



# Memphis Delta Prep Student and Family Handbook 2025-2026

***Disclaimer:*** *These policies and procedures may be amended at any time, subject to applicable federal, state, and local laws, rules and regulations. This handbook is not exhaustive of all relevant bylaws and policies. Memphis Delta Preparatory (also referred to as “Memphis Delta Prep”, “MDP”, or “School”, defers to Shelby County School Policies for any issues not specifically covered in this manual.*

## **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!

### **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



### Enrollment Policy

The enrollment policy is aligned with the state law T.C.A. 49-13-113.

### Attendance Policy

- 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 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.
- Students who are classified as absent based on the above criteria are unexcused. For an absence to be excused, parents must provide proper documentation of one of the following:
  1. Personal illness;
  2. Illness of immediate family member;
  3. Death in the family;
  4. Extreme weather conditions causing power outage;
  5. Religious observances;
  6. Military active duty/deployment of parent/guardian;
  7. Summons, subpoena, or court order; or
  8. Circumstances which in the judgment of the Executive Director create emergencies over which the student has no control
- 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 Executive Director.
- 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 Executive Director (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.
- Students who have 3 unexcused absences are considered at risk for truancy
- Students with 5 excused or unexcused absences are considered at risk for chronic absenteeism

### Arrival Policy

Car line arrival will occur 7:45-8:15 daily. Families that arrive early will be required to wait in their car until arrival begins. Students **must not** be left unattended outside MDP.

- Cars will line up west (southbound) side of College Street.
- Cars will pull forward to one of the stopping points prior to letting students out of the car. Students may *not* exit the car prior to a stopping point.
- When the car has reached a stopping point, the student will exit the car. If the student needs assistance, the parent will exit the car to assist. Staff members will not reach into the car to unbuckle a child or assist in other ways.



Students should be appropriately dressed for the weather as they will line-up outdoors prior to entering the school. As students in each line enter the building, they will receive hand sanitizer from a staff member positioned at the door before being directed to their classroom or breakfast area.

### **Late Arrivals**

It is critical that students arrive to school before 8:15 each day. Students arriving at 8:15 or later are tardy. In the event of late arrival, parents must walk the student into the office and sign them in late.

### **Dismissal Policy**

Dismissal begins at 3:55pm Monday-Thursday and 2:40 on Fridays. All students must be picked up within 15 minutes after dismissal time.

- Parents must arrive on-time for dismissal or have an active aftercare enrollment.
- Cars will line up west (southbound) side of College Street.
- Parents should place their car-tag on the rearview mirror. Parents without a car tag must enter the office to dismiss a student.
- Cars will pull forward to one of the stopping points to meet their student.
- When the car has reached a stopping point, the student will enter the car. If the student needs assistance entering the car, the parent must assist. Staff members will not assist to buckle or load a student into the car.
- 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 school administration in advance specifying name and working phone number for the adult as well as specific pick-up dates.
- Students whose parents consistently arrive late may lose certain privileges. Parents will be required to meet with the Director of Culture.
  - Parents who arrive after 4:15 PM must remain in their car and call the front office to have a staff member bring their child outside.
  - For any student remaining at school one hour after dismissal (outside of a school-sponsored activity), MDP reserves the right to contact local authorities.

### **Early Dismissal**

Students may not be checked out of school after 3:00PM on regular days or 2:00PM on early dismissal days.

### **Walkers**

- Parents must complete the Walker Permission Form each year for students to walk to and from MDP each day.
- Students in grades K-2 are not permitted to walk alone – students must walk with a family member or neighbor.

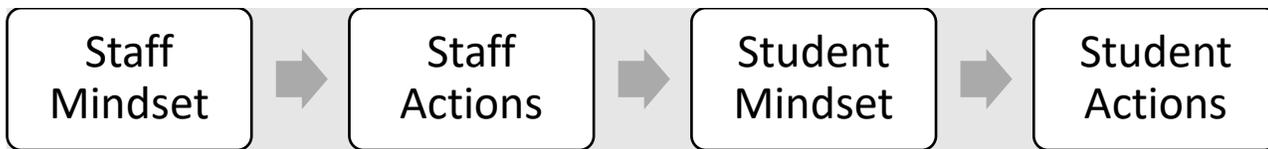
### **Transportation**

- MDP will provide bus transportation throughout the South Memphis neighborhood and from select areas of Memphis.
- Before a student may ride the bus, a permission form must be on file with the school. We **will not** allow any student off the bus unless a parent or designated adult is there to meet them. If you would like your child to be allowed to get off the bus **without** an adult present, you must provide authorization on the permission slip. Memphis Delta Prep retains the right to hold a child on the bus if circumstances are deemed unsafe by the driver and/or bus monitor. If a designated adult is not present to pick your child up from the bus (absent explicit permission for your child to get off the bus without an adult), MDP will return your child to the school. Should this situation become recurring, Memphis Delta Prep retains the right to remove your child from the bus.

