising, and implementing the administrative procedures for this policy. The CEO shall be responsible for enforcing this policy by communicating it to all personnel and by providing necessary instruction to all administrators.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Make reasonable accommodations for employees with HIV/AIDS
- Consult with legal counsel on confidentiality matters
- Ensure annual HIV/AIDS training for all employees
- Develop and implement administrative procedures
- Enforce policy compliance across both charter schools
- Maintain strict confidentiality of medical information

### Principal Responsibilities

Each principal shall:



- Ensure policy compliance at their respective school
- Coordinate training implementation with the CEO
- Maintain confidentiality of any medical information
- Report any concerns to the CEO
- Support reasonable accommodations as directed

### Board of Directors Authority

The Board of Directors shall:

- Approve HIV/AIDS policies and procedures
- Ensure compliance with CDC guidelines
- Support adequate training resources
- Review policy effectiveness and legal compliance

## WORKPLACE SAFETY

The CEO shall ensure that:

- Universal precautions are followed at both charter schools
- Appropriate safety equipment is available to all staff
- Training includes proper handling of blood-borne pathogens
- Incident reporting procedures are established
- Regular safety assessments are conducted

## LEGAL COMPLIANCE

This policy shall comply with:

- Americans with Disabilities Act requirements
- Tennessee state confidentiality laws
- OSHA Blood-borne Pathogens Standard
- Equal employment opportunity regulations
- State Board of Education policies

The CEO shall ensure that all actions taken under this policy protect both employee rights and workplace safety while maintaining legal compliance.

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### Legal References

1. [State Board of Education Policy 5.300](#)
2. [29 CFR § 1630.13\(b\)](#); [TCA 49-2-203\(b\)\(2\)](#); [TCA 49-5-710\(a\)\(7\)](#); [TCA 49-5-404](#)



3. [TCA 68-10-113](#)

Cross References

- Section 504 and ADA Grievance Procedures 1.802
- Promoting Student Welfare 6.400
- Hepatitis B (HBV) 5.402



Prep Public Schools			
Monitoring: Annually, in February	Descriptor Term:  5.402 - Hepatitis B (HBV)	Descriptor Code: 5.402	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

All schools operated by Prep Public Schools shall provide a sanitary environment and shall establish routines for handling body fluids that are recommended by appropriate health professionals.<sup>1</sup>

All personnel at both Knoxville Preparatory School and Chattanooga Preparatory School shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The CEO shall develop, in consultation with medical personnel, administrative procedures to be distributed to all staff. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out across both charter schools, special emphasis shall be placed in those areas of school operation that potentially present a greater need for these precautions.

## CONFIDENTIALITY AND NON-DISCRIMINATION<sup>2</sup>

In all instances, personnel at both charter schools shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The CEO shall initiate procedures to ensure that all medical information will be held in strict confidence. Any school employee who violates confidentiality shall be subject to appropriate disciplinary measures.

Under no circumstances shall information identifying an employee with HBV be released to the public.

## SAFETY



Employees who are at high risk of occupational exposure shall be identified and provided with personal protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include, but are not limited to, custodians, school nurses, special education teachers and instructional assistants, playground supervisors, coaches, and physical education teachers.

When any employee is known to have been exposed to HBV on the job site, the employee will be notified immediately by a supervisor, and the Board of Directors shall provide vaccinations.

The principal will ensure that an accident report is filed for all accidents. The report will include the employee's name, date of the accident, an explanation of the accident, and the care used in treating the individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

## EDUCATION AND UNIVERSAL PRECAUTIONS

HBV education, including universal precautions on handling blood and other body fluids, will be provided to all school personnel and volunteers and may include members of the Board of Directors.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Develop administrative procedures in consultation with medical personnel
- Ensure training and supplies are available to all personnel
- Coordinate HBV prevention programs across both charter schools
- Initiate confidentiality procedures for medical information
- Ensure high-risk employees receive appropriate protection
- Oversee vaccination programs and exposure response

### Principal Responsibilities

Each principal shall:

- Implement safety procedures at their respective school
- Ensure accident reports are filed and maintained
- Coordinate with the CEO on employee exposure incidents
- Monitor compliance with universal precautions
- Support training implementation at their school





## Board of Directors Authority

The Board of Directors shall:

- Approve HBV prevention policies and procedures
- Authorize funding for vaccinations and protective equipment
- Ensure adequate resources for safety programs
- Support employee health and safety initiatives

## PREVENTION MEASURES

The CEO shall ensure that prevention measures include:

- Regular training on universal precautions for all staff
- Availability of appropriate personal protective equipment
- Proper disposal procedures for contaminated materials
- Clear protocols for exposure incidents
- Coordination with healthcare providers for vaccinations

## HIGH-RISK POSITIONS

Special attention shall be given to employees in positions with higher exposure risk, including:

- School nurses and health assistants
- Custodial and maintenance staff
- Special education personnel
- Physical education teachers and coaches
- Transportation personnel
- Food service workers

## INCIDENT RESPONSE

When exposure incidents occur:

- Immediate notification of the affected employee
- Prompt medical evaluation and treatment
- Documentation of the incident and response
- Follow-up care and monitoring as needed
- Review of procedures to prevent future incidents

## COMPLIANCE FRAMEWORK



HBV prevention programs shall comply with:

- OSHA Blood-borne Pathogens Standard
- Tennessee state health regulations
- CDC recommendations for workplace safety
- Federal privacy laws regarding medical information
- Charter agreements with authorizing LEAs

The CEO shall ensure that HBV prevention protects employee health while maintaining operational effectiveness at both charter schools.

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#### Legal References

1. [29 CFR § 1910.1030](#)
2. [TCA 68-10-113](#)

#### Cross References

- Acquired Immune Deficiency Syndrome (AIDS) 5.401
- Safety 3.201
- Workers' Compensation 3.602



Prep Public Schools			
Monitoring: Annually, in February	Descriptor Term:  5.403 - Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## REASONABLE SUSPICION DRUG TESTING

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion, and when appropriate, refer the matter to the CEO. It is not the supervisor's responsibility to attempt diagnosis. All information, facts, and circumstances leading to and supporting this suspicion shall be included in a written report detailing the basis for the suspicion. After the report is filed, the employee shall be notified.

Any employee at either Knoxville Preparatory School or Chattanooga Preparatory School may be required to submit to substance screening if the following conditions exist, including but not limited to:

1. Observed manufacture, distribution, dispense, possession, use, or under the influence of any illegal or unauthorized drugs or any alcohol;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributed to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury; or
5. Violation of criminal statutes involving the use of illegal or unauthorized drugs or any alcohol and/or violations of drug statutes.

## TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function shall adhere to the requirements of this policy and all procedures relating to this policy.<sup>1</sup>

The use, possession, sale, purchase, or transfer of any controlled substances, except medically prescribed drugs on school property, while on school business, or while operating school



vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work, or having any measurable amount of alcohol in the employee's system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects the driver's attendance or performance and his/her ability to pass required Department of Transportation alcohol and controlled substance tests. Any violation of this policy is grounds for termination and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the CEO. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

## PROCEDURES

The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employees/applicants for alcohol and drug use and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

## IMPLEMENTATION

The CEO is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes, and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon Board of Directors approval of how the program will be accomplished, whether in-house, contracted, or by consortium.

## DISSEMINATION

The CEO shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.<sup>2</sup> The CEO is designated to answer questions about this policy, procedures, and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities



The CEO shall:

- Implement and oversee the drug testing program
- Ensure consistent enforcement across both charter schools
- Maintain required federal records and documentation
- Communicate policies and procedures to all affected employees
- Review and update the program periodically
- Handle all questions and concerns about testing procedures
- Coordinate with testing contractors or consortium

### Principal Responsibilities

Each principal shall:

- Report suspected substance abuse to the CEO
- Ensure proper documentation of incidents at their school
- Coordinate with the CEO on testing procedures
- Support policy enforcement at their respective school
- Maintain confidentiality of testing information

### Supervisor Responsibilities

Trained supervisors shall:

- Observe and document behavior that may indicate substance abuse
- Report concerns to the CEO through proper channels
- Complete required training on recognizing impairment
- Maintain accurate written reports of observations
- Avoid attempting to diagnose substance abuse

### Board of Directors Authority

The Board of Directors shall:

- Approve drug and alcohol testing policies
- Authorize the method of program implementation
- Ensure adequate funding for testing programs
- Review program effectiveness and legal compliance

## TRAINING REQUIREMENTS

The CEO shall ensure that:



- Supervisors receive training on recognizing signs of impairment
- All employees understand policy requirements and procedures
- CDL drivers receive specific DOT-required training
- Regular refresher training is provided
- Training records are maintained

## CONFIDENTIALITY AND RECORDS

All drug and alcohol testing information shall be:

- Kept strictly confidential
- Stored separately from personnel files
- Accessed only by authorized personnel
- Maintained according to federal requirements
- Protected from unauthorized disclosure

## COMPLIANCE FRAMEWORK

Drug and alcohol testing programs shall comply with:

- Department of Transportation regulations for CDL drivers
- Omnibus Transportation Employee Testing Act
- Federal Motor Carrier Safety Administration requirements
- Tennessee state employment laws
- Charter agreements with authorizing LEAs

The CEO shall ensure that testing procedures protect employee rights while maintaining workplace safety and regulatory compliance.

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### Legal References

1. [Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331](#)
2. [49 CFR § 382.601](#)

### Cross References

- Alcohol & Drugs in the Workplace 1.804
- Employee Conduct 5.100
- Transportation Safety 3.400



Prep Public Schools			
Monitoring: Annually, in February	Descriptor Term:  5.500 - Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Employees at both Knoxville Preparatory School and Chattanooga Preparatory School shall be provided a work environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as conduct, advances, gestures, or words, either written or spoken, of a sexual, racial, ethnic, or religious nature that:

1. Unreasonably interferes with the individual's work or performance;
2. Creates an intimidating, hostile, or offensive work environment;
3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
4. Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

## REPORTING PROCEDURES

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately.<sup>2</sup> This report shall be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinator or the CEO. Allegations of discrimination/harassment shall be fully investigated. An oral complaint may be submitted; however, such complaint shall be reduced to writing to ensure a more complete investigation. The complaint shall include the following information:

1. Identity of the alleged victim and person accused;



2. Location, date, time, and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

## CONFIDENTIALITY

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

## CONSEQUENCES AND RETALIATION

A substantiated charge against an employee shall result in disciplinary action, up to and including, termination. A substantiated charge against a student may result in corrective or disciplinary action, up to and including, suspension.

