



KNOXVILLE  
PREPARATORY  
SCHOOL

2025-2026

# SCHOLAR AND FAMILY HANDBOOK

**Purpose - Character - Determination.**



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# WELCOME TO THE BROTHERHOOD

Knight Family,

Congratulations! We are thrilled that you have decided to join The Brotherhood. Your decision to join our community of scholars represents an important step on the journey to becoming a confident, purpose-driven young man.

The Scholar and Family Handbook contains information that is critical in ensuring you thrive at Knox Prep. Be sure to review it and discuss as a family. If there is any information or policy that is unclear, do not hesitate to reach out to our team. We are here to support you.

I am excited to see the impact you will make on our learning community and the world beyond our building.

With Prep Pride,  
Mr. Everett



# CONTACT INFORMATION



967 Irwin Street Knoxville, TN 37917



[info@prepschools.org](mailto:info@prepschools.org)



[knoxvilleprep.org](http://knoxvilleprep.org)



865 – 394 – 8989





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# ACADEMIC CALENDAR KNOXVILLE PREP 2025-2026

## 1-Jul

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

9

## October

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

18

## January

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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19

## April

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		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

21

## Calendar Key

### Holidays

Labor Day: 9/1  
Fall Break: 10/6 - 10/10  
Thanksgiving Break: 11/24 - 11/28  
Winter Break: 12/22 - 1/2  
MLK Day: 1/19  
President's Day: 2/16  
Spring Break: 3/9 - 3/13  
Spring Holiday: 4/3

## August

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

21

## November

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

15

## February

M	T	W	Th	F
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

19

## May

M	T	W	Th	F
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16

## September

M	T	W	Th	F
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

21

## December

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
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22	23	24	25	26
29	30	31		

15

## March

M	T	W	Th	F
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

17

## June

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### Professional Development/Inservice

Teacher Inservice: 7/21 - 7/31  
Staff Work Day: 7/31, 5/22  
PD/CC\*: 8/20, 10/13, 1/5 - 1/6, 3/16

### Start/End Dates

Student FDOS\*: 8/1  
Student LDOS\*: 5/21  
Summer Student FDOS\*: 5/26  
Summer Student LDOS\*: 6/24

### Quarter Start/End

Quarter 1: 8/1 - 10/15  
Quarter 2: 10/16 - 12/19  
Quarter 3: 1/5 - 3/17  
Quarter 4: 3/18 - 5/21  
Parent Teacher Conference Week (4pm - 7pm)

9/29 - 10/3, 3/2 - 3/6

\*PD/CC: Professional Development/Course Collaboration (Students do not have to attend these days)  
\*FDOS/LDOS: First/Last Day of School



KNOXVILLE  
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# SECTION I: GENERAL INFORMATION

## Mission, Vision, and Core Values

### Mission | What We Do

Prep Public Schools engages young men in a rigorous, supportive learning environment that nurtures resilience, promotes academic excellence, inspires leadership, and equips scholars to be critical contributors to society.

### Vision | Why We Do It

To empower and equip young men to achieve academically and participate in a collaborative learning community, establishing a trajectory for lifelong learning and success.

In pursuit of our mission, Prep Public Schools has established clear expectations of how scholars conduct themselves, both when they enter our school and upon graduation. In class, Prep scholars are engaged, physically and socio-emotionally prepared, ask and answer questions, and work collaboratively with their peers. In the school community, Prep scholars are respectful, responsible, accountable, and kind. In life, Prep scholars leverage the skills they developed as scholars, serving as readers, writers, mathematicians, scientists, historians, and advocates for equality to improve the community in which they live.

A high-quality education and strong work ethic equips scholars to persist in college and life, resulting in increased economic opportunity. Prep Public Schools is grateful to have you join us on the journey to build the Men of Tomorrow and transform the educational landscape of our world.

# SECTION I: GENERAL INFORMATION

## Core Values



### Purpose

I go after goals that matter and make a difference beyond me.



### Character

I act with integrity even when no one is watching.



### Determination

I follow through on my commitments, even when it's uncomfortable.



# SECTION I: GENERAL INFORMATION

## **Purpose of the Scholar and Parent Handbook**

This handbook is designed to provide you and your scholar with the information essential for success in Prep Public Schools, including mandatory policies and procedures. Additionally, this handbook contains important information regarding the rights of our scholars, families, and staff. An open, collaborative relationship between the school and your family is critical in ensuring every scholar receives the education they deserve.

## **Campus Contact Information**

Knoxville Preparatory School      865-394-8989

## **School Hours of Operation**

Monday - Thursday

Doors Open: 7:15am

School Begins: 7:30am\*

School Dismissal: 3:05pm

Friday

Doors Open: 7:15am

School Begins: 7:30am\*

School Dismissal: 12:00pm

You and your scholar should review the handbook and be familiar with its contents. It is also a helpful reference guide that can be utilized throughout the school year. If you need additional assistance or have questions after review, please do not hesitate to contact the main office of your scholar's school.

# SECTION I: GENERAL INFORMATION

## School Calendar



### ACADEMIC CALENDAR KNOXVILLE PREP 2025-2026

#### 1-Jul

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# SECTION I: SCHOLAR POLICIES

## Grading Periods (Report Cards/Progress Reports)

Progress reports and report cards consist of the scholar's current grade, absences, conduct, and any comments the teacher wishes to make

### Progress Report Dates:

Grading Period	Month
First Quarter	September
Second Quarter	November
Third Quarter	February
Fourth Quarter	April

### Report Card Dates:

Grading Period	Date Range	Month
First Quarter	August - October	September
Second Quarter	October - December	November
Third Quarter	January - March	February
Fourth Quarter	March - May	April



# SECTION I: SCHOLAR POLICIES

## **Scholar Attendance Review Team (SART) Process:**

A tiered attendance intervention system will be followed:

### **Tier I:**

When a scholar reaches five (5) unexcused absences, the school will contact the parent/guardian and schedule a conference with a designated school official. A conference is required with the family to review attendance policy expectations and sign an attendance contract effective for forty-five (45) days. Parents and scholars may be required to participate in regularly scheduled follow-up meetings.

