



Memphis Delta Prep Student and Family Handbook
2017-2018

PRACTICE **SMILE** GROW

Mission

At Memphis Delta Prep, located in the heart of South Memphis, we strive to be the best school in the country by cultivating great teaching, through deliberate practice and over preparing students to reach, attend, and graduate from highly selective colleges and universities... all with a smile!

Our Why

A completed course of study at a top-tier college will allow our students to build and support healthy and happy families, empower and improve their Memphis neighborhoods, and enjoy a rich intellectual life.

Vision

We will build a school in which classrooms are proactive, urgent, efficient, and joyous. We value and teach happiness, kindness, patience, and consistent growth through practice.

Core Values: Practice. Smile. Grow.

Practice: To get better.

To achieve our mission of sending all of our students on the path to graduation from selective colleges, we must over prepare them academically as compared to their peers around the country. We know that skill development comes through focused, high repetition practice. Therefore, every individual (teachers, leaders, students) in our school community will engage in deliberate practice to build habits for success.

Smile: To enjoy the journey.

As we practice our skills to improve both learning and teaching, students and faculty will be smiling and optimistic every single day. We know that the work we are doing is not easy, but we will maintain an unwaveringly positive outlook on the incredible power of education as an agent of change. We love the work that we do, and we want our students to look forward to coming to school to learn each day. Smiling will be part of everything we do as we have fun learning and growing!

Grow: To prepare for college and beyond.

By continuously practicing academic and social skills and doing so with positivity, our students will grow at unprecedented rates. As we grow, our teachers will constantly reflect on the learning process itself in order to make learning more efficient and deeper. We cannot settle for a constant rate of improvement; we need to intentionally accelerate the rate of learning, both for our students and our teachers.

MDP Commitment to Excellence

All teachers, students, and families will sign a commitment to excellence that will serve as a reminder of why we all chose to join together for this work.

Memphis Delta Preparatory Commitments

- I am a member of the Memphis Delta Preparatory Community.
- I am dedicated to change and ongoing improvement.
- I believe in the power of deliberate practice and commit to practicing the skills I need to be successful.
- I believe that I can consistently accelerate my growth potential by getting better, faster.
- I believe in the power of positivity and will smile every day!

- I believe that the only true guarantee of success is being over prepared and I will strive to be at all times.
- I believe in Memphis and the mission of Memphis Delta Preparatory.

Attendance

- Attendance is the first step in ensuring academic achievement. For students to reach for their personal best, they must show up and make their strongest effort at school each and every day.
- At MDP, regular attendance is required. Our curriculum is an ambitious one, and every day is essential for students to keep pace. Parents/guardians/families are expected to ensure that their children are in school. PLEASE do not allow your child to miss a day of school except for serious illnesses. We ask that families not schedule vacations or non-emergency appointments during school time. Families should take advantage of our early dismissal days, as well as half-days and breaks, to schedule appointments and travel. If a student exceeds 15 absences in a school year, he or she may not be promoted to the next grade.
- Excused absences include the following: court-mandated appearances with proper documentation, religious observances as notified in advance by the family, illness or hospitalization *with* proper medical documentation. Additionally, students are afforded rights under Section 504 of the Rehabilitation Act (“Section 504”), the Americans with Disabilities Act (“ADA”), and the Individuals with Disabilities Education Act (“IDEA”) should their absences be related to a disabling condition. Other rare exceptions may apply on a case-by-case basis and must be approved by the School Leader or Chief Operating Officer.
- Students who are absent from school cannot attend or participate in any school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.
- According to T.C.A § 49-6-3001, all students under 18 are expected to be in school. All students under the age of 18 will be expected to comply with these laws and the school will follow procedures set out in TCA § 49-6-3007 if the student does not comply with the law. In cases of truancy, the School Leader (or designee) will investigate the situation. Memphis Delta Preparatory operates in compliance with TCA § 49-6-3007 requirements, which can include mandated reporting of truancy to appropriate state agencies.

Arrival & Dismissal Policy

Arrival

- The school officially opens to students at 7:15 A.M. The only exception is a prior scheduled appointment with staff.
- Doors close promptly at 7:45AM each morning. Arriving after 7:45 AM is considered tardy. Students must be signed in at the main office by an adult over the age of 18.