There will be no retaliation against any person who reports discrimination/harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

## APPEALS

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the CEO.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Ensure policy implementation across both charter schools
- Investigate or designate investigators for harassment complaints
- Coordinate with the Federal Rights Coordinator
- Take appropriate disciplinary action when violations are substantiated





- Maintain confidentiality while ensuring thorough investigations
- Provide training and awareness programs for all staff
- Handle appeals of disciplinary decisions

### Principal Responsibilities

Each principal shall:

- Receive and process initial harassment complaints
- Report all complaints to the CEO
- Support investigation processes at their school
- Implement preventive measures and training
- Monitor workplace climate and culture
- Ensure staff understand reporting procedures

### Federal Rights Coordinator Responsibilities

The Federal Rights Coordinator shall:

- Receive complaints when supervisors are the alleged offenders
- Assist in investigation processes
- Provide guidance on federal compliance requirements
- Coordinate with the CEO on policy implementation
- Handle appeals as designated

### Board of Directors Authority

The Board of Directors shall:

- Approve discrimination and harassment policies
- Ensure adequate resources for prevention and investigation
- Review policy effectiveness and compliance
- Support a discrimination-free workplace culture

## PREVENTION AND TRAINING

The CEO shall ensure that:

- All employees receive regular training on discrimination and harassment prevention
- Supervisors receive specific training on recognizing and addressing harassment
- New employees receive policy orientation during onboarding
- Awareness programs promote respectful workplace culture
- Resources are available for employees with concerns



## INVESTIGATION PROCEDURES

When discrimination/harassment is reported:

- Immediate action shall be taken to ensure a safe work environment
- Thorough and impartial investigations shall be conducted
- Both parties shall be treated with respect and dignity
- Appropriate interim measures shall be implemented as needed
- Timely resolution shall be pursued while ensuring thoroughness

## COMPLIANCE FRAMEWORK

This policy shall comply with:

- Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Tennessee state anti-discrimination laws
- Equal Employment Opportunity Commission guidelines
- Charter agreements with authorizing LEAs

The CEO shall ensure that Prep Public Schools maintains a workplace free from discrimination and harassment while providing appropriate due process for all parties.

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### Legal References

1. [29 CFR §1604.11](#); [TCA 5-23-104](#)
2. [20 USCA § 1681](#)

### Cross References

- Equal Opportunity Employment 5.104
- Complaints and Grievances 5.501
- Title IX & Sexual Harassment 6.3041



Prep Public Schools			
Monitoring: Annually, in February	Descriptor Term:  5.501 - Complaints and Grievances	Descriptor Code: 5.501	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

Conflicts shall be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned shall consult his/her supervisor. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision, up to and including, the CEO.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate supervisor, the staff member may take the problem directly to the CEO. After review of the case, the CEO shall take action as he/she deems appropriate, and within a prompt, reasonable time, shall notify all parties concerned of his/her decision.

## HARASSMENT/DISCRIMINATION GRIEVANCES

Employees shall notify any Prep Public Schools complaint manager if they believe the Board of Directors, employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, board policy, or the following:<sup>1,2,3</sup>

1. Age Discrimination Employment Act;<sup>1</sup>
2. Title II of the Americans with Disabilities Act;<sup>4</sup>
3. Title IX of the Education Amendments of 1972;<sup>5</sup>
4. Section 504 of the Rehabilitation Act of 1973;<sup>6</sup> or
5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.<sup>7,5</sup>



The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

## **FILING A COMPLAINT**

An employee who wishes to avail himself/herself to this grievance procedure may do so by filing a complaint with any Prep Public Schools complaint manager. The employee may request a complaint manager of the same sex. The complaint manager may assist the employee in filing a grievance.

## **INVESTIGATION**

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance of his/her findings with the CEO. If a complaint contains allegations involving the CEO, the written report shall be filed with the Board of Directors. The CEO shall keep the Board of Directors informed of all complaints.

## **DECISION AND APPEAL**

After receipt of the complaint manager's report, the CEO shall render a written decision within five (5) days of the receipt of the report that shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the Board of Directors by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Directors. Thereafter, the Board of Directors shall, within thirty (30) days from the date the appeal was received, review the report, affirm, overrule, or modify the decision, and render a written finding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a board hearing.

## **APPOINTING COMPLAINT MANAGERS**



The CEO shall appoint at least two (2) complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager. The CEO shall make employees aware of each complaint manager's contact information.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Appoint complaint managers for the organization
- Handle employment-related complaints and grievances
- Make final decisions on complaint investigations (except when CEO is involved)
- Ensure timely resolution of conflicts
- Maintain confidentiality of grievance processes
- Keep the Board of Directors informed of complaints
- Coordinate complaint procedures across both charter schools

### Complaint Manager Responsibilities

Complaint managers shall:

- Receive and process formal complaints
- Conduct or oversee complaint investigations
- Assist employees with filing grievances
- Maintain confidentiality throughout the process
- Provide written reports within required timeframes
- Forward appeals to the Board of Directors

### Principal Responsibilities

Each principal shall:

- Serve as first-level supervisors for employment issues
- Attempt to resolve conflicts at the school level
- Report unresolved issues to the CEO
- Support the grievance process when needed
- Maintain awareness of complaint procedures

### Board of Directors Authority

The Board of Directors shall:



- Hear appeals of CEO decisions
- Make final determinations on grievances
- Approve complaint and grievance policies
- Ensure adequate resources for complaint resolution
- Review complaint trends and policy effectiveness

## PROTECTION AND FAIRNESS

The CEO shall ensure that:

- No retaliation occurs against employees filing complaints
- All parties are treated fairly and with respect
- Confidentiality is maintained to the extent possible
- Investigations are thorough and impartial
- Timelines are met for all steps in the process

## COORDINATION BETWEEN SCHOOLS

For complaints involving employees at both charter schools:

- The CEO shall coordinate investigation efforts
- Consistent procedures shall be followed
- Communication shall be maintained between schools
- Resolution shall consider impact on both schools

## COMPLIANCE FRAMEWORK

Complaint and grievance procedures shall comply with:

- Federal equal employment opportunity laws
- Tennessee state employment regulations
- Due process requirements
- Charter agreements with authorizing LEAs
- Professional standards for educators

The CEO shall ensure that complaint procedures protect employee rights while maintaining effective organizational operations.

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### Legal References

1. [Age Discrimination Employment Act, 29 USCA § 621; 42 USCA § 6101; 34 CFR § 110.25](#)
2. [Equal Pay Act, 29 USCA § 206\(d\)](#)



3. [Immigration Reform and Control Act, 8 USCA § 1324](#)
4. [Americans with Disabilities Act, 42 USCA § 12101](#)
5. [Title IX of the Education Amendments, 20 USCA § 1681](#)
6. [Section 504 of the Rehabilitation Act, 29 USCA § 701](#)
7. [Title VII of Civil Rights Act, 42 USCA § 2000e](#)

#### Cross References

- Section 504 and ADA Grievance Procedures 1.802
- Equal Opportunity Employment 5.104
- Discrimination/Harassment of Employees 5.500
- Title IX & Sexual Harassment 6.3041



Prep Public Schools			
Monitoring:  Annually, in February	Descriptor Term:  <b>5.701 - Substitute Teachers</b>	Descriptor Code:  5.701	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies until a licensed teacher is available at Knoxville Preparatory School and Chattanooga Preparatory School.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the Board of Directors or by a third-party employer through an agreement between such third-party employer and the Board of Directors.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by Prep Public Schools.<sup>2</sup>

## APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

Applicants with revoked or suspended licenses or certificates according to the State Board of Education shall not be hired.<sup>4</sup>

Qualifications for substitute teachers shall be determined by the CEO in compliance with Board of Directors policy, state laws, and State Board of Education rules and regulations.

A list of substitute teacher(s) will be prepared by the CEO who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information for use at both Knoxville Preparatory School and Chattanooga Preparatory School.

## COMPENSATION

If employed directly by Prep Public Schools, the compensation of substitute teachers shall be determined annually by the Board of Directors.





Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.<sup>5</sup>

## CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be a retired teacher that held the appropriate endorsement.<sup>6</sup> When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

## EMERGENCY NEEDS

All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations at both charter schools. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

## TRAINING AND ORIENTATION

The CEO shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers that includes the annual school safety training required by state law.<sup>7</sup> Training shall address the specific needs and procedures of both Knoxville Preparatory School and Chattanooga Preparatory School.

## RESPONSIBILITIES

Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited to, bus duty and playground supervision at their assigned charter school location.

## RE-EMPLOYMENT/TERMINATION

On an annual basis, the CEO, with input from the principals of both charter schools, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.



All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third-party employer if they wish to terminate their service as substitutes.

The CEO shall ensure compliance with charter agreements and authorizing LEA requirements regarding substitute teacher qualifications and employment.

#### Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\)](#)
7. [TCA 49-2-203\(a\)\(14\)\(A\)](#); TCA 49-6-805(7)

#### Cross References

- Background Investigations 5.118
  - Employment of Retirees 5.119
  - Application and Employment 5.106
  - Job Descriptions 5.103
  - Personnel Administration Policies 1.800 series
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Prep Public Schools			
Monitoring: Annually, in February	Descriptor Term:  5.800 – Chief Executive Officer	Descriptor Code: 5.800	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The CEO shall be the chief executive officer of the school district and shall have, under the direction of the Board, general supervision of all the public schools, personnel, and departments of the school district. The CEO is responsible for the management of the schools under the Board’s policies and is accountable to the Board.<sup>1</sup>

The CEO, at his/her discretion, may delegate any of his/her duties to other school personnel.

#### Legal References

1. TCA 49-2-301 (a)
2. TCA 49-2-301 (e)



Prep Public Schools			
Monitoring:  Annually, in February	Descriptor Term:  <b>5.801 - CEO Recruitment and Selection</b>	Descriptor Code: 5.801	Issued Date: July 9, 2025
		Rescinds:	Issued: July 9, 2025

## General

When a vacancy occurs, the appointment of a Chief Executive Officer (CEO) is a function of the Board of Directors.<sup>1</sup> The Board of Directors is responsible for finding the person it believes can most effectively translate into action the policies of the Board of Directors and the goals of the organization, community, and professional staff serving both Knoxville Preparatory School and Chattanooga Preparatory School.

The Board of Directors may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board of Directors after a thorough consideration of qualified applicants. An interim CEO appointed during the time of a search shall not become a candidate unless the Board of Directors expressly permits such inclusion in the selection process. A board member may not apply for or in any other way be considered for the position of CEO.<sup>2</sup>

## Search Process

If the Board of Directors chooses to conduct a search to fill the position, the Board shall initially develop the following:

1. Job description that addresses the unique requirements of leading a Charter Management Organization;
2. Timeline for the search process;
3. System for accepting and reviewing applications; and
4. Selection process which shall include, but not be limited to, the following:<sup>3</sup>



a. The Board of Directors may invite the community to participate in the process of selecting a CEO. This may include stakeholders from both charter school communities. Resumes of persons interviewed by the Board shall be available at the principal office (1849 Union Ave., Chattanooga, Tennessee 37404) for public inspection.

b. The interview process for each finalist shall include an interview with the entire Board of Directors and may include meetings with various staff and community groups from both charter schools.

c. Candidates shall be interviewed by the Board of Directors in an open session. Only board members will be allowed to ask questions during the interview.

d. The Board of Directors shall attempt to select a CEO by unanimous vote, but only a majority vote of the membership of the Board shall be required for the appointment of a CEO.