- Memphis Delta Prep will place your student on the bus each day unless you confirm **in advance** (at least two hours before dismissal; 12:00pm Monday-Thursday and 11:00 on Fridays) that your student should be picked up. If the office does not hear from you, your child will ride the bus.
- Students will be required to follow all rules and safety guidelines set forth by the driver and bus monitor. **If a student does not comply with bus safety policies, they may be lose the ability to ride the bus.**
- To request a new bus stop, parents should contact the Director of School Operations. 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

**Deanslist- Attention Points**

Scholars will earn their points when they exemplify positive student habits. Scholars do not lose attention points. They earn them. Parents have access to daily attention points on the daily sheet and through the Deanslist Parent Portal

Teachers will use their professional judgment when distributing points. A student who has been corrected 6 times will not likely earn all of their attention points. This depends on the amount of time between infractions and the type of infraction.

- Points are scored at each academic block.
- Students begin with 0 points and earn them based on their efforts during the academic block.
- Students who earn 24 points each day earn glow time.
- Students who earn an average of 24 points per week earn Friday Celebration.
- Students who earn an average of 28 points per week earn Viper Status.



## Discipline Policy

### **Discipline Referral process**

Our mission is to prepare all scholars to be accepted and succeed in college and beyond. Therefore, it is critical that we create an environment conducive to learning and academic achievement. This is why, at MDP, we have a restorative discipline system that sets students up for success and helps them build habits that will stay with them. The following is a description of school-wide culture and classroom management at MDP and should be used whenever there are conversations around discipline and/or classroom management.

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

A school discipline referral is a request for disciplinary action from a teacher to the Culture team about a student's misconduct, and or safety. The process may vary depending on the severity of the behavior. Parents will be notified by end of day if a student receives a discipline referral. Teachers use Deans list to record student referrals and communicate them to parents through the parent portal.

All disciplinary action is compliant with T.C.A.49-6-3401, the Due Process Clause, and the manifestation determination process in conjunction with IDEA for students with disabilities.

### **Detention plan**

Detention is a required consequence for students who have repeatedly committed the same infraction over a 5-day period. The goal of detention is to target patterns of behaviors and to intervene. Students will complete a reflection or other assignment during each detention.

Typically, a student receives detention for the following, but receiving detention is not necessarily limited to this list:

- Excessive tardiness to school and /or absences
- Excessive sleeping during class
- Excessive disciplinary issues
- Repeat uniform procedure violations (within 5 school days) will earn detention.
- Missing multiple homework assignments

#### Detention Logistics

1. Detention will occur on Thursdays from 4:15PM - 5:15PM in the restoration room.
2. In some cases, detention will be served during the students' assigned lunch period.
3. Students will be notified that they have detention when they are given a copy of the referral.
4. Parents will be notified by the teacher that their child has detention each Wednesday by 5 pm.
5. If a student does not report to detention, he or she will have to be cleared by the parent the next day before going to class. The absent student must still complete the detention assignment.
6. Please note, repeat detention earners will receive further consequences not limited to, but likely including restoration time and a teacher parent conference.

Memphis Delta Prep is a restorative justice school and does, when at all possible, use trauma informed restorative practices to address student behavioral challenges. We will use suspension or expulsion as a consequence when the law requires. If a zero tolerance offense is committed, the student has a right to due process and an investigation as well as a hearing.

### **Harassment, intimidation, bullying or cyberbullying**

Acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and:

If the act takes place on school grounds, at any school-sponsored activity, on school provided equipment or transportation, or at any official school bus stop, the act has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;



- c. Causing emotional distress to a student or students; or
- d. Creating a hostile educational environment.

In the above instances, the Director of Culture and Executive Director will conduct a formal investigation and issue a written determination regarding responsibility. To reach this determination, the Director of Culture and Executive Director will use the preponderance of the evidence standard. The written determination will be provided to both parties simultaneously and will include:

- a. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, and methods used to gather other evidence;
- b. Findings of fact supporting the determination;
- c. Conclusions regarding the application of the recipient's code of conduct to the facts;
- d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided to the complainant; and
- e. The District's procedures and permissible bases for the complainant and respondent to appeal

### **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 and to support timely make-up work so 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.
- *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 Policy**

Because they are a distraction to learning, we prohibit students from using cell phones and/or other electronic devices, such as iPads, in the school building. 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 Director of Culture. Staff members will give all confiscated cell phones and electronic devices to the Director Culture, who will alert the family of his/her possession of the item.