Dismissal

- Families are responsible for picking up students.
- Families **MUST** submit a release form (provided during registration) listing the names and information for any individuals, beside parents/guardians, who regularly are authorized to pick up their children.
- No student will be allowed to leave the school without an adult escort who is not his legal guardian unless the guardian has submitted a signed, written note to the Operations Manager in advance specifying name, address, and working phone number for the adult as well as specific pick-up dates.
- Families may begin picking up students at 3:55 on regular days and 2:10 on early dismissal days.
- MDP does **not** currently provide after care. All students must be picked up by 4:15pm on regular days and 2:30 on early dismissal days. For any student remaining at school one hour after dismissal, MDP reserves the right to contact local authorities.

Early Dismissal

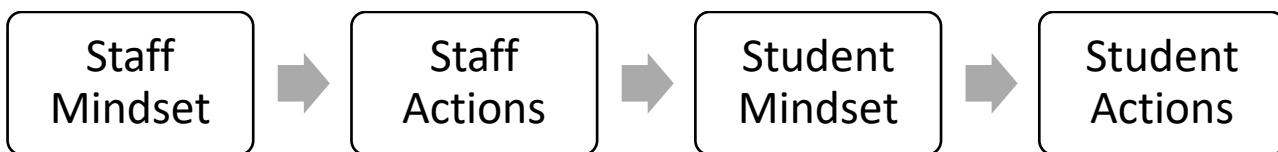
- Students may not be checked out of school after 3:00 on regular days or 1:00 on early dismissal days.

Transportation

- MDP will provide bus transportation throughout the South Memphis neighborhood and from select areas of Memphis.
- Parents must complete an annual permission slip for students to ride the bus.
- No student may get off at a bus stop alone without a signed parent permission slip.
- To change a student's dismissal plan for the day (i.e. from a bus rider to a car rider), parents should call the school no later than 1:00 on regular days or 12:00 on early dismissal days.
- To request a new bus stop, parents should contact the Operations Manager. MDP will do its best to accommodate all requests, but cannot guarantee bus route changes mid-year.

School Culture

At MDP we believe that school, classroom, and student culture begins with the adults in at MDP. We believe that the teachers, their mindsets, and actions are they key to building a positive classroom and student culture. Teachers will create incredibly strong classroom cultures by being over prepared through deliberate practice of Key Teachers skills which will lead to classrooms that are Proactive, Urgent, Efficient, and Joyous.



Staff Mindset	Staff Actions	Student Mindset	Student Actions
1. All students will learn. 2. Deliberate practice is the key to growth 3. Teachers are the single most important factor in student success. 4. Urgency comes through clarity and practice. 5. Prepared is not good enough over prepared. 6. Teaching is fun	1. Teachers are proactive, not reactive. 2. Sweat the small stuff. 3. Teachers are having fun. 4. Positive rewards, not incentives. 5. Clear systems and directions.	1. All students will learn. 2. Deliberate practice is the key to growth. 3. Prepared is not good enough over prepared is the key. 4. Students feels like part of the classroom and school-wide community	1. Students are having fun 2. Deliberate practice to add positive behaviors and rewire negative ones. 3. On task with high quality thinking. 4. Effort and persistence 5. Mindfulness training

Discipline

Our approach to discipline is rooted in the belief that the learning environment is sacred. At Memphis Delta Prep, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we "sweat the small stuff" to create and preserve a focused learning environment. Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, doing their best to "catch students doing the RIGHT thing." We recognize and celebrate student successes at every opportunity.

We also use consequences and a problem-solving approach to help students fix behavior problems. Students may lose privileges (social time, trips, etc.) when they violate the rules.

Our Dean of Students is the point person on discipline issues. The Dean works closely with teachers, families, and students to help them learn and grow. The Dean and School Leader have the authority to decide on the appropriate consequences for student behavior. The Dean and School Leader may solicit parent/guardian input in certain situations, but they retain all decision-making authority.