#### Charter Management Organization Considerations

The search process shall consider candidates' experience and qualifications relevant to:

1. Charter school governance and operations;
2. Managing multiple school sites;
3. Working with Local Education Agency authorizers;
4. Nonprofit organization leadership; and
5. Educational leadership in urban, college-preparatory environments.

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#### Legal References

1. [TCA 49-2-203\(a\)\(13\)](#)
2. [TCA 49-2-203\(a\)\(1\)\(D\)](#)
3. [TCA 49-2-203\(a\)\(13\)\(B\)](#)

#### Cross References

- Code of Ethics 1.106
- School Board Meetings 1.400
- Compliance with Charter Authorizer Requirements 1.904
- Personnel Records 5.114



## Section 6 – Students



Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.200 - Attendance</b>	Descriptor Code:  6.200	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session at Knoxville Preparatory School and Chattanooga Preparatory School.

The CEO/designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

The Attendance Supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s).<sup>3</sup>



Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:<sup>4</sup>

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;<sup>5</sup>
6. Pregnancy;
7. School-endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:<sup>6</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

## TRUANCY

Annually, the CEO/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled





school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and Prep Public Schools provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>7</sup>

A student who is absent five (5) days without adequate excuse shall be reported to the CEO/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the CEO shall implement tier two of the progressive truancy plan described below prior to referral to juvenile court.

#### Progressive Truancy Plan<sup>8</sup>

Tier I of the progressive truancy plan shall apply to all students within both charter schools and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, positive behavioral interventions and supports, mentoring programs, family engagement initiatives, and academic support services.

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's



attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions: school-based community services; participation in a school-based restorative justice program; referral to a school-based teen court; Saturday or after-school courses designed to improve attendance and behavior. The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the CEO/designee.

## **MAKE-UP WORK**

Students with excused absences shall be allowed to make up missed work within a reasonable time frame as determined by the teacher and school administration. Teachers shall provide assignments and support to help students maintain academic progress.

## **STATE-MANDATED ASSESSMENT**

Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed doctor's excuse or shall have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

## **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>9</sup> If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism; and
2. Procedures in due process are available to the student when credit or promotion is denied.

## **DRIVER'S LICENSE REVOCATION<sup>2</sup>**



A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

## ATTENDANCE HEARING<sup>10</sup>

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the CEO/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the CEO/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the CEO/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board of Directors, and the Board of Directors shall review the record. Following the review, the Board of Directors may affirm or overturn the decision of the CEO/designee. The action of the Board of Directors shall be final.

## Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
10. [TRR/MS 0520-01-02-.17\(7\)](#)

## Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301



- Field Trips/Excursions/Competitions 4.302
  - Reporting Student Progress 4.601
  - Promotion and Retention 4.603
  - Recognition of Religious Beliefs, Customs, & Holidays 4.803
  - Voluntary Pre-K Attendance 6.2011
  - Homeless Students 6.503
  - Students in Foster Care 6.505
  - Students from Military Families 6.506
  - Student Records 6.600
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Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.202 - Home Schools</b>	Descriptor Code:  6.202	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization that conducts church-related schools<sup>1</sup> are exempt from the following provisions but shall follow procedures issued by the State Department of Education.

A parent/guardian wishing to conduct a home school shall meet the following requirements:<sup>2</sup>

1. Provide annual notice to the CEO before the commencement of each school year of the intent to conduct a home school;
2. Submit to the CEO the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the parent-teacher;
3. Maintain attendance records, subject to inspection by the CEO;
4. Submit attendance records to the CEO at the end of each school year;
5. Provide instruction for at least four (4) hours per day for the same number of instructional days as required by state law;<sup>3</sup>
6. Possess a high school diploma or a high school equivalency credential approved by the State Board of Education;<sup>4</sup>
7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education/designee or by a professional testing service in grades five



(5), seven (7), and nine (9);

8. Take actions according to state law if home school student falls behind appropriate grade level;
9. Submit proof to the CEO that other health services and examinations as required by state law have been received by the home school student; and
10. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent-teacher.

If one or more of these requirements are not met, the Board of Directors authorizes the CEO to take formal action to bring the child into compliance with the compulsory attendance law (until the child has reached age seventeen (17), either in the home school or in a public, private, or church-related school).

## FACILITIES USE

School facilities at Knoxville Preparatory School or Chattanooga Preparatory School shall be available for home school instruction only when all of the following conditions exist:

1. Special needs courses are being taught which require services unavailable to the home school student;
2. These services cannot be provided through any means other than the schools;
3. Requests for services are made known by the home school parent when notice is given to the CEO of the intent to conduct a home school;
4. The CEO investigates the request and makes recommendations to the Board of Directors;
5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of Prep Public Schools shall be incurred; and
6. Approval by the Board of Directors shall be on a case-by-case basis.



## RECORD ACCESS

The CEO, through the Attendance Supervisor, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the compulsory attendance law.

## STUDENT PERFORMANCE<sup>5</sup>

The CEO shall develop administrative procedures regarding necessary consultations with home school parents in regard to student performance.

### Legal References

1. [TCA 49-50-801\(a\)](#)
2. [TCA 49-6-3050\(b\), \(c\)](#)
3. [TCA 49-6-3004\(a\); TCA 49-6-3050\(b\)\(3\)](#)
4. [TCA 49-6-3050\(b\)\(4\)](#)
5. [TCA 49-6-3050\(b\)\(6\)](#)

### Cross References

- Compulsory Attendance Ages 6.201
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Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.203 - School Admissions</b>	Descriptor Code:  6.203	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Any student entering Knoxville Preparatory School or Chattanooga Preparatory School for the first time shall present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
2. Evidence of a current medical examination;<sup>2</sup> and
3. Evidence of state-required immunizations or exemption as authorized by state law.<sup>3</sup>

The name used on the records of a student entering school shall be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.<sup>4</sup>

A child whose care, custody, and support have been assigned to a resident within the charter school's enrollment area by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with Prep Public Schools.<sup>5</sup>

A student may transfer into either charter school at any time during the year if his/her parent(s)/guardian(s) moves his/her residence into the respective school's enrollment area or meets the admission criteria established in the charter agreement.

## Adjudicated Delinquent Student<sup>6</sup>

A principal or principal's designee may ask a parent/guardian in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student first enrolling in the school and when any such student:





1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency;  
or
2. Changes schools within this state.

This information shall be shared only with school employees who have responsibility for classroom instruction of the student, the school counselor, social worker, or psychologist who is developing a plan for the student while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others, and the written notification shall not become a part of the student's record.<sup>7</sup>

The CEO shall ensure compliance with all charter agreement requirements and authorizing LEA policies regarding student admissions at both Knoxville Preparatory School and Chattanooga Preparatory School.

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#### Legal References

1. [TCA 49-6-3008\(b\)](#)
2. [TRR/MS 0520-01-13-.01\(1\)\(a\)](#); [20 USCA § 1232h\(c\)](#)
3. [TCA 49-6-5001\(c\)](#)
4. [TCA 49-6-5106](#)
5. [TCA 49-6-3001\(c\)\(6\)](#)
6. [TCA 37-1-153\(e\)](#), [154](#); [TCA 49-6-3051](#); [Public Acts of 2024, Chapter No. 721](#)
7. [TCA 49-6-3051\(d\)](#)

#### Cross References

- Admission of Suspended/Expelled Students 6.318
- Homeless Students 6.503
- Migrant Students 6.504
- Students in Foster Care 6.505
- Students from Military Families 6.506



Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.300 - Code of Conduct</b>	Descriptor Code:  6.300	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The Board of Directors delegates to the CEO the responsibility of developing specific codes of conduct which are appropriate for each level of school at Knoxville Preparatory School and Chattanooga Preparatory School.<sup>1</sup> Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as positive behavioral interventions and supports, restorative practices, and social-emotional learning approaches. Exclusionary discipline shall only be used as a measure of last resort.<sup>2</sup> The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behaviors supports and interventions.<sup>3</sup>

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.



In order to ensure that these goals are accomplished, Prep Public Schools shall utilize the following trauma-informed discipline practices: restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports, behavior intervention plans. Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

## MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>6</sup>
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

## Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if the student understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

## Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits



- Strict supervised study
- Detention
- In-school suspension
- Restorative justice practices

## MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

### Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

### Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- Restorative justice practices

## MISBEHAVIORS: LEVEL III



This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

#### Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

#### Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The principal may refer the incident to the CEO and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.

#### Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer
- Restorative justice practices

#### MISBEHAVIORS: LEVEL IV



This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of Directors.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.<sup>7</sup>

Examples (not an exclusive listing)<sup>8</sup>

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Threat of mass violence on school property or at a school-related activity\*
- Extortion
- Bomb threat\*
- Possession, use, and/or transfer of dangerous weapons
- Assault
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer\*
- Aggravated assault\*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug)\*
- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

- Law enforcement officials and the CEO are immediately contacted, if applicable.<sup>9</sup>
- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Recommendations are made to the CEO.
- The principal notifies the staff members of the resolution.



- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

### Disciplinary Options

- Other hearing authority or Board of Directors action which results in appropriate placement
- Restorative justice practices

\*Designates zero tolerance offenses.

### Legal References

1. [TCA 49-6-4005](#)
2. [TCA 49-6-3024](#)
3. [TCA 49-6-2801](#)
4. [TCA 49-6-4002](#)
5. [TCA 49-6-4109](#)
6. [TCA 49-6-4009](#)
7. [TCA 49-6-2802](#)
8. [TCA 39-16-517](#); [TCA 49-6-3401\(g\)](#); [Public Acts of 2024, Chapter No. 882](#); [Public Acts of 2024, Chapter No. 915](#)
9. [Public Acts of 2024, Chapter No. 882](#)

### Cross References

- Security 3.205
- Traffic and Parking Controls 3.403
- Procedural Due Process 6.302
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Title IX & Sexual Harassment 6.3041
- Interference/Disruption of School Activities 6.306
- Bus Safety and Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Corporal Punishment 6.314
- Detention 6.315
- Suspension 6.316
- Safe Relocation of Students 6.4081



Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.304 - Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</b>	Descriptor Code:  6.304	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited at Knoxville Preparatory School and Chattanooga Preparatory School.<sup>1</sup>

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).<sup>2</sup> This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.<sup>3</sup>

The CEO shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

## DEFINITIONS<sup>4</sup>

"Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;





2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

"Cyber-bullying" is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

"Hazing" is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of Prep Public Schools shall not encourage, permit, condone, or tolerate hazing activities.

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.<sup>5</sup>

## COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.<sup>6</sup>

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the CEO with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.<sup>7</sup> The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or



cyber-bullying. The principal/designee shall provide information on counseling and support services available through Prep Public Schools. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.<sup>8</sup>

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>7</sup> If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the CEO with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.<sup>7</sup> Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>9</sup> a written report on the investigation will be delivered to all involved parties and the CEO.