### **Tier II:**

If a scholar continues to have unexcused absences, a referral will be made to the school counselor and/or attendance coordinator. A legal notice will be sent to the family with an invitation for a mandatory meeting where a needs assessment will be conducted. This assessment will identify barriers and community resources such as mental health and/or socio-economic supports.

### **Tier III:**

If a scholar accrues eight (8) or more unexcused absences and does not respond to Tier II support requests, a certified letter will be mailed to the home notifying the family that they must attend a Truancy Board meeting. Continued unexcused absences may result in a court referral.

# SECTION I: SCHOLAR POLICIES

## **Chronic Absenteeism**

The State of Tennessee defines Chronic Absenteeism as missing more than 10% of school days for any reason other than school activity. Scholars who are chronically absent will be required to attend bi-weekly attendance meetings.

## **Truancy Definition**

Truancy is defined as an absence for an entire school day or a major portion of the school day for which the scholar is scheduled. A scholar who accumulates three (3) days of unexcused absences may be deemed habitually truant.

## **Driver's License Impact**

A scholar 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 Appeal Process**

Scholars with excessive unexcused absences shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. Written notice of the appeal hearing will be provided, and families will have the opportunity to address the committee.

# SECTION I: SCHOLAR POLICIES

## **Tardy Policy**

All scholars who arrive late to school after 8:05 AM and/or the beginning of individual classes shall be marked as tardy. Scholars and parents should understand that three tardy occurrences are treated as one absence. The parent or guardian must accompany the scholar inside the main building to sign in as tardy. Scholars must receive a pass from the front office before entering class.

Occurance	Consequence
First Tardy	Verbal Warning
Second Tardy	Call to Parents/Caregiver
Third Tardy	Discipline Referral to Administration
Fourth Tardy	Parent-Administrator Meeting Required
5+ Tardies	Administrative Discretion

Scholars who are tardy 5 or more times may be considered excessively tardy and subject to additional consequences including parent meetings and intervention plans.

# SECTION I: SCHOLAR POLICIES

## Dismissal Policy

Scholars who need to leave school grounds before the normal 3:45 PM dismissal time must follow specific procedures. To maintain good scholar attendance and minimize class disruptions, all efforts should be made to schedule dismissals at the end of a class period.

Scholars must always receive office approval before leaving, regardless of the reason. Notes are accepted in advance for verifiable doctor or dental appointments and court orders only. Notes must be brought to the front desk receptionist by 7:45 AM on the day of dismissal and should include:

1. Scholar's first and last name
2. Name and phone number of the medical provider
3. Date and time of appointment
4. Parent's signature and daytime phone number

All other dismissals from school require a parent signature in the office log book. Parent sign-outs are accepted up to 24 hours in advance. Phone dismissals are not permitted . Important: No changes to dismissal plans after 1:00 PM the day of the change. No early dismissals are permitted after 2:00 PM or during the last 30 minutes of the school day.

# SECTION I: SCHOLAR POLICIES

## **Cell Phone and Electronic Device Policy**

Scholars 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 during instructional time. Such devices include, but are not limited to, wearable technology such as 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 their classroom, and teachers are encouraged to integrate the devices into their coursework when educationally appropriate. The principal or designee may also grant a scholar permission to use such a device at their discretion.

## **Consequences**

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the scholar's parent(s)/guardian(s). A scholar in violation of this policy is subject to disciplinary action in accordance with the scholar code of conduct.