MDP Sample Class Schedule
Monday through Thursday(7:30-4:00)

	Kinder	First	Second	Third	Fourth	Fifth
7:15	Student Drop Off					
7:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
7:45	Morning Meeting					
8:00	Restroom/Unpack	Restroom/Unpack	Restroom/Unpack	Restroom/Unpack	Restroom/Unpack	Restroom/Unpack
8:10	Read Aloud					
8:25	Literacy Rotation 1					
9:05	Literacy Rotation 2					
9:45	Literacy Rotation 3					
10:20	Writing	Writing	Writing	Writing	Writing	Writing
10:50	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:15	Mindful 5					
11:20	Recess	Recess	Recess	Recess	Recess	Recess
11:50	Math Fluency					
12:05	Math Block					
1:05	CKLA	CKLA	CKLA	CKLA	CKLA	CKLA
2:05	Spielgaben	Spielgaben	Spielgaben	Computer	Computer	Computer
2:40	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Mindfulness
2:50	Intervention	Intervention	Intervention	Intervention	Intervention	Intervention
3:35	Choice Time					
4:00	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Make-up Work

Students who are not in school miss critical academic assignments and assessments. Our school make-up policy is designed to hold students accountable for all missed assignments and assessments, as well as to support timely make-up work such that students do not fall behind academically.

- *Classwork:* If a student misses a class for any reason (absence, lateness, and/or early dismissal), the student's missed classwork will be compiled by the teacher and distributed to the student the day s/he returns to MDP.
- *Assessments:* If a student misses a test or quiz when s/he was absent, he or she will take that assessment the day he or she returns to MDP. The teacher and Operations Manager will coordinate the administration of the missed assessment.
- *Homework:* If a student misses a day of school, the assignments due on the day s/he was absent are due the day he or she returns to school.
- *Extended Absences:* If a student is going to be absent for an extended period due to illness or another

approved reason, the parent should contact the school office to arrange for makeup work.

Cell Phones and Electronic Devices

Because they are a distraction to learning, we prohibit students from bringing cell phones and/or other electronic devices, such as iPods, to school. MDP does not accept responsibility for any missing items of value.

If a student is found to be using a cell phone and/or electronic device in the school building, it will be confiscated by a staff member, and a parent or guardian will be required to come to the school to retrieve it from the Dean of Students. Staff members will give all confiscated cell phones and electronic devices to the Dean of Students, who will alert the family of his/her possession of the item.

Uniform Policy

- All MDP students must be in uniform during all school hours. The uniform must be displayed neatly, cleanly, proudly and without exception unless otherwise communicated by staff.
- Students that come to school improperly uniformed will face disciplinary consequences and/or sent home. Parents will be contacted to pick up the student or deliver the needed articles. Students can be reinstated the same day assuming they are properly uniformed. If a parent cannot be contacted, the student may be set up to work in location other than their regular classroom for the day.
- Uniforms must fit appropriately. Excessively baggy or tight pants, shirts, etc. are not allowed. Please make sure that the clothes you send your student in fit them comfortably as we have a long, rigorous, activity-filled day.
- **Shirts:** Students can wear any MDP t-shirt, sweatshirt or polo. Shirts will stay tucked in at all times.
- **Pants:** Students at MDP will wear khaki shorts, pants or skorts. Acceptable colors are blue, black, and tan. Jeans, sweatpants, joggers, and leggings are prohibited.
- **Shoes:** Toes and heels must be covered. Sneakers, tennis shoes, and boots are acceptable. Sandals and flip flops are not allowed.
- If an article of clothing is taking away from the learning environment, the Dean of Students will notify parents and steps will be discussed to improve the situation.
- Uniform shirts can be purchased at school. Pants, shorts, and skorts must be purchased outside of school.

Family Involvement

MDP is a partnership between the school leadership, teachers, students, and families. Although the job of making decisions about school policy belongs to the Board of Directors and the School Leader, family involvement is not only welcome, but necessary for the success of the school. We strive to cultivate positive and productive relationships with all our families.

Family Responsibilities

We encourage families to participate actively in their children's education. Families are the first educators of their children. The important task of educating a child calls for the school, the student, and the family to all work together to ensure success. We reflect that commitment by choosing to sign the Commitment to Excellence. We ask that parents first and foremost:

- Reinforce MDP's academic and behavioral standards at home
- Establish a daily routine for students
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success

- Discuss academics and student work among family members
- Help students with homework
- Ensure that students complete all of their homework every night
- Support other MDP families
- Volunteer at MDP whenever possible

Independent Reading

Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. The students who read a lot outside of school are the students who are the best readers and who score highest on reading tests. Supporting your child's independent reading at home is the best way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading. Although MDP students have high-quality reading time during school, they must READ, READ, READ at home every night, weekend, and during any vacations from school. Parents / guardians should make sure to supervise their child in reading at least 20 minutes every night. This includes reading aloud to your child.