## RESPONSE AND PREVENTION<sup>10</sup>

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator or the CEO.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

## REPORTS



When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the CEO and the Chair of the Board of Directors.<sup>11</sup>

By July 1st of each year, the CEO/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board of Directors at its regular July meeting, and it shall be submitted to the state department of education by August 1st.<sup>12</sup>

## RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.<sup>13</sup>

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.<sup>14</sup>

### Legal References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686](#)
2. [TCA 49-6-4503\(b\)\(11\)](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [TCA 49-2-120](#)
6. [TCA 49-6-4503\(b\)\(5\)](#)
7. [TCA 49-6-4503\(b\)\(6\)](#)
8. [TCA 49-6-4503\(b\)\(14\)](#)
9. [20 USCA § 1232g](#)
10. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#)
11. [TCA 49-6-4503\(d\)\(3\)](#)
12. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
13. [TCA 49-6-4503\(b\)\(9\)](#)
14. [TCA 49-6-4503\(b\)\(10\)](#)

### Cross References

- Section 504 and ADA Grievance Procedures 1.802
- Staff-Student Relations 5.610
- Student Goals 6.100



**PREP  
PUBLIC  
SCHOOLS**

- Title IX & Sexual Harassment 6.3041
- Code of Conduct 6.300
- Student Concerns 6.305
- Reporting Child Abuse 6.409
- Emergency Contact Information 6.410
- Student Suicide Prevention 6.415



Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.3041 - Title IX &amp; Sexual Harassment</b>	Descriptor Code: 6.3041	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited at both Knoxville Preparatory School and Chattanooga Preparatory School.<sup>1</sup> This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).<sup>2</sup> The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.<sup>3</sup> These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.<sup>3</sup>

All employees shall receive training on complying with this policy and federal law.<sup>4</sup>

### Title IX Coordinator<sup>5</sup>

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Randi DeMagistris, Edpact

Mailing address: 1849 Union Ave., Chattanooga, Tennessee 37404

Email: [hr@prepschools.org](mailto:hr@prepschools.org)

### Definitions<sup>4</sup>



"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:<sup>3</sup>

1. A Prep Public Schools employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault,<sup>6</sup> dating violence,<sup>7</sup> domestic violence,<sup>8</sup> or stalking<sup>9</sup> as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

"Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.



The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of Prep Public Schools to provide the supportive measures.

### Grievance Process

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.<sup>10</sup>

While Prep Public Schools will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with Prep Public Schools' legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.<sup>11</sup> If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.<sup>12</sup> The Title IX Coordinator shall keep the CEO informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.<sup>13</sup>

### Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the CEO.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:<sup>14</sup>



1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.<sup>15</sup>

#### Investigations<sup>16</sup>

The CEO's designee shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on Prep Public Schools and not the complainant or respondent.

Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;<sup>17</sup>
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;





6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
  - a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>18</sup> the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the CEO.

#### Determination of Responsibility<sup>19</sup>

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.<sup>20</sup> The preponderance of the evidence standard shall be used in making this determination.<sup>21</sup>

The CEO's designee shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

#### Appeals<sup>22</sup>

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process.



Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer from the Board of Directors within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

#### Retaliation<sup>23</sup>

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

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#### Legal References

1. [34 CFR § 106.1](#)
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. [20 USCA 1092\(f\)\(6\)\(A\)\(v\)](#); [TCA 36-3-601\(10\)](#); [TCA 71-6-302](#)
7. [34 USCA 12291\(a\)\(10\)](#)
8. [34 USCA 12291\(a\)\(8\)](#); [TCA 40-14-109](#)
9. [34 USCA 12291\(a\)\(30\)](#); [TCA 39-17-315](#); [TCA 36-3-601\(11\)](#)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. [TRR/MS 0520-02-03-.09\(2\)](#); [TCA 49-5-417\(c\)](#)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. [20 USCA § 1232g](#)
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

#### Cross References



- Section 504 and ADA Grievance Procedures 1.802
- Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) 5.500
- Complaints and Grievances 5.501
- Staff-Student Relations 5.610
- Code of Conduct 6.300
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Student Concerns 6.305
- Reporting Child Abuse 6.409
- Compliance with Charter Authorizer Requirements 1.904



Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.307 - Drug-Free Schools</b>	Descriptor Code:  6.307	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds at Knoxville Preparatory School or Chattanooga Preparatory School.<sup>1</sup> This includes, but is not limited to, abuse of inhalants and prescription drugs.

Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state, and federal laws, up to and including, suspension/expulsion as well as referral for prosecution.<sup>2</sup> Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a drug-free community, the Board of Directors' plan for dealing with alcohol and drugs<sup>3</sup> shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other appropriate sources of assistance; and
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies, and judicial officials.

Through the use of state guidelines, the CEO shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;



2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;<sup>4</sup>
4. Developing administrative procedures for Prep Public Schools to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parent(s)/guardian(s) and students that compliance with this policy is mandatory.

#### Legal References

1. [TCA 39-17-715](#); [TCA 39-17-432](#)
2. [TCA 49-6-3401](#); [TCA 49-6-4209](#)
3. [TRR/MS 0520-01-13-.01\(1\)\(d\)](#)
4. [TCA 55-10-701](#); [20 USCA § 7116](#)

#### Cross References

- Alcohol & Drugs in the Workplace 1.804
  - In-Service and Professional Learning Opportunities 5.113
  - Zero Tolerance Offenses 6.309
  - Suspension 6.316
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Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.308 - Bus Safety and Conduct</b>	Descriptor Code:  6.308	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons with lawful and valid business on the bus.<sup>1</sup>

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.<sup>2</sup>

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys applicable policies and procedures pertaining to student transportation.

Any student who gets off the bus at any point between the pick-up point and school shall present the bus driver with a note of authorization from the parent/guardian or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee.



Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board of Directors and procedures maintained by the terminal school.

## USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board of Directors policy governing student conduct and discipline.

Prep Public Schools shall comply with all applicable state and federal laws related to photographs and video footage.<sup>3</sup> These materials shall be maintained for ninety (90) days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the CEO/designee, and a time shall be arranged for viewing. The CEO/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.<sup>4</sup>

The CEO shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established Board of Directors policies.

### Legal References

1. [TCA 49-6-2008](#)
2. [TCA 49-6-2118\(d\)](#)
3. [TCA 10-7-504](#); [20 USCA §1232g](#)
4. [TCA 49-6-2119](#)

### Cross References

- Student Transportation Management 3.400
- Scheduling and Routing 3.401
- Code of Conduct 6.300
- Suspension 6.316
- Student Records 6.600
- Annual Notification of Rights 6.601
- Inspection & Correction of Student Records 6.602



Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.309 - Zero Tolerance Offenses</b>	Descriptor Code:  6.309	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

In order to ensure a safe and secure learning environment at Knoxville Preparatory School and Chattanooga Preparatory School, the following offenses shall not be tolerated:<sup>1</sup>

1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>
3. Aggravated assault;<sup>4</sup>
4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, administrator, any other employee of the school, or school resource officer; or
5. Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.<sup>6</sup>

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the CEO. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the CEO.<sup>7</sup>

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>8</sup>

#### Legal References

1. [TCA 49-6-3401\(g\)](#)
2. [18 USCA § 921\(a\)\(3\)](#); [20 USCA § 7961](#)
3. [TCA 39-17-454](#); [TCA 53-10-101](#)
4. [TCA 39-13-102](#)
5. [TCA 39-13-101\(a\)\(1\)](#)
6. [TCA 39-16-517](#); [TCA 49-6-3401\(g\)\(2\)\(D\)](#); [Public Acts of 2024, Chapter No. 882](#)
7. [TCA 49-6-3401\(g\)\(2\)](#); [TCA 49-6-3402](#)





8. [TCA 49-6-4209](#); [TCA 39-17-1312](#); [20 USCA § 7961\(h\)\(1\)](#); [Public Acts of 2024, Chapter No. 882](#)

#### Cross References

- Threat Assessment Team 3.204
- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081



Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.312 - Use of Personal Communication Devices and Electronic Devices</b>	Descriptor Code:  6.312	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Students at Knoxville Preparatory School and Chattanooga Preparatory School may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks or purses during instructional time. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; and tablets.

However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work when educationally appropriate. The principal or designee may also grant a student permission to use such a device at his/her discretion.

## Consequences

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action in accordance with the student code of conduct established for each charter school.

## Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent procedures for implementing this policy while allowing for school-specific educational needs and instructional approaches.

School principals shall develop specific procedures for:



1. Secure storage of confiscated devices
2. Parent/guardian notification and device release protocols
3. Emergency use exceptions
4. Educational integration guidelines for teachers

## Compliance

This policy shall be implemented in accordance with charter agreements and authorizing LEA requirements. The CEO shall ensure regular review of procedures to maintain consistency across both charter schools while supporting educational objectives.

Prep Public Schools			
Monitoring: Annually, in March	Descriptor Term:  <b>6.316 – Suspension</b>	Descriptor Code: 6.316	Issued Date: July 9, 2025
		Rescinds:	Issued: July 9, 2025

## General

A principal may suspend a student from attendance in a specific class or school related activity without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend a student from attendance at school and all school activities.

Students may be suspended for good and sufficient reasons including, but not limited to:<sup>1</sup>

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school or the property of any person attending or assigned to the school;
5. Inciting, advising, or counseling of others to engage in any of the action that would justify suspension;
6. Marking, defacing, or destroying school property;
7. Possession of a pistol, gun, or firearm on school property;<sup>2</sup>
8. Possession of a knife or other weapons, as defined in state law, on school property;<sup>3</sup>
9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar, obscene, or threatening language;
10. Unlawful use or possession of barbitol or legend drugs as defined in state law;<sup>4</sup>
11. Engaging in behavior which disrupts a class or school-sponsored activity;
12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school-sponsored event, or an invalid threat of mass violence;<sup>5</sup>
13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
14. Assault against a school employee as defined in state law;<sup>6</sup>
15. Off-campus criminal behavior resulting in felony charges;



16. When behavior poses a danger to persons or property or disrupts the educational process;
17. Any other conduct prejudicial to good order or discipline in any school.

Except in an emergency, a principal shall not suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, then the student may not face any disciplinary action.<sup>7</sup>

When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the CEO/designee of the following:

1. Student's suspension;
2. Cause for the suspension; and
3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s), student, and the principal.

If a student is suspended during the last ten (10) days of any term or semester, he/she shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.<sup>8</sup>

## IN-SCHOOL SUSPENSION<sup>9</sup>

In-school suspension shall be offered to students as an alternative program (if applicable) to complete academic assignments and receive credit for work completed.

Students given an in-school suspension in excess of one (1) day from classes shall attend special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers.

## SUSPENSIONS LONGER THAN FIVE DAYS<sup>10</sup>

If a suspension is longer than five (5) days, the principal shall develop and implement a plan for improving the student's behavior.