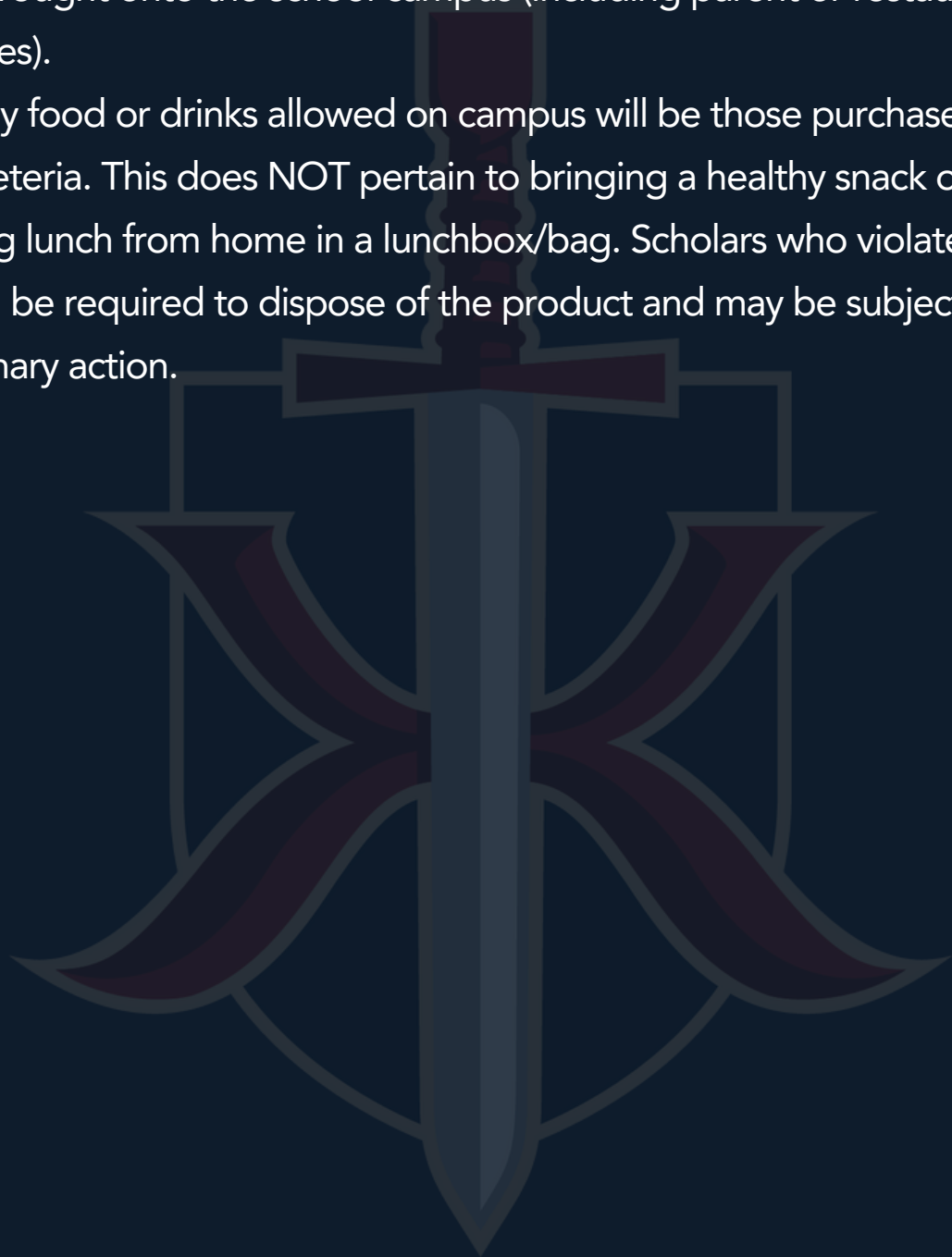
Prep Public Schools is not responsible for any theft or loss of any electronic device whether confiscated or in the scholar's possession.

# SECTION I: SCHOLAR POLICIES

## **Outside Food and Drinks**

Due to factors including discipline, academic distraction, food allergies, and campus cleanliness, outside restaurant food or drinks are not allowed to be brought onto the school campus (including parent or restaurant deliveries).

The only food or drinks allowed on campus will be those purchased from the cafeteria. This does NOT pertain to bringing a healthy snack or bringing lunch from home in a lunchbox/bag. Scholars who violate this rule will be required to dispose of the product and may be subject to disciplinary action.



# SECTION I: SCHOLAR POLICIES

## Scholar Code of Discipline

Violations of behavioral expectations are identified as Level 1, 2, or 3. The information below provides examples of violations at each level as well as consequences for infractions. All disciplinary actions include appropriate due process rights and appeal procedures.

### Level I Violations

Examples include:

- Daily classroom disruption (3rd offense)
- Failure to serve detention or Saturday school
- Excessive tardiness
- Picking on, bothering, or distracting other scholars
- Use of profanity or vulgarity
- Dress code violation
- Disrupting school activity
- Minor defiance of authority/disobedience
- Use of cell phones and electronic devices at unauthorized times
- Minor damage or defacement of school property
- Gambling
- Minor physical aggression (pushing, shoving)
- Academic dishonesty

Level 1 Consequences:

- First violation: Warning and parent contact
- Second violation: Parent contact and possible In-School Suspension
- Third violation: Parent/Administrator/Teacher/Scholar conference and Saturday School
- Fourth violation: Administrative discretion

# SECTION I: SCHOLAR POLICIES

## Level 2 Violations

Examples include:

- Examples include:
- False activation of fire alarm
- Possession of fireworks/firecrackers
- Bullying
- Harassment based on protected characteristics
- Sexual harassment
- Destruction or theft of school property (under \$500)
- Severe defiance of authority
- Trespassing
- Possession of tobacco products including e-cigarettes
- Theft from an individual (under \$500)
- Gang activity or related misconduct
- Recurring Level 1 offenses

Level 2 Consequences:

- First violation: Parent conference required, possible In-School Suspension
- Second violation: Parent conference and Saturday School
- Third violation: Long-term suspension (5+ days) with possible referral for expulsion



# SECTION I: SCHOLAR POLICIES

## Level 3 Violations

Examples include:

- Persistent bullying
- Persistent harassment based on protected characteristics
- Fighting
- Use of tobacco products
- Being under the influence of drugs or alcohol
- Possession of alcohol or unauthorized drugs
- Possession of illegal drugs (mandatory law enforcement referral)
- Destruction or theft of property (\$500-\$5000)
- Possession of weapons
- Threats of violence
- Assault against faculty or staff
- Recurring Level 2 offenses

Level 3 Consequences:

- Immediate long-term suspension (10+ days) with referral for possible expulsion

# SECTION I: SCHOLAR POLICIES

## **Zero-Tolerance Offenses**

The following offenses result in automatic expulsion for at least one calendar year unless modified by the Executive Director:

1. Bringing or possessing a firearm on school property
2. Unlawful possession of drugs or controlled substances
3. Aggravated assault
4. Assault resulting in bodily injury to school personnel
5. Valid threats of mass violence as determined by threat assessment team

## **Restorative Learning Academy:**

Scholars assigned to RLA must complete all class assignments for work missed. Scholars must successfully complete full days of their assignment before returning to regular classes. RLA operates Monday through Thursday.