Family Communication

Parent communication is vital to the success of any school and at MDP we believe in the importance of ongoing and consistent parent communication. Our parents will be informed in multiple ways about the policies, commitments, volunteer opportunities and events that MDP offers. This communication will take place in several key ways:

- **MDP Staff Communication:** Each MDP staff member has a goal to communicate with over 30% of families each week. This explicit goal setting behind parent communication will push our team to consistently inform and celebrate with parents about the wonderful things happening in classes.
- **Initial In-Home Meeting:** All families as part of the registration and enrollment process will have an in-home meeting with an MDP staff member. This will serve as a key touch point for building relationships between families and MDP staff. This meeting will outline key policies and opportunities that MDP families can look forward to.
- **Social Media:** MDP will keep an active Facebook, twitter, and Instagram account to consistently update parents on events, news, and information.
- **Weekly Parent Bulletin:** Parents will get a weekly parent bulletin that has news and updates from the school as well as student data and rewards.
- **All Call/ All Text:** Using the schools all call system parents will get calls about urgent news that cannot wait for the parent bulletin.
- **Daily Trackers:** Daily homework and behavior trackers will be sent home and signed each night.
- **Parent/Family Concerns:** If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it and then contact the school. We welcome the conversation. We understand that, as parents/guardians/families, you have very strong feelings about issues concerning your children. We ask only that you try to deal with any issue professionally. We promise to treat you and your concern with respect. If a parent/guardian/family member is disrespectful to MDP teachers or administrators, we will cut short the conversation and wait to continue it at another time. If a parent/guardian/family member threatens or otherwise puts in jeopardy the safety of MDP staff or students, MDP reserves the right to prohibit that individual from school property.



School Calendar & Closings

Please see the MDP School Calendar for the scheduled school days for the 2016-2017 school year. Please note that we do not follow the SCS annual calendar.

July 2017							August 2017							September 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
October 2017							November 2017							December 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4			1	2			1	2
8	9	10	11	12	13	14	9	10	11	12	13	14	15	3	4	5	6	7	8	9
15	16	17	18	19	20	21	16	17	18	19	20	21	22	12	13	14	15	16	17	18
22	23	24	25	26	27	28	23	24	25	26	27	28	29	19	20	21	22	23	24	25
29	30	31												26	27	28	29	30	31	
January 2018							February 2018							March 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6	1		1	2	3				1	2			1	2
7	8	9	10	11	12	13	8	9	10	11	12	13	14	4	5	6	7	8	9	10
14	15	16	17	18	19	20	15	16	17	18	19	20	21	11	12	13	14	15	16	17
21	22	23	24	25	26	27	22	23	24	25	26	27	28	18	19	20	21	22	23	24
28	29	30	31											25	26	27	28	29	30	31
April 2018							May 2018							June 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5			1	2		1	2
8	9	10	11	12	13	14	9	10	11	12	13	14	15	6	7	8	9	10	11	12
15	16	17	18	19	20	21	16	17	18	19	20	21	22	13	14	15	16	17	18	19
22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26
29	30						27	28	29	30	31									



July 12 – Aug 4	Staff Professional Development (students out)	Jan 1 – 5	Winter Break – No School
Aug 7	First Day of School	Jan 8	3 rd Quarter Begins
Sept 4	Labor Day – No School	Jan 15	Martin Luther King Jr. Day – No School
Sept 5	Staff Professional Development (students out)	Jan 17	Parent-Teacher Conferences 2:30-6:30
Oct 6	1 st Quarter Ends	Feb 5	Staff Professional Development (students out)
Oct 9 – 13	Fall Break – No School	Feb 23	February Break – No School
Oct 16	Staff Professional Development (students out)	Mar 9	3 rd Quarter Ends
Oct 17	2 nd Quarter Begins	Mar 12 – 16	Spring Break – No School
Oct 25	Parent-Teacher Conferences 2:30-6:30	Mar 19	Staff Professional Development (students out)
Nov 10	Veterans Day (observed) – No School	Mar 20	4 th Quarter Begins
Nov 20-24	Thanksgiving Break – No School	Mar 30 – Apr 2	Spring Holiday – No School
Dec 20	2 nd Quarter Ends	May 18	May Break – No School
Dec 21	Staff Professional Development (students out)	May 28	Memorial Day – No School
Dec 22 – 29	Winter Break – No School	June 7	Last Day of School
		June 8	Staff Professional Development (students out)

School Closings

MDP will only close school in cases of extreme weather conditions. In such situations, we will follow the SCS's closings. Please listen to local radio and television stations. If the SCS announces a delayed opening or a closing, MDP will also be delayed or closed. MDP reserves the right to cancel school outside of the district's decision should circumstances require. MDP will utilize social media, television, and all text to communicate any closings.