## SUSPENSIONS LONGER THAN TEN DAYS<sup>11</sup>

If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall be filed within five (5) days of receipt of the notice. These appeals may be filed by the parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by Prep Public Schools if requested by the student.

The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board of Directors. If a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board of Directors.

## SCHOOL-SPONSORED EVENTS<sup>6</sup>

If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1) calendar year unless modified by the CEO. A school-sponsored event is an activity that is not directly related to a student's grade in a course of instruction.

## ORGANIZATIONAL RESPONSIBILITIES

### CEO Responsibilities

The CEO shall:

- Receive notification of all student suspensions
- Review suspension decisions for consistency across both charter schools
- Modify school-sponsored event suspensions when appropriate
- Ensure compliance with state requirements and charter agreements
- Develop procedures for implementing this policy
- Coordinate with principals on suspension matters requiring CEO involvement

### Principal Responsibilities

Each principal shall:

- Make suspension decisions in accordance with this policy
- Notify parents/guardians and the CEO of suspensions
- Develop behavior improvement plans for suspensions longer than five days
- Provide due process protections for students
- Ensure proper documentation of suspension decisions
- Coordinate readmission conferences as needed



## Board of Directors Authority

The Board of Directors shall:

- Appoint Disciplinary Hearing Authority when needed
- Hear appeals when no Disciplinary Hearing Authority is appointed
- Approve suspension policies and procedures
- Ensure adequate due process protections
- Review suspension data and trends across both charter schools

## CHARTER SCHOOL COMPLIANCE

The CEO shall ensure that suspension procedures at both Knoxville Preparatory School and Chattanooga Preparatory School comply with charter agreements and authorizing LEA requirements. The Board of Directors shall receive annual reports on suspension data, trends, and policy effectiveness.

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Legal References	Cross References
1. <a href="#">TCA 49-2-203(a)(7)</a> ; <a href="#">TCA 49-6-3401(a)</a>	Traffic and Parking Controls 3.403
2. <a href="#">TCA 39-17-1309(b)</a>	Code of Conduct 6.300
3. <a href="#">TCA 39-17-1309</a>	Procedural Due Process 6.302
4. <a href="#">TCA 53-10-101</a> ; <a href="#">TCA 39-17-454</a>	Interference/Disruption of School Activities 6.306
5. <a href="#">Public Acts of 2024, Chapter No. 882</a>	Drug-Free Schools 6.307
6. <a href="#">Public Acts of 2024, Chapter No. 915</a> ; <a href="#">TCA 39-13-101</a>	Bus Safety and Conduct 6.308
7. <a href="#">TCA 49-6-3401(i)</a>	Zero Tolerance Offenses 6.309
8. <a href="#">TCA 49-6-3401(d)</a>	Dress Code 6.310



9. <a href="#">TCA 49-6-3401(b)</a>	Student Disciplinary Hearing Authority 6.317
10. <a href="#">TCA 49-6-3401(c)(3)</a>	Alternative Education 6.319
11. <a href="#">TCA 49-6-3401(a)-(c)</a> ; <a href="#">Goss v. Lopez, 419 U.S. 565 (1975)</a> ; <a href="#">20 USCA § 1415</a>	





Prep Public Schools			
Monitoring:  Annually, in March	Descriptor Term:  <b>6.319 - Alternative Education</b>	Descriptor Code:  6.319	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General<sup>1</sup>

The Board of Directors shall ensure that Knoxville Preparatory School and Chattanooga Preparatory School operate alternative education programs for students in grades six through twelve (6-12) who have been suspended or expelled from the regular school program.

An alternative program is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. Alternative programs may be located within the regular school or be a self-contained program within a school, or may be provided through collaborative arrangements with other educational providers.

The alternative education programs shall be operated in accordance with state laws and the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional program at the student's regular school. The CEO shall develop procedures that provide appropriate educational opportunities for all students assigned to alternative education programs. These educational opportunities shall adhere to Tennessee's academic standards.<sup>2</sup>

## Assignment

Students who have been suspended for more than ten (10) days or expelled shall be assigned to an alternative education program if there is staff and space available.<sup>3</sup> Availability of staff and space shall be determined at the time the disciplinary decision is rendered. The CEO or designee shall make this determination by evaluating factors including, but not limited to, the following:

1. Level of supervision available;
2. Safety considerations; and



### 3. Type of infraction.

The CEO or designee is not required to assign a student to the alternative education program if the student committed one of the following:

1. A zero tolerance offense;<sup>4</sup> or
2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school if the location of the alternative program is on the same grounds as the school from which the student was disciplined or assigning the student to that location would endanger the safety of the students or staff.<sup>5</sup>

Consideration to assign these students to alternative education programs will be determined by the CEO or designee on a case-by-case basis.

Prior to the assignment of the student to an alternative education program, the CEO or designee shall provide written notice to the student's parent/guardian stating the reason for the student's placement.<sup>6</sup>

Placement in an alternative education setting shall be reserved for students who significantly disrupt the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws and rules and regulations related to special education shall be followed. The CEO or designee shall develop procedures regarding placement of students in the program, taking into consideration the impact of exclusionary discipline practices.<sup>7</sup>

The CEO or designee shall monitor and regularly evaluate the academic progress of each student enrolled in alternative education programs at both charter schools.

### Removal<sup>8</sup>

A student may be removed from an alternative education program if:

1. He/she violates the rules of the alternative education program; or
2. He/she is not benefitting from the assignment and all interventions have been exhausted unsuccessfully.

### Additional Offenses<sup>9</sup>

Any new disciplinary offense committed during a student's original suspension or expulsion period shall be treated as a new and separate offense. These offenses shall not constitute an extension of the original suspension or expulsion.



## Transition Plan<sup>10</sup>

The CEO or designee shall develop procedures regarding the implementation of transition plans for the integration of students assigned to alternative education programs back into the regular educational setting.

## Charter School Compliance

The CEO shall ensure that alternative education programs at both Knoxville Preparatory School and Chattanooga Preparatory School comply with charter agreements and authorizing LEA requirements. The Board of Directors shall receive annual reports on alternative education program effectiveness and student outcomes.

## Legal References

1. [TCA 49-6-3402; TRR/MS 0520-01-02-.09](#)
2. [TRR/MS 0520-01-02-.09\(9\)\(a\)](#)
3. [TCA 49-6-3402\(c\)\(1\)\(A\)](#)
4. [TRR/MS 0520-01-02-.09\(6\)\(a\); TCA 49-6-3402\(c\)\(1\)\(B\)](#)
5. [TCA 49-6-3402\(c\)\(1\)\(C\)](#)
6. [TRR/MS 0520-01-02-.09\(9\)\(i\)](#)
7. [TRR/MS 0520-01-02-.09\(9\)\(h\)](#)
8. [TCA 49-6-3402\(c\)\(2\)\(B\)](#)
9. [TRR/MS 0520-01-02-.09\(9\)\(g\)\(2\)](#)
10. [TRR/MS 0520-01-02-.09\(9\)\(m\)](#)

## Cross References

- Special Education 4.202
- Virtual Education Program 4.212
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Special Education Students 6.500



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.400 - Promoting Student Welfare</b>	Descriptor Code:  6.400	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The CEO shall develop procedures to promote and protect the health and welfare of students at Knoxville Preparatory School and Chattanooga Preparatory School. These should provide, at a minimum, for the following:

1. Student guidance services;
2. School health services;<sup>1</sup>
3. School psychological services; and
4. School social work services.

The development of these programs and the scope of the services provided shall be consistent with state law and charter agreement requirements.

#### Legal References

1. [TRR/MS 0520-01-13-.01](#)

#### Cross References

- Acquired Immune Deficiency Syndrome 5.401
- Attendance 6.200
- Drug-Free Schools 6.307
- Physical Examinations and Immunizations 6.402
- Student Communicable Diseases 6.403
- Acquired Immune Deficiency Syndrome 6.404
- Medicines 6.405
- Reporting Child Abuse 6.409
- Student Suicide Prevention 6.415



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.4001 - Student Surveys, Analyses, and Evaluations</b>	Descriptor Code:  6.4001	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board of Directors when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board of Directors, and the disruption of the regular school program is minimal at both Knoxville Preparatory School and Chattanooga Preparatory School.

The CEO shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline what is to be done, who is to be involved, and how the results will be used and distributed.<sup>1</sup>

## Parental Notification and Consent

Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of the opportunity to review the materials.<sup>1</sup> Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results.

The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides written, informed, and voluntarily signed consent. The CEO shall develop procedures for granting such parental requests.<sup>1</sup>

## Prohibited Survey Content



No student at Knoxville Preparatory School or Chattanooga Preparatory School shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning:<sup>1'2</sup>

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking<sup>3</sup>

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent/guardian.

### Strictly Prohibited Data Collection

The collection of the following student data is strictly prohibited at both charter schools:<sup>4</sup>

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

### Collecting, Disclosing, or Using Information for Marketing<sup>5</sup>

In general, Prep Public Schools will not collect, disclose, or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of appropriate age may decline to provide the information requested.

### Exemptions



This portion of the policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions to the extent allowed by law such as:

1. College or other postsecondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
4. The sale by students of products or services to raise funds for school-related or education related activities; or
5. Student recognition programs.

## Charter School Compliance

The CEO shall ensure that all survey, analysis, and evaluation procedures at both Knoxville Preparatory School and Chattanooga Preparatory School comply with charter agreements and authorizing LEA requirements. The Board of Directors shall receive annual reports on research activities and student data privacy protections.

### Legal References

1. [TCA 49-2-211](#)
2. [20 USCA § 1232h](#)
3. [TCA 49-1-706](#)
4. [TCA 49-1-705](#)
5. [20 USCA § 1232h\(c\)\(1\), \(4\)](#)

### Cross References

- Testing Programs 4.700



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.402 - Physical Examinations and Immunizations</b>	Descriptor Code:  6.402	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## PHYSICAL EXAMINATIONS<sup>1</sup>

The principal shall ensure that there is a complete physical examination of each student prior to:<sup>2</sup>

1. Entering school for the first time; and
2. Participating as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be covered by the parent/guardian of the student. These records shall be on file in the principal's office.

Screening tests as recommended by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse their student from participating in health screenings that are part of a coordinated school health program by submitting a request in writing to the school nurse, instructor, school counselor, or principal.<sup>3</sup>

## IMMUNIZATIONS

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.<sup>4</sup>

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with one of the following:





1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic;<sup>5</sup> or
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.<sup>6</sup>

The CEO shall ensure that appropriate immunization records are maintained for each student at both charter schools.