## **Saturday School:**

Scholars assigned to Saturday School must attend to avoid additional consequences. Saturday School operates twice monthly from 8:00 AM - 12:00 PM and takes precedence over weekend activities.

## **Appeals Process:**

Scholars and families have the right to appeal disciplinary decisions. Appeal procedures and timelines are available through the main office and must be followed as outlined in board policy.

# SECTION I: SCHOLAR POLICIES

## **Scholar Uniform Policy:**

The wearing of uniforms is a requirement at Prep Public Schools. Scholars are required to uphold the ideals of family and unity and wear the designated uniform daily. Uniforms must be clean and in good condition.

## **Mondays (Business Professional Uniform):**

- Oxford Shirt (long or short sleeves)
- Prep Public Schools Navy Blue Tie
- Khaki, Navy Blue, or Black Pants
- Black or Brown Belt
- Black or Brown Dress Shoes

## **Tuesday - Thursday (Business Casual Uniform):**

- Prep Public Schools Polo (Navy blue or gray)
- Khaki, Navy Blue, or Black Pants made of khaki material
- Black or Brown Belt
- Black or Brown Dress Shoes (penny loafers or oxford-type shoes)

## **College Spirit Days (Fridays with Approval):**

- Prep Public Schools spirit shirt or college t-shirt
- Jeans
- Black or Brown Belt



# SECTION I: SCHOLAR POLICIES

## Uniform Guidelines:

### Shirts:

Shirts should be tucked in neatly and belts must always be worn. All t-shirts worn underneath uniform shirts must be white or the same color as the uniform shirt.

### Pants:

Joggers, jeans (except on college spirit days), are not acceptable.

### Shoes:

Black or brown dress shoes only with Monday dress uniform. Business casual shoes (Hey Dudes, Sperry's, Doc Martens) may be worn with the Tuesday-Friday casual uniform. Flip-flops/slides, Crocs, tennis shoes, or athletic sneakers are not permitted.

### Outerwear:

Only official Prep Public Schools outerwear (navy blue or black) or school sweaters are allowed in classrooms and hallways. No outerwear with a hood will be permitted in the classrooms or hallways.

### Jewelry and Accessories:

Scholars may wear modest jewelry such as small stud earrings (silver or gold). Chains must be tucked in. Facial and/or body piercings are not allowed.

# SECTION I: SCHOLAR POLICIES

## Grooming:

To help scholars foster a positive self-image and preparedness, scholars should meet full uniform and grooming expectations prior to arrival on campus. Scholars are discouraged from grooming in public areas. Non-academic items may be confiscated and returned at the end of the day.



# SECTION 2: ACADEMIC PROGRAM

## Grading Policy:

If a scholar does not demonstrate proficiency through course assessments, they will be required to attend tutoring. With teacher support, the scholar will continue learning and practicing until they achieve proficiency or better. To earn course credit and advance to the next course, a middle school scholar must earn a 60% in a course.

## Grading Scale:

As required by the Tennessee State Board of Education, the following grading scale is used:

Numerical Grade Range	Letter Grade
100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - 0	F

## Assessment and Retake Policy:

Scholars may be given multiple opportunities to demonstrate mastery of a standard. If granted, multiple assessment opportunities will be graded using 70% of the newest assessment score and 30% of the average from previous assessment scores.

# SECTION 2: ACADEMIC PROGRAM

## **State Testing Integration:**

TNReady and End-of-Course (EOC) scores shall be included in scholars' final grades as follows:

- Grades 3-5: 15%
- Grades 6-8: 20%
- Grades 9-12: 10%

## **Early Intervention:**

Essential Question: What can Prep Public Schools do early to determine scholars are receiving extra attention and put on track for promotion?

1. Examine scholar daily work and tests, identify problem areas, reteach and retest
2. After the first progress report, scholars will be informed whether they need mandatory tutoring
3. Scholars receive individualized instruction during guided reading, guided math, and independent practice
4. Scholars failing any class will receive extra assistance during reviews and independent practice
5. After progress reports and interim assessments, administrators and teachers will reevaluate tutoring assignments

## **Make-Up Work:**

Excused absences (those meeting State Attendance Rules) entitle scholars to make up work missed. Unexcused absences may result in homework assignments as make-up work. Scholars will make up work in accordance with the length of absence. Requests for make-up work are the responsibility of the scholar.



# SECTION 2: ACADEMIC PROGRAM

## **Homework:**

Homework assignments provide practice and reinforcement of classroom learning. Scholars are expected to complete homework assignments and study assigned work. Scholars must stay after school to complete homework if it is not turned in with 100% effort and completion.

## **Iron Council (Homeroom):**

Coordinated by the Administrative Team, Iron Council (homeroom) starts each day. Scholars are not allowed in classrooms without a teacher unless given permission.

## **Progress Reports:**

Progress reports consist of the scholar's current grade, absences, conduct, and any teacher comments. Report card and conference dates are posted on the "Important Dates Calendar" on the Prep Public Schools website. Parent-teacher conference requests should be made through the school's main office.



# SECTION 2: ACADEMIC PROGRAM

## **Promotion and Retention:**

All promotion and retention decisions shall be made on a case-by-case basis in compliance with state and federal law. All decisions shall be made in consultation with a scholar's IEP and/or 504 team, if applicable.

## **Middle School:**

Scholars who have satisfactorily completed course requirements for a grade are promoted. If no more than two courses are failed, scholars are required to attend Summer School. If a scholar fails more than two courses, they will be retained.