School Lunch Program

Breakfast, lunch, and snack will be provided to all student free of charge to all families. MDP will serve nutritious, kid-friendly meals that exceed national standards for school lunches.

Families may send lunch to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods. Please do not let your child bring unhealthy drinks (e.g., colas or juices heavy in sugar) or unhealthy snacks to school. Candy, gum, and soda are not allowed to be eaten at school. If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it. Prohibited foods will be collected and returned to students at the end of the day.

Peanut Allergy Policy: All food items containing peanuts are strictly prohibited. Examples include peanut butter sandwiches, peanut butter cookies, crackers with peanut butter, trail mix with peanuts, candy containing peanuts, etc. Students with peanut allergies can have a deadly reaction from even being in the same room as peanut product, so it is critical this policy is followed. Any food items containing peanuts will be collected and not returned for the safety of our students.

Nursing Services & Medication

Being healthy physically helps children learn more effectively. For this reason, it is important to have your doctor or health center look into any problem that your child may have. If your child requires medication during school hours, we will assist by administering medication. However, medication may not be given without the completion of a Medicine Administration form. The form must be completed by the parent/guardian in the presence of a school official. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines. All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

School Visitors

PRACTICE SMILE GROW



MDP will operate on an open-door policy. Every parent and community member will be welcomed into the building to observe the hard work the MDP students and teachers are doing every day. All visitors must check in at the school office and wear an MDP visitor name tag at all times while on school premises. Visitors may be asked to leave if they are disruptive to the learning process or pose a threat to student/staff safety.

Student Information Management

MDP will comply with the Family Education Rights and Privacy Act, codified in 20 U.S.C. § 1232g, with respect to the publication of any list of students' names before, during or after the enrollment and lottery process. The school administration is in charge of student records. If a parent/guardian would like to examine a child's record, the parent/guardian should submit a request in writing to the Chief Operating Officer. Within five business days of receipt of a written request, the school, depending on the requested information, will respond by:

- Making the information available at the school itself during normal business hours to the person requesting it
- Denying the request in writing
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied

There are two different types of student records, which will be treated differently:

- *Directory Information:* Directory information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent/guardian. For example, teachers may distribute class lists to everyone in the class so that students may help each other with homework. If a parent/guardian would not like such information released, he or she should submit a request in writing to the Chief Operating Officer.
- *Confidential Records:* Confidential records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

Lost and Found

The school will keep a small lost and found box near the main office. Parents/guardians/families may come in any day between 8:00 A.M. and 4:00 P.M. to search the lost and found.

Student Searches

To maintain the security of all its students, MDP staff reserve the right to conduct searches of its students and their property when there is reasonable suspicion to do so. If searches are conducted, the school will ensure that the privacy of the students is respected to the extent possible, and that students and their families are informed of the circumstances surrounding and results of the search. School cubbies and desks, which are assigned to students for their use, remain the property of MDP; therefore, students should have no expectation of privacy in these areas.

MDP Board of Directors

The Board of Directors sets all policy for the school. The Board consists of the following members: Matt Harrell (CHAIR), Paul Dean, Gib Vestal, Gwendolyn Marie Bell, Gary Peeples, Stanton Brown, Whitney Hardy, Tate Wilson, Ikhlas Hassan.

The Board meets monthly while the school is in session. As required by Open Meetings and Records Laws, the Board will give public notice of the date, time, and location of any board meeting scheduled at least a week in



advance and not less than 72 hours before the meeting. Public notice may be accomplished by posting notice of the meeting in one or more designated public locations *and* providing at least one media notice or advisory. A policy will be drafted so that copies of both types of notices are kept with the required minutes of school board meeting or kept in a separate notice file. If circumstances require that the Board meet with less than one week's notice, the Board will notify both the public and the news media "to the extent practicable" at a reasonable time before the meeting.

Equal Opportunity

In compliance with regulations enforced by the office for Civil Rights of the US Department of Education, Memphis Delta Preparatory Charter School Does not discriminate in its programs or employment on the basis of race, color, religion national origin, handicap/ disability, sex or age.