#### Legal References

1. [20 USCA § 1232h\(c\)](#)
2. [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
3. [TCA 49-1-1002\(b\)\(2\)](#); [Tennessee School Health Screening Guidelines](#); [20 USCA § 1232h\(c\)\(2\)\(C\)](#)
4. [TCA 49-6-5001\(a\), \(c\)](#)
5. [TCA 49-6-5001\(b\)\(2\)-\(3\)](#)
6. [TCA 49-6-5001\(c\)\(2\)](#)

#### Cross References

- Promoting Student Welfare 6.400
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Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.403 - Student Communicable Diseases</b>	Descriptor Code:  6.403	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

No student at Knoxville Preparatory School or Chattanooga Preparatory School shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parent(s)/guardian(s) of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

## Exclusion and Alternative Placement

No student with a communicable disease which may endanger the health of either himself/herself or other individuals shall enter or remain in the regular school setting.<sup>1'2</sup> If a principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

1. Assign the student to a setting which will protect other students, employees, and the student; or
2. Exclude the student from school until certification is obtained from a physician or the County Health Department by either the parent/guardian or principal stating that the disease is no longer communicable.

## Long-Term Communicable Diseases

If the principal has reason to believe that the student has a long-term communicable disease, the principal shall require confirmation from a physician or the County Health Department as to



the student's condition. If the student is confirmed to have a long-term communicable disease, the principal shall refer the student for special education services.<sup>1</sup>

## Medical Examinations

The principal may request that further examinations be conducted by a physician or the County Health Department and may request periodic re-examinations after the student has been readmitted to the school.<sup>2</sup> Expenses incurred from examinations requested by school officials shall be paid by the Board of Directors.

## Reporting Requirements

The names of all students excluded from school under this policy shall be forwarded to the office of the CEO.

## Charter School Compliance

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain procedures for communicable disease management that comply with charter agreements, authorizing LEA requirements, and all applicable health department regulations.

### Legal References

1. [TRR/MS 0520-01-13-.01](#)
2. [TCA 49-2-203\(b\)\(2\)](#)

### Cross References

- Special Education 4.202
- Homebound Instruction 4.206
- Promoting Student Welfare 6.400



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.404 - Acquired Immune Deficiency Syndrome</b>	Descriptor Code:  6.404	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

### Liability and Non-Discrimination

Students infected with HIV shall not be denied enrollment at Knoxville Preparatory School or Chattanooga Preparatory School. The Board of Directors shall not prevent an HIV infected student from participating in the continuation of his/her education on the sole basis of HIV infection. To the extent practical with medical and educational needs, the student shall be subject to the same rules for class assignment, privileges, and participation in any school-sponsored activities as all other students. The Board of Directors shall strive to maintain a respectful school climate for HIV infected students.

Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV infection, shall not be a condition for school entry or attendance.<sup>1</sup>

### Athletics

A student who is HIV positive may not be denied the opportunity to participate in school athletic programs based solely on his/her HIV status. All reasonable accommodations shall be made to allow students with HIV to participate in school-sponsored physical activities.<sup>1</sup>

### Administrative Responsibilities for Confidentiality

If a student's parent(s)/guardian(s) choose to disclose the student's HIV status, all matters pertaining to that student shall be directed by procedures initiated by the CEO.

The CEO shall be responsible for requesting medical records from the parent/guardian and a statement from the student's physician regarding the health status of the student reported to have HIV/AIDS. In addition, the CEO shall gather information regarding the student's cumulative school record.



## Confidentiality

No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the CEO in a locked file. If the HIV infected student is under the age of eighteen (18), access to this file shall be granted only to those persons who have the written consent of the infected student's parent(s)/guardian(s).

Under no circumstances shall information identifying a student with AIDS be released to the public.<sup>213</sup>

## Appropriate Alternative Education Programs

In determining the educational placement of a student known to be infected with HIV, school authorities at both charter schools shall follow established policies and procedures for students with disabilities. School authorities shall reassess placement if there is a change in the student's need for accommodations or services.

## HIV Prevention Education/Curriculum<sup>114</sup>

The CEO shall be responsible for developing instructional objectives to address each terminal objective in the state AIDS curriculum framework and provide each teacher responsible for teaching AIDS education with these objectives. Students shall further be taught universal precautions through the K-8 Healthful Living and Lifetime Wellness curricula and through the charter schools' HIV prevention education program.

The state AIDS curriculum and related instructional objectives shall be used in grades K-12. Parent(s)/guardian(s) shall have convenient opportunities to preview all HIV prevention curricula and materials in accordance with the provisions of the Family Education Law of 1989.

Students shall have access to voluntary and confidential counseling about matters related to HIV. Administrators shall maintain a list of counseling and testing resources for student use.

## Infection Control

The CEO shall develop an Occupational Safety and Health Administration (OSHA)-based infection control plan in which each school will provide for:

1. Well-maintained and easily accessible materials necessary to follow universal precautions; and



2. Designate first responders responsible for implementing infection control guidelines, including investigating, correcting, and reporting on instances of exposure.

All schools shall further follow the most current Centers for Disease Control and Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood Borne Pathogens in Health Care Settings and the OSHA blood borne pathogens standard.<sup>4</sup>

## Charter School Compliance

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain HIV/AIDS policies and procedures that comply with charter agreements, authorizing LEA requirements, and all applicable state and federal regulations.

### Legal References

1. [TRR/MS 0520-01-13-.02](#)
2. [TCA 68-10-113](#)
3. [20 USCA § 1232g; 34 CFR § 300.622, 623](#)
4. [State Board of Education Policy 5.300; 29 CFR 1910.1030\(c\)\(1\)\(i\)](#)

### Cross References

- Section 504 & ADA Grievance Procedures 1.802
- Special Education 4.202
- Homebound Instruction 4.206
- Promoting Student Welfare 6.400
- Student Records 6.600



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.405 - Medicines</b>	Descriptor Code:  6.405	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General Medication Administration

If under exceptional circumstances a student at Knoxville Preparatory School or Chattanooga Preparatory School is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/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 guidelines.<sup>1</sup>

## Required Documentation

Written instructions signed by the parent/guardian are required and shall include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines shall have label directions);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

## Asthma Medication

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and



2. Purpose of the medication.

## Administration Procedures

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication shall be retained by the student for immediate self-administration.

The principal/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from the parent/guardian in the student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent/guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

## Blood Glucose Self-Checks<sup>2</sup>

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).<sup>3</sup>

## Students with Pancreatic Insufficiency or Cystic Fibrosis<sup>4</sup>





Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed health care provider without additional assistance or direction. The CEO shall develop procedures for the development of an IHP for every student that wishes to self-administer.

## Students with Adrenal Insufficiency<sup>5</sup>

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify Prep Public Schools of the student's diagnosis. Once notified, the charter schools shall observe the following guidelines:

1. The schools shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication;
2. The schools shall maintain a record of all school personnel who have completed this training; and
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The CEO shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping per state law.

## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent medication administration procedures that comply with charter agreements, authorizing LEA requirements, and all applicable state and federal health regulations.

### Legal References

1. [TCA 49-50-1602](#); [TRR/MS 0520-01-13-.03](#)
2. [TCA 49-50-1602\(d\)\(7\)](#)
3. [State Board of Education Policy 4.205](#); [TRR/MS 0800-01-10](#)
4. [TCA 49-50-1601](#)
5. [TRR/MS 0520-01-13-.04](#); [State Board of Education Policy 4.205](#)

### Cross References

- Promoting Student Welfare 6.400



**PREP  
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SCHOOLS**

- Emergency Allergy Response Plan 6.412



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.4052 - Opioid Antagonist</b>	Descriptor Code:  6.4052	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Knoxville Preparatory School and Chattanooga Preparatory School shall each maintain an opioid antagonist at the school in at least two (2) unlocked, secure locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> The opioid antagonist shall be stored in accordance with the manufacturer's instructions.<sup>2</sup>

School nurses and other school personnel expected to provide emergency care to students shall be trained according to the Tennessee Department of Health guidelines. The school nurse or other trained school personnel may utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing protocol from a physician.

## Possession Rights

School staff at both charter schools shall not prohibit a student, employee, or visitor from possessing an opioid antagonist while the person is on school property or attending a school-sponsored activity held at a location that is not school property.<sup>2</sup>

## Parental Notification

The charter schools shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist has been administered.

## Procedures

The CEO shall develop procedures for the maintenance and usage of opioid antagonists at both Knoxville Preparatory School and Chattanooga Preparatory School, as well as procedures regarding record keeping and reporting after any incident.



## Charter School Compliance

The CEO shall ensure that both charter schools maintain opioid antagonist policies and procedures that comply with charter agreements, authorizing LEA requirements, and all applicable state health department guidelines.

### Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.4081 - Safe Relocation of Students</b>	Descriptor Code:  6.4081	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## Authority to Relocate Students

Teachers who are directly responsible for a student's education or other employees who interact with students on a professional basis at Knoxville Preparatory School or Chattanooga Preparatory School may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.<sup>1</sup> If relocation is necessary, the process will comply with all special education laws.

Such employees may also intervene in a physical altercation between two (2) or more students or between a student and a school employee. Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.<sup>2</sup>

## When Employee Cannot Resolve Matter

If an employee is unable to resolve the matter with the use of reasonable or justifiable force, the student shall be allowed to remain in place until local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until a parent/guardian can retrieve the student.

## Reporting Requirements

In the event that physical relocation becomes necessary, the employee shall immediately file a brief report of the incident with the principal. If the student's behavior constitutes a violation of the Board of Directors' zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record and not become a part of that student's permanent record. The principal/designee shall notify the employee involved of the actions taken to address the behavior of the relocated student.<sup>1</sup>

## Administrative Procedures



The CEO shall develop administrative procedures regarding the safe relocation of students at both charter schools consistent with state law. Each principal shall fully support the employees' authority to relocate a student and ensure appropriate implementation and reporting.

## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent safe relocation procedures that comply with charter agreements, authorizing LEA requirements, and all applicable state laws regarding student safety and special education requirements.

### Legal References

1. [TCA 49-6-2802](#)
2. [TCA 39-11-603](#); [TCA 39-11-609 to 614](#)

### Cross References

- Code of Conduct 6.300
- Interference/Disruption of School Activities 6.306
- Zero Tolerance Offenses 6.309
- Special Education Students 6.500



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.409 - Reporting Child Abuse</b>	Descriptor Code:  6.409	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

The CEO shall:<sup>1</sup>

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school and submit this information to the Department of Children's Services;
2. Require that the Coordinator and the Alternate receive appropriate training;
3. Supply the Coordinator with all necessary resources;
4. Ensure that all employees working directly with students at both Knoxville Preparatory School and Chattanooga Preparatory School annually complete the child abuse training program required by state law.<sup>2</sup>

The Coordinator shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.

## Reporting

All personnel at both charter schools shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with either charter school, the report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.<sup>5</sup>

The report shall include, to the extent known by the reporter:<sup>6</sup>

1. The name, address, telephone number, and age of the child;



2. The name, telephone number, and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The CEO or designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel at both Knoxville Preparatory School and Chattanooga Preparatory School.

## Confidentiality

Employees of both charter schools shall keep all information regarding any child abuse confidential in accordance with state law.

## Investigations

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations<sup>7</sup> including permitting DCS teams to conduct interviews while the child is at school. The principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent child abuse reporting procedures that comply with charter agreements, authorizing LEA requirements, and all applicable state laws. The Board of Directors shall receive annual reports on child abuse training completion and reporting procedures compliance.