## **High School:**

Scholars who have satisfactorily completed course requirements for a grade are promoted. Up to two failed class credits can be made up in summer school. Failing more than two courses will result in the scholar repeating courses the next school year for credit.

## **Retention Identification and Support:**

Scholars who may be considered for retention are identified by February 1st based on:

1. Ability to perform at current grade level
2. Results of local assessments and monitoring tools
3. State assessments, as applicable
4. Overall academic achievement
5. Likelihood of success with more difficult material if promoted
6. Attendance record
7. Scholar maturity

# SECTION 2: ACADEMIC PROGRAM

When a scholar is identified for retention, parents shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the scholar avoid retention.

## **Scholar Information System (SIS):**

All grades are submitted to and reflected in the SIS:

- Knoxville Preparatory School: Aspen

Homework accounts for 10% of a scholar's grade. Scholars need to complete homework with effort and completion.

## **Graduation Requirements:**

To meet graduation requirements, a scholar must:

1. Earn 22 units of credit as specified by the State Board of Education
2. Have satisfactory records of attendance and conduct
3. Complete a senior capstone experience
4. Take the ACT or SAT while enrolled during junior year
5. Pass the Tennessee Civics Assessment

# SECTION 2: ACADEMIC PROGRAM

## Credit Requirements:

Course	Credits Required
English	4
Math	4
Science	3
Social Studies	3
Wellness	1.5
Foreign Language	2
Fine Arts	1
Electives	3
Personal Finance	0.5

## Community Service Requirements:

Grade Level	Hours Required
Middle School (6-8)	Minimum of 45 hours (15 hours annually)
High School (9-12)	Minimum of 150 hours (37.5 hours annually)

# SECTION 2: ACADEMIC PROGRAM

## **Diploma Types:**

- High School Diploma: Successfully complete all graduation requirements
- High School Honors Diploma: Score at or above readiness benchmarks on ACT or equivalent SAT
- High School Diploma with Distinction: Attain B average and complete additional requirements (National Merit, ACT 31+/SAT 1360+, AP scores 3+, or 12+ postsecondary credit hours)

Special Education Diplomas: Available for eligible scholars per state requirements

## **End of Course Tests:**

Scholars will take EOC tests in English I and II, Algebra I and II, Geometry, U.S. History, and Biology I. EOC tests count as the percentage specified above of the final semester grade.

## **Academic Honesty:**

All scholars are expected to produce their own original work. Violations of academic honesty include, but are not limited to: cheating, plagiarism, copying, inappropriate aid, selling or buying papers/projects, and forging documents.

Scholars will not receive credit for work involving violations of academic honesty. Recommended disciplinary actions include:

- First Offense: Zero on assignment, parent and administration notification
- Second Offense: 1-day ISS and first offense consequences
- Third Offense: 3 days ISS and first offense consequences

Scholars in dual credit courses are subject to college/university policies in addition to Prep Public Schools policies.

# SECTION 3: GENERAL POLICES & PARENT INFORMATION

## **Transportation:**

School bus transportation is a privilege, not a right. A scholar may be prevented from using school bus transportation if their behavior physically endangers other riders or violates transportation rules. Scholars wishing to ride a different bus must have signed parent notes from both families submitted to the attendance office before lunch on the requested day. These requests must also be approved by an administrator.

## **Elevator Policy:**

The elevator is off limits to all scholars unless given specific permission by an administrator and issued an elevator pass.

## **Searches:**

All scholars and visitors are subject to being searched for drugs, drug paraphernalia, dangerous weapons, and other unauthorized property. In accordance with Tennessee state law:

- Lockers and storage areas are school property and subject to search
- Scholars may be subject to physical search based on reasonable suspicion
- Vehicles on school property are subject to search
- Detection animals may be used to facilitate searches

# SECTION 3: GENERAL POLICES & PARENT INFORMATION

## **Vending Machines and Staff Areas:**

Scholars are not permitted to access staff workrooms or use vending machines without permission from school staff. Scholars are not permitted to use staff restrooms and should only use designated scholar restrooms.

## **Emergency Procedures:**

Prep Public Schools maintains comprehensive emergency preparedness plans including:

- Crisis management procedures
- Threat assessment team protocols
- Security measures
- Emergency communication systems

Scholars and families will be notified of emergency procedures during orientation and through regular communications.

## **Special Education Services:**

All scholars eligible for special education services receive appropriate education in the least restrictive environment under IDEA guidelines. Eligibility is determined through identification and evaluation. Each eligible scholar's educational program is determined annually by an assessment team including the scholar, parents, resource teacher, regular classroom teachers, and other professionals.

Eligible scholars are placed in either a full credit program with a goal of a regular diploma or a program leading to a specialized education diploma. All teachers must sign IEP folders within the first two weeks of school, indicating understanding of required modifications.



# SECTION 3: GENERAL POLICES & PARENT INFORMATION

## **Registration and Health Records:**

All scholars must have complete registration cards on file in the main office including current parental contact information, emergency contact information, and medical information and alerts.

## **Smoking on Campus:**

All uses of tobacco and tobacco products, including smokeless tobacco and e-cigarettes/vapes, are prohibited in all school buildings, vehicles, and public seating areas. Employees may smoke outdoors but not within fifty (50) feet of any building entrance or in the presence of scholars. Violations may result in disciplinary action up to suspension/termination.

## **Hazing:**

Prep Public Schools prohibits "hazing" defined as any intentional or reckless act that endangers mental or physical health or safety or induces a scholar to endanger their health or safety. This policy focuses on actions taken in connection with initiation into school-sponsored groups/teams. Scholars found violating this policy face disciplinary action including suspension or expulsion.