### Legal References

1. [TCA 49-6-1601; Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#)
3. [TCA 37-1-403\(a\)\(1\)](#); [TCA 37-1-412](#); [TCA 37-1-602](#); [TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\)](#); [TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Atty. Gen. No. 87-101 \(June 9, 1987\)](#)





#### Cross References

- Recommendations and File Transfers 5.203
- Staff-Student Relations 5.610
- Interrogations and Searches 6.303
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Title IX & Sexual Harassment 6.3041
- Promoting Student Welfare 6.400



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.411 - Student Wellness</b>	Descriptor Code:  6.411	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

The Board of Directors recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools operated by Prep Public Schools.<sup>1</sup>

## COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the Centers of Disease Control and Prevention's (CDC) Coordinated School Health (CSH) approach to managing new and existing wellness related programs and services in schools and the surrounding community based on state law and State Board of Education CSH standards and guidelines. Prep Public Schools' Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in both charter schools.

## SCHOOL HEALTH ADVISORY COUNCIL<sup>2'3</sup>

A school health advisory council shall be established to serve as a resource to schools for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include, but are not limited to:

1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within Prep Public Schools create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and



4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity policies shall be used as guidance by the council to make recommendations. The Board of Directors will consider recommendations of the council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents, community members, and administrators.<sup>2</sup> The Team will hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The CEO/designee will ensure compliance with the school wellness policy, to include an assessment of the implementation of the wellness policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

## COMMITMENT TO NUTRITION

All schools within Prep Public Schools shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.<sup>4,15,16</sup>

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions shall meet guidelines set forth by the Healthy, Hunger-free Kids Act of 2010 and Smart Snacks in Schools.<sup>4,15,16</sup> The principal/designee shall be responsible for overseeing Prep Public Schools' compliance with the State Board of Education rules and regulations for sale of food items in both charter schools.<sup>2,15,16</sup>

## DISTRICT GOALS

Prep Public Schools will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the organization's website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast.

## COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION<sup>7</sup>



The Board of Directors recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.

Physical education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the school physical education program, non-structured physical activity periods shall be offered as required by state law.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

### COMMITMENT TO CURRICULUM<sup>3</sup>

All applicable courses of study shall be based on State-approved curriculum standards.

### SCHOOL HEALTH INDEX<sup>3</sup>

All schools within Prep Public Schools shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the Tennessee Department of Education.

### RECORD KEEPING COMPLIANCE

Prep Public Schools' Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.<sup>8</sup>

#### Legal References

1. [TCA 49-6-1022](#)
2. [State Board of Education Policy 4.204](#)
3. [State Board of Education Policy 4.206](#)
4. [42 USCA § 1758b; TRR/MS 0520-01-06-.04](#)
5. [TRR/MS 0520-01-06](#)
6. [7 CFR § 210; 7 CFR § 220](#)
7. [TCA 49-6-1021](#)
8. [7 CFR § 210.31\(f\)](#)

#### Cross References

- Student Suicide Prevention 6.415





Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.413 - Prevention and Treatment of Sports-Related Concussions</b>	Descriptor Code:  6.413	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics at Knoxville Preparatory School and Chattanooga Preparatory School, it is imperative that student athletes, coaches, and parent(s)/guardian(s) are educated about the nature and treatment of sports related concussions. The Board of Directors recognizes that concussions can be a serious health issue and should be treated as such.

The Board of Directors adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s)/guardian(s) of the nature, risk, and symptoms of concussions and head injuries. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the CEO's office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition at both charter schools. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

## Required Training<sup>1</sup>

The CEO shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the *Concussion in Sports -- What You Need to Know* online course. This course may be accessed online at [www.nfhslearn.com](http://www.nfhslearn.com).



Prior to the annual initiation of practice or competition, the following persons shall review and sign a concussion and head injury information sheet approved by the Tennessee Department of Health: the CEO, licensed healthcare professionals (if appointed), each school athletic director, and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete if the athlete is eighteen (18) years of age or older or by the student athlete's parent(s)/guardian(s) if the athlete is younger than eighteen (18) years of age.

All documentation of the completion of a concussion recognition and head injury safety education course program and signed concussion and head injury information sheets shall be maintained by the CEO or designee for a period of three (3) years.

## Removal from Athletics<sup>2</sup>

Any student athlete who shows signs, symptoms, and/or behaviors consistent with a concussion during an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by the coach or other designated individuals.

No student athlete who has been removed from an athletic activity or competition due to a concussion or suspected concussion shall be allowed to return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received written clearance on forms approved by the Department of Health from a licensed health care provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical doctor (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion training, or a physician's assistant (P.A.) with concussion training who is a member of a health care team supervised by a Tennessee licensed medical doctor or osteopathic physician.<sup>3</sup>

This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors observed.

The CEO or designee shall ensure that all protocols approved by the Tennessee Department of Health or required by state law relative to the provisions of this policy are followed and implemented within each school.

## Charter School Implementation



The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent concussion prevention and treatment procedures that comply with charter agreements, authorizing LEA requirements, and all applicable state health department regulations.

#### Legal References

1. [TCA 68-55-502\(b\)\(1\)\(B\)](#)
2. [TCA 68-55-502\(b\)\(1\)\(F\)](#)
3. [TCA 68-55-501](#)



Prep Public Schools			
Monitoring: Annually, in April	Descriptor Term:  <b>6.414 - Prevention and Treatment of Sudden Cardiac Arrest</b>	Descriptor Code: 6.414	Issued Date: July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

Sudden cardiac arrest is a condition in which the heartbeat stops abruptly and unexpectedly, preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of students that participate in interscholastic athletics at Knoxville Preparatory School and Chattanooga Preparatory School, it is imperative that student athletes, coaches, and parent(s)/guardian(s) are educated about the nature and treatment of sudden cardiac arrest. The Board of Directors recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

The Board of Directors adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s)/guardian(s) of the nature, risk, and symptoms of sudden cardiac arrest. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the CEO's office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition at both charter schools. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

## Required Training<sup>1</sup>

The CEO shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the National Federation of State High School Association's *Elective Course -- Sudden Cardiac Arrest* online course. This course may be accessed online at [www.nfhslearn.com](http://www.nfhslearn.com).



Prior to the annual initiation of practice or competition, the following persons shall review and sign a sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school athletic director, licensed healthcare professionals (if appointed), and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)/guardian(s) shall review the sudden cardiac arrest information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete if the athlete is eighteen (18) years of age or older or by the student athlete's parent(s)/guardian(s) if the athlete is younger than eighteen (18) years of age.

All documentation of the completion of a sudden cardiac arrest education course program and signed sudden cardiac arrest information sheets shall be maintained by the CEO or designee for a period of three (3) years.

### **Removal from Athletics<sup>1</sup>**

Any student athlete who shows signs, symptoms, and/or behaviors consistent with sudden cardiac arrest during or after an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by a coach or other designated individuals. Signs, symptoms, and/or behaviors include, but are not limited to, passing out, fainting, unexplained shortness of breath, chest pains, dizziness, racing heart rate, and extreme fatigue.

Student athletes who have been removed from an athletic activity or competition shall not return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received written clearance on forms approved by the Department of Health from a licensed health care provider for a full or graduated return.

### **Penalties<sup>1</sup>**

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season;
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and the next season; and
3. For a third violation, permanent suspension from coaching any athletic activity.



## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent sudden cardiac arrest prevention and treatment procedures that comply with charter agreements, authorizing LEA requirements, and all applicable state health department regulations.

### Legal References

1. [TCA 68-6-101](#)



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.415 - Student Suicide Prevention</b>	Descriptor Code:  6.415	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

The Board of Directors is committed to protecting the health and well-being of all students at Knoxville Preparatory School and Chattanooga Preparatory School and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help. Students shall be provided information regarding the National Suicide Prevention Lifeline -- 988 (or 1-800-273-8255).

## Prevention<sup>1</sup>

All employees at both charter schools shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the CEO. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

The CEO shall identify a suicide prevention coordinator responsible for planning and coordinating the implementation of this policy across both charter schools. Each principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

## Intervention<sup>1</sup>

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal/designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.



Upon notification, the principal/designee shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal/designee shall contact the CEO or designee as soon as practicable.

Prior to contacting the student's parent/guardian, the CEO or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.<sup>2</sup>

If appropriate, the CEO or designee shall contact the student's parent/guardian and provide the following information:

1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of suicide;
2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that emergency medical services were contacted;
3. Ask the parent/guardian whether he/she is aware of the student's mental state;
4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health counseling for the student; and
5. Provide the names of community mental health counseling resources, if appropriate.

The CEO or designee shall seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of eighteen (18) and the parent/guardian refuses to seek appropriate assistance, the CEO or designee shall contact the Department of Children's Services.<sup>2</sup>

The CEO or designee shall document the contact with the parent/guardian by recording:

1. Time and date of the contact;
2. Individual contacted;
3. Parent/guardian's response; and
4. Anticipated follow-up.

The CEO or designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Prior to a student returning to school, the CEO or designee and/or principal shall meet with the student's parent/guardian and student, if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care.



The principal shall identify an employee to periodically check in with the student to ensure the student's safety and address any problems with re-entry.

## Postvention<sup>1</sup>

Immediately following a student suicide death, the Crisis Team shall meet and implement the crisis management plan. At a minimum, the crisis management plan shall address the following:

1. Verification of death;
2. Preparation of postvention response to include support services;
3. Informing faculty and staff of a student death;
4. Informing students that a death has occurred; and
5. Providing information on the resources available to students.

The Crisis Team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty shall immediately review suicide warning signs and reporting requirements. The CEO or designee shall be responsible for all media inquiries.

## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent suicide prevention procedures that comply with charter agreements, authorizing LEA requirements, and all applicable state laws. The Board of Directors shall receive annual reports on suicide prevention training completion and incident response procedures.