# SECTION 3: GENERAL POLICES & PARENT INFORMATION

## **Supervision of Scholars:**

Scholars are under supervision of school personnel at all times. The principal assigns scholars to school personnel and ensures proper supervision. Personnel may relocate scholars for safety reasons, and trained personnel will intervene as necessary.

## **Child Abuse and Neglect:**

School personnel are required by state law to watch for signs of child abuse and neglect and to report any information or suspicions to proper authorities.

## **Photographs and Images of Scholars:**

Throughout the school year, photographs or videos may be taken at school programs and events by media or school staff. These may be used on the district website or in other communications. Neither scholars nor their works will be identified by name when featured without prior consent. Your consent is assumed unless you notify Prep Public Schools in writing that you do not want your child included.

## **Inclement Weather:**

In the event of school closing due to weather conditions, Prep Public Schools will issue weather alerts. Please be aware that Knoxville Prep does not always follow district closings. Closings will be announced via television, automated calls, messaging systems, and social media.

Weather Alert Stations:

Knoxville: TV: WATE, WVLT, WBIR



# SECTION 3: GENERAL POLICES & PARENT INFORMATION

## **Visitor Policy and Procedures:**

All visitors must adhere to the following policy:

1. Enter through the front office
2. Provide photo ID and sign in
3. State the purpose of their visit
4. Wear a visitor sticker at all times
5. Be escorted by staff when appropriate

Visitors who do not comply will be asked to leave, and administration will be notified immediately.

## **School Volunteers and Chaperones:**

Prep Public Schools welcomes community and family volunteers and field trip chaperones. All volunteers and chaperones must:

- Treat all scholars and staff with dignity and respect
- Be 21 years of age or older
- Sign in and out at the front office
- Remain with staff when scholars are present
- Complete and return Volunteer/Chaperone Release forms
- Acknowledge staff authority
- Refrain from disciplining scholars
- Refrain from using tobacco, alcohol, and illegal drugs
- Dress appropriately and use appropriate language

Serving as a volunteer or chaperone is a privilege that may be revoked at any time by school administration.

# SECTION 4: TECHNOLOGY ACCEPTABLE USE

## **Acceptable Usage Agreement:**

The Internet and email provide invaluable resources to Prep Public Schools scholars and employees. Users accessing the Internet represent Prep Public Schools and have a responsibility to use the Internet productively and ethically.

## **Scope of Use:**

All technological resources must be used in accordance with school policies and procedures as well as local, state, and federal laws. Users must not waste, abuse, interfere with, or cause harm to other individuals, institutions, or companies.

## **Rules for Usage:**

The primary goal of the technology environment is to support educational endeavors. Use of technological resources is a privilege, not a right. Any violation may result in termination of usage and/or appropriate discipline.

## **Access Requirements:**

- Users agree to be bound by this agreement when accessing the network
- Use requires the same judgment as in a classroom
- Scholars accessing internet by means other than the school network while in school facilities is prohibited unless approved by administration
- All devices connected to the school network must be approved
- Scholars may only use accounts, files, software, and resources assigned to them
- Scholars must take precautions to prevent unauthorized access



# SECTION 4: TECHNOLOGY ACCEPTABLE USE

## **Copyright Compliance:**

- Illegal use of copyrighted materials is prohibited
- Illegal copies of software may not be created or used
- Fair use guidelines must be followed
- Questions should be directed to the Principal or CEO

## **Electronic Communication Guidelines:**

- Communications with scholars/parents are within school jurisdiction to monitor
- School email accounts should be used for official business
- Electronic communication should be professional
- Photos and videos should not be shared without permission
- Email accounts may not be used for non-school related mass communication
- Educational social networking is recommended with clear boundaries

## **Internet Safety Measures:**

- Internet safety measures effectively address:
- Safety and security when using electronic communications
- Preventing unauthorized access and unlawful activities
- Restricting access to inappropriate or harmful materials
- The processes for ensuring appropriate use include:
- Monitoring online activities
- Utilizing filtering technology
- Maintaining usage logs
- Providing internet safety training
- All scholars participate in internet safety training integrated into the instructional program. The school uses existing communication avenues to inform families about internet safety.

# SECTION 4: TECHNOLOGY ACCEPTABLE USE

## Prohibited Activities

- Scholars may not:
- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult, defame, or attack others
- Damage computers or networks
- Attempt unauthorized access (hacking)
- Violate copyright laws
- Trespass in others' files or work
- Misuse resources intentionally
- Use another's password (impersonation)
- Use the network for commercial purposes
- Buy or sell on the internet

## Email Policy:

- All Scholars receive individual school email accounts upon registration. Scholars must use school email addresses to communicate with teachers. School administrators reserve the right to monitor scholar and teacher emails and have no expectation of privacy on school-issued devices.
- Scholars are responsible for messages sent from their accounts
- Scholars should not share passwords and must have strong passwords
- Misuse may result in disciplinary actions including suspension from the email system and/or disenrollment

# SECTION 4: TECHNOLOGY ACCEPTABLE USE

## **Device Policy:**

- Scholars will be assigned a Chromebook at the beginning of the school year and are bound to the following conditions:
- Devices must be treated with respect and accountability is required
- Every device is managed by Prep Public Schools with monitoring software installed
- Official records may be withheld until device and equipment are returned
- Scholars who bring their own device must receive permission from the Director of Information Technology
- Devices must be returned upon disenrollment or graduation
- Devices are for school use only; explicit content searches will be reported with mandatory parent conferences
- Device privileges may be denied for any reason deemed appropriate by administration