### Legal References

1. [TCA 49-6-1901 et seq.](#)
2. [TCA 37-1-403](#)

### Cross References

- Board-Media Relations 1.502
- Crisis Management 3.203
- In-Service and Professional Learning Opportunities 5.113
- Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation 6.304
- Promoting Student Welfare 6.400
- Student Wellness 6.411



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.503 - Homeless Students</b>	Descriptor Code:  6.503	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

A homeless student shall have equal access to the same free and appropriate public education as provided to other children and youths at Knoxville Preparatory School and Chattanooga Preparatory School.<sup>1</sup>

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.<sup>2</sup> Homeless students include:<sup>2</sup>

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

## Enrollment

Homeless students shall be immediately enrolled at either charter school, even if the student is unable to produce records normally required for enrollment (e.g. academic records, immunization records, health records, proof of residency) or missed the charter school's application or enrollment deadlines.<sup>3</sup> Parent(s)/guardian(s) are required to submit contact information to the charter school's homeless coordinator.<sup>3</sup>

## Placement



For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program.<sup>4</sup> School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin.<sup>4</sup>

Placement shall be determined based on the student's best interest.<sup>5</sup> At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth.<sup>6</sup> When determining placement, student-centered factors, including, but not limited to, impact of mobility on achievement, education, health, and safety, shall be considered.<sup>6</sup> The choice regarding placement shall be made regardless of whether the student lives with their homeless parent(s)/guardian(s) or has been temporarily placed elsewhere.<sup>7</sup>

If it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the CEO or designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth.<sup>6</sup> The written explanation shall include a statement regarding the right to appeal the placement decision.<sup>6</sup> If the placement decision is appealed, the charter schools shall refer the parent/guardian or unaccompanied student to the homeless coordinator who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.<sup>8</sup> Upon notice of an appeal, the CEO shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.<sup>8</sup>

## Records

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record and shall not be considered directory information.<sup>9</sup>

## Services<sup>10</sup>

The CEO shall ensure that each homeless student is provided services comparable to those offered to other students within both charter schools, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.





The CEO shall designate a homeless coordinator who shall ensure this policy is implemented throughout both Knoxville Preparatory School and Chattanooga Preparatory School. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and charter school pre-k programs;
2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other inter-school activities with other educational institutions;
4. Coordinate transportation to the school of origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parent(s)/guardian(s) of homeless students, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status as independent students.

The CEO shall develop procedures to ensure that homeless students are recognized administratively, and that the appropriate and available services are provided for these students at both charter schools. The CEO shall ensure professional development is provided to school personnel providing services to homeless students.

## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent homeless student services that comply with charter agreements, authorizing LEA requirements, and all applicable federal laws. The Board of Directors shall receive annual reports on homeless student enrollment and services provided.

### Legal References

1. [42 USCA §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, § 721; State Board of Education 2.103](#)
2. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95\), § 724a\(2\)](#)
3. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(C\)\(i\), § 722\(g\)\(3\)\(H\)](#)
4. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(I\)](#)
5. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(A\)](#)
6. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(B\)](#)
7. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(F\)](#)



8. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(E\)](#)
9. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(D\)](#)
10. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(4\) – \(6\)](#)

#### Cross References

- Student Transportation Management 3.400
- Parent and Family Engagement 4.502
- Promotion and Retention 4.603
- Attendance 6.200
- School Admissions 6.203
- Student Assignments 6.205
- Transfers Within the System 6.206
- Migrant Students 6.504



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.506 - Students from Military Families</b>	Descriptor Code:  6.506	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## General

The CEO shall develop the necessary administrative procedures to ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided for these students at both Knoxville Preparatory School and Chattanooga Preparatory School.<sup>1</sup>

## Relocation of Military Service Member<sup>2</sup>

A student who does not currently reside within the charter school's enrollment area shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the charter school's enrollment area on relocation.

Within thirty (30) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the charter school's enrollment area.

## Absences

Principals shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent/guardian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent/guardian's deployment. Students shall be permitted to make up school work missed during these absences.<sup>3</sup>



## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent procedures for serving students from military families that comply with charter agreements, authorizing LEA requirements, and all applicable state laws. The Board of Directors shall receive annual reports on military family student enrollment and services provided.

### Legal References

1. [State Board of Education Policy 2.103](#)
2. [TCA 49-6-3101](#)
3. [TCA 49-6-3019](#)

### Cross References

- Attendance 6.200
- School Admissions 6.203



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.500 - Special Education Students</b>	Descriptor Code:  6.500	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education at Knoxville Preparatory School and Chattanooga Preparatory School. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily.<sup>1</sup>

Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations.<sup>2</sup>

Students receiving special education services shall not be restrained except as permitted by state law and regulations.<sup>3</sup><sup>4</sup> The CEO shall develop administrative procedures to govern the following:<sup>4</sup>

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures.

#### Legal References

1. [TCA 49-10-103\(c\)](#)
2. [TRR/MS 0520-01-09-.01](#)
3. [TCA 49-10-1301](#)
4. [TRR/MS 0520-01-09-.23\(4\)](#)

#### Cross References

- Special Education 4.202
- Compulsory Attendance Ages 6.201
- Alternative Education 6.319
- Safe Relocation of Students 6.4081



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.600 - Student Records</b>	Descriptor Code:  6.600	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## GENERAL

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.<sup>1</sup>

The name used on the record of the student entering Prep Public Schools shall be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed. If the parent/guardian does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering Prep Public Schools from another school shall be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within Prep Public Schools or to a school outside of the organization, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school.<sup>2</sup>

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).<sup>3</sup>

## ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.<sup>4</sup> A legitimate educational interest is the official's need to know information in order to:



1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's\* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. Prep Public Schools will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before making a disclosure;<sup>5</sup>
2. If the disclosure is an item of directory information;<sup>6</sup>
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the student; the name and address of the person responsible for the care of the student; and the facts requiring the report;<sup>7</sup>
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federal- or state-supported education programs in Prep Public Schools;<sup>8</sup>
5. When Prep Public Schools has entered into a contract for an organization to conduct scientific research on the organization's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the information will be destroyed when no longer needed for the purpose for which the study was conducted;<sup>9</sup>
6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;<sup>10</sup>
7. To accrediting organizations to carry out their accrediting functions;<sup>11</sup>
8. To officials of another school, school system, or postsecondary institution when a student seeks or intends to enroll in another school or a postsecondary institution. Parent(s)/guardian(s) of the student shall be notified of the transfer and shall have the right to obtain copies of the record transferred as well as an opportunity to challenge the content of the record;<sup>12</sup>
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;<sup>13</sup>



10. To the appropriate officials in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or others;<sup>14</sup>
11. To the Attorney General/designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production;<sup>15</sup>
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student;<sup>16</sup>
13. To the Secretary of Agriculture/designee for purposes of conducting program monitoring, evaluations, and performance measurements, provided that the data collected will be protected in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the information will be destroyed when no longer needed for the purpose for which it was conducted;<sup>17</sup> and
14. To state and local authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.<sup>18</sup>

#### Consent to Disclose Records<sup>19</sup>

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent shall include:

1. Specification of the records to be released;
2. Reasons for the disclosure;
3. Person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. Signature of the parent(s)/guardian(s) or eligible student; and
5. Date of the consent, and if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed under this provision.

## RECORDKEEPING





Prep Public Schools will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The organization will maintain an accurate record of information it discloses and access it permits. Prep Public Schools will maintain this record as long as it maintains the student's education record.<sup>20</sup>

The record will include at least:<sup>20</sup>

1. Name of the person or agency that makes the request;
2. Interest the person or agency has in the information;
3. Date the person or agency makes the request; and
4. Whether the request is granted, and if it is, the date access is permitted, or the disclosure is made.

\*The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right.\*<sup>21</sup>

## Legal References

1-21. [Full legal citations as provided in original document]

## Cross References

- School District Records 1.407
  - Promotion and Retention 4.603
  - Testing Programs 4.700
  - Attendance 6.200
  - Withdrawals 6.207
  - Child Custody/Parental Access 6.209
  - Bus Safety and Conduct 6.308
  - Corporal Punishment 6.314
  - Disciplinary Hearing Authority 6.317
  - Admission of Suspended/Expelled Students 6.318
  - Acquired Immune Deficiency Syndrome 6.404
  - Reporting Child Abuse 6.409
  - Media Access to Students 6.604
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Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.601 - Student Records Annual Notification of Rights</b>	Descriptor Code:  6.601	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

Within the first three (3) weeks of each school year, Prep Public Schools shall notify parent(s)/guardian(s) of students and eligible students\* of each student's privacy rights.<sup>1</sup> For students enrolling after the above period, this information shall be given to the student's parent(s)/guardian(s) or the eligible student at the time of enrollment.<sup>2</sup> The notice shall include the right of the student's parent(s)/guardian(s) or the eligible student to:

1. Inspect and review the student's education records;
  2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
  3. File a complaint with the appropriate state or federal officials when Prep Public Schools violates laws and regulations relative to student records;
  4. Obtain a copy of this policy and a copy of the student's educational records; and
  5. Exercise control over other people's access to the records except when prior written consent is given or under circumstances as provided by law or regulations or where Prep Public Schools has designated certain information as directory information.
- Parent(s)/guardian(s) of students or eligible students have two (2) weeks after notification to advise Prep Public Schools in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s)/guardian(s) or the eligible student.

## DIRECTORY INFORMATION

"Directory information" is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, email address, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially



recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.<sup>3</sup>

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of Tennessee and the United States.<sup>4</sup>

\*The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.\*<sup>5</sup>

#### Legal References

1. [34 CFR §§ 99.4, 99.7](#)
2. [34 CFR § 99.7](#)
3. [34 CFR § 99.3](#)
4. [TCA 49-6-406](#)
5. [34 CFR §§ 99.3, 99.5; TCA 49-1-704](#)

#### Cross References

- Child Custody/Parental Access 6.209
  - Bus Safety and Conduct 6.308
  - Media Access to Students 6.604
-



Prep Public Schools			
Monitoring:  Annually, in April	Descriptor Term:  <b>6.602 - Inspection and Correction of Student Records</b>	Descriptor Code:  6.602	Issued Date:  July 9, 2025
		Rescinds:	Issued:  July 9, 2025

## Inspection

Parent(s)/guardian(s) of students and eligible students\* may inspect and review the student's education records upon written request.<sup>1</sup>

Parent(s)/guardian(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection shall be completed within forty-five (45) days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent/guardian has the authority to inspect and review records relating to his/her child unless the charter school has been advised that the parent/guardian does not have the authority under applicable state law governing guardianship, separation, and divorce.<sup>2</sup>

When a record contains information about a student other than the parent/guardian's child or the eligible student, the parent(s)/guardian(s) or eligible student may not inspect and review that information.<sup>2</sup>

## Fees for Copies<sup>3</sup>

A reasonable fee for copies provided to parent(s)/guardian(s) or eligible students shall be determined by the CEO. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.

## Correction



Parent(s)/guardian(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect.<sup>4</sup> The CEO shall develop a procedure to establish an orderly process to review and potentially correct an education record.

## Charter School Implementation

The CEO shall ensure that both Knoxville Preparatory School and Chattanooga Preparatory School maintain consistent student records inspection and correction procedures that comply with charter agreements, authorizing LEA requirements, and all applicable federal and state laws. Records custodians at each school shall be properly trained on FERPA requirements and procedures.

\*The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.<sup>5</sup>

### Legal References

1. [34 CFR §§ 99.3, 99.10; TCA 49-1-704](#)
2. [34 CFR § 99.4](#)
3. [34 CFR § 99.11](#)
4. [34 CFR §§ 99.20, 99.21, 99.22](#)
5. [34 CFR §§ 99.3, 99.5; TCA 49-1-704](#)

### Cross References

- Child Custody/Parental Access 6.209
- Bus Safety and Conduct 6.308