## **Damaged, Lost, or Stolen Devices**

- Devices broken due to negligence: \$50 fee for first occurrence, full replacement for second occurrence
- Lost or stolen devices: full replacement price required

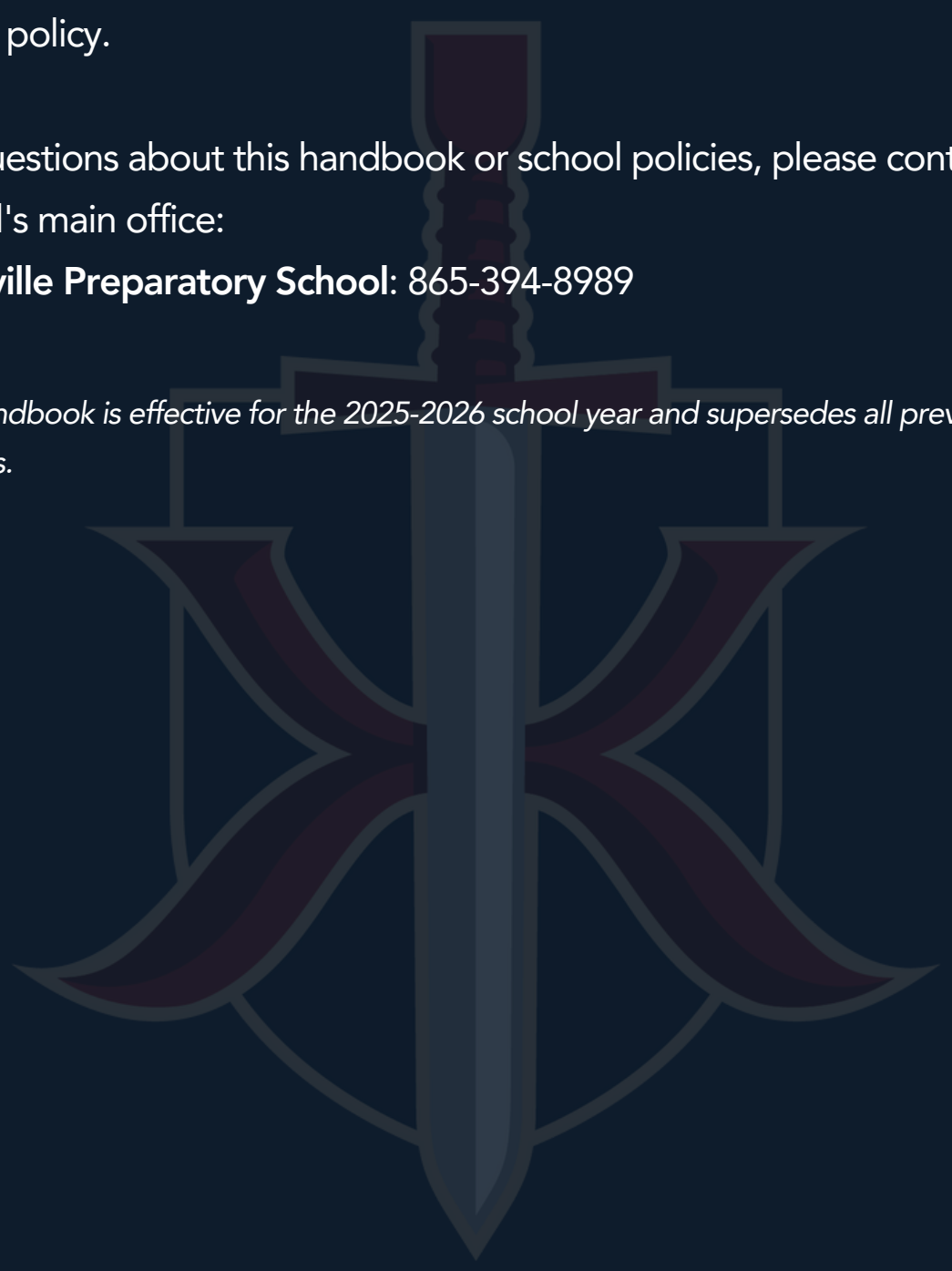
# COMPLIANCE AND REVIEW

This handbook is subject to changes by the Board of Directors of Prep Public Schools. Policies and procedures are reviewed annually and updated as needed to ensure compliance with state and federal law and board policy.

For questions about this handbook or school policies, please contact the school's main office:

**Knoxville Preparatory School: 865-394-8989**

*This handbook is effective for the 2025-2026 school year and supersedes all previous versions.*



# HANDBOOK ACKNOWLEDGEMENT FORM

School Year 2025-2026

Scholar Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

We acknowledge that we have received and read, and understand\* the Prep Public Schools Scholar & Parent Handbook for the 2025-2026 school year. We understand that this handbook contains important information about:

*\*In instances where I do not understand a term or policy, I will ask for clarification. Clarification does not change the policy or commitment to it.*

### Academic Policies

- ☐ Grading system and academic standards
- ☐ Promotion and retention requirements
- ☐ Graduation requirements and diploma options
- ☐ Academic honesty expectations
- ☐ Make-up work and homework policies

### Behavior Expectations

- ☐ Code of conduct and disciplinary procedures
- ☐ Anti-discrimination and anti-harassment policies
- ☐ Cell phone and electronic device policy
- ☐ Uniform and grooming requirements
- ☐ Transportation and safety rules

### Attendance Requirements

- ☐ Attendance policy and SART process
- ☐ Tardy policy and consequences
- ☐ Dismissal procedures
- ☐ Appeal rights and procedures

### Technology and Safety

- ☐ Technology acceptable use agreement
- ☐ Internet safety measures
- ☐ Emergency procedures
- ☐ Visitor and volunteer policies





# HANDBOOK ACKNOWLEDGEMENT FORM

School Year 2025-2026

Scholar Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## SPECIFIC POLICY ACKNOWLEDGMENTS

### Cell Phone and Electronic Device Policy

We understand that personal communication devices and electronic devices must be turned off and stored in backpacks or purses during instructional time unless specifically permitted by a teacher or administrator. Unauthorized use will result in confiscation until the device can be released to parent(s)/guardian(s).

Parent Initial: \_\_\_\_\_ Scholar Initial: \_\_\_\_\_

### Discipline and Due Process

We understand the progressive discipline system (Level 1, 2, and 3 violations) and that all Scholars have the right to due process, including appeals procedures for disciplinary actions. We understand that certain offenses may result in suspension or expulsion.

Parent Initial: \_\_\_\_\_ Scholar Initial: \_\_\_\_\_

### Attendance Policy

We understand the three-tier Scholar Attendance Review Team (SART) process and that excessive unexcused absences may result in interventions, truancy board hearings, and potential impact on driver's license eligibility.

Parent Initial: \_\_\_\_\_ Scholar Initial: \_\_\_\_\_

### Anti-discrimination and Harrassment

We understand that Prep Public Schools prohibits all forms of discrimination, harassment, bullying, cyber-bullying, and intimidation. We know how to report violations and understand the investigation process.

Parent Initial: \_\_\_\_\_ Scholar Initial: \_\_\_\_\_





# HANDBOOK ACKNOWLEDGEMENT FORM

School Year 2025-2026

Scholar Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## Technology Acceptable Use

We understand and agree to comply with the Technology Acceptable Use Agreement, including internet safety measures, email policies, and device responsibilities. We understand that all technology use is monitored and misuse may result in disciplinary action.

Parent Initial: \_\_\_\_\_ Scholar Initial: \_\_\_\_\_

## AGREEMENT AND COMMITMENT

### Scholar Commitment

I acknowledge that I have read and understand\* the Scholar & Parent Handbook. I agree to follow all policies, procedures, and expectations outlined in the handbook. I understand that violations may result in disciplinary action, and I am aware of my rights including appeals procedures.

*\*In instances where I do not understand a term or policy, I will ask for clarification. Clarification does not change the policy or commitment to it.*

**Scholar Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Scholar Name (Print):** \_\_\_\_\_

### Parent/Caregiver Commitment

I acknowledge that I have received, read, and discussed the Scholar & Parent Handbook with my child. I understand\* the policies and procedures outlined in the handbook and will support my child in meeting these expectations. I understand my rights and responsibilities as a parent/guardian, including participation in appeals processes when necessary.

*\*In instances where I do not understand a term or policy, I will ask for clarification. Clarification does not change the policy or commitment to it.*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Relationship to Scholar:** \_\_\_\_\_



# HANDBOOK ACKNOWLEDGEMENT FORM

School Year 2025-2026

Scholar Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## Photo and Video Release

☐ **YES** ☐ **NO** I give permission for my child to be included in school photographs, videos, and other media that may be used for educational purposes, school communications, or promotional materials.

**Parent Initial:** \_\_\_\_\_

## Directory Information

☐ **YES** ☐ **NO** I give permission for my child's directory information (name, grade, school activities) to be shared in school publications such as honor rolls, graduation programs, and activity rosters.

**Parent Initial:** \_\_\_\_\_

## Questions or Concerns

If you have questions about any policies in the handbook or need clarification on procedures, please contact:

**Knoxville Preparatory School: 865-394-8989**

## SCHOOL USE ONLY

**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Scholar ID:** \_\_\_\_\_ **File Updated:** ☐ **Yes** ☐ **No**

**Special Notes:** \_\_\_\_\_

**RETURN DEADLINE:** This form must be completed and returned to the school by **August 31, 2025**, or within 10 days of enrollment if enrolling after the start of the school year.

**RETENTION:** This acknowledgment form will be maintained in the scholar's permanent file throughout their enrollment at Prep Public Schools and for the period required by state law following graduation or withdrawal.

*This handbook and acknowledgment form are effective for the 2025-2026 school year and supersede all previous versions. The handbook is subject to changes by the Board of Directors of Prep Public Schools, and families will be notified of any significant changes during the school year.*

# Alma Mater

## Verse 1

Be-neath | the hills | we rise,  
With fi-re in | heart | and eyes,  
Guid-ed by | truth that | nev-er | fades or | bends.  
We walk | the path | of light,  
With hon-or | as | our right,  
Forg-ing our | fu-ture | where the | jour-ney | ends.

## Chorus

Strong in our | broth-er- | hood  
Bound by the | great-er | good  
Each step we | take is | shaped by | leg-a- | cy.  
  
KNOX PREP, | we sing | your name,  
Proud of your | ris-ing | flame,  
For- ev-er | forged in | strength and | u-ni- | ty.

## Verse 2

The forge | is hot | and bright,  
We train | our hands | to fight  
For wis-dom, | jus-tice, | cour-age, | and the | right.  
Each les-son | strikes | the steel,  
Each tri-al | makes | us real,  
We rise as | men who | stand for | truth and | light.

## Final Chorus

One voice, | one bond, | one call,  
We rise, | we nev-er | fall,  
Our ban-ner | raised with | hon-or, | bold and | free.  
KNOX PREP, | our hearts | are thine,  
Your mis-sion | now | is mine—  
To forge the | fu-ture | in fra- | ter-ni- | ty.



KNOXVILLE  
PREPARATORY  
SCHOOL



**BUILT FOR BOYS**  
**BUILT FOR LIFE**