If your student needs to have their phone at school for before or after school use, they can turn in the phone daily and receive it at the end of the day. Parent/Guardian must sign a consent form. As stated above, if the phone is confiscated, a parent will be required to pick it up.



### Grading Protocol

Students in kindergarten are scored quarterly on mastery of the standards required for kindergarten. Students in grades 1-5 will be provided an opportunity to earn at least 17 grades per nine-weeks (quarter) distributed among the following categories with the following weights. With the exception of projects, portfolios, and presentations, two grades for each required category (totaling eight grades) must be earned and recorded by the interim of the nine-week period.

Homework: 5% (min. of 4 grades)  
Class Participation: 5% (min. of 4 grades)  
Classwork: 40% (min. of 4 grades)  
Projects/Portfolios/Presentations: 5% (min. of 1 grade)  
Assessments: 45% (min. of 4 grades)

<b>A</b>	<b>90 - 100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>F</b>	<b>00 - 59</b>

### Promotion/Retention Policy

The 3<sup>rd</sup> Grade Commitment Law:

- Proficiency on the 3rd grade ELA TCAP state assessment is mandatory for automatic promotion.
- Students failing to meet criteria must complete retests, summer learning academy, and/or tutoring to be promoted.
- Exemptions apply for English Language Learners, student who have been previously retained, or student with reading disabilities.
- Parents can appeal for “Approaching” scorers under defined conditions.

**MDP Sample Class Schedule**  
**Monday through Thursday (7:45-4:00)**

	K	1st	2nd	3rd	4th	5th
7:45	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:15	MM	MM	MM	MM	MM	MM
8:30	PE	Knowledge	Knowledge	Fluency	Fluency	Writing
8:45	PE	Knowledge	Knowledge	Intervention	Lit	Writing
9:00	PE	Knowledge	Knowledge	Intervention	Lit	Writing
9:15	Fluency	Knowledge	Knowledge	Intervention	Lit	Science
9:30	Skills	Recess	Fluency	Math	Lit	Science
9:45	Skills	Recess	Intervention	Math	Lit	Science
10:00	Skills	Fluency	Intervention	Math	Lit	Intervention
10:15	Skills	ART	Intervention	Math	Lit	Intervention
10:30	Lunch	ART	Intervention	Lunch	Math	Intervention
10:45	Lunch	ART	Intervention	Lunch	Math	Stax Music
11:00	Math	Lunch	Intervention	Lit	Math	Stax Music
11:15	Math	Lunch	Intervention	Lit	Math	Stax Music
11:30	Math	Skills	Intervention	Lit	Lunch	Lunch
11:45	Math	Skills	Lunch	Lit	Lunch	Lunch
12:00	Recess	Skills	Lunch	Lit	Science	Fluency
12:15	Recess	Skills	Comp. Sci.	Lit	Science	Math
12:30	Intervention	Intervention	Comp. Sci.	Lit	Science	Math
12:45	Intervention	Intervention	Comp. Sci.	Recess	PE	Math
1:00	Intervention	Intervention	Recess	Recess	PE	Math
1:15	Intervention	Intervention	Recess	Writing	PE	Lit
1:30	Intervention	Intervention	Skills	Writing	Recess	Lit
1:45	Intervention	Intervention	Skills	Writing	Recess	Lit
2:00	Intervention	Intervention	Skills	ART	Writing	Lit
2:15	Intervention	RA	Skills	ART	Writing	Lit
2:30	Knowledge	Math	Math	ART	Writing	Lit
2:45	Knowledge	Math	Math	Science	Intervention	Lit
3:00	Knowledge	Math	Math	Science	Intervention	Recess
3:15	Knowledge	Math	Math	Science	Intervention	Recess
3:30	Glow Time					
3:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

**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. Parents will be contacted to deliver the needed articles.
- 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.



- **Pants:** Students at MDP will wear plaid jumpers, plaid skorts, 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.
- **Coats and Jackets:** Students should be prepared for the weather with appropriate outerwear as recess and other parts of the day will occur outside unless weather is severe. Coats and jackets may not be worn during class, with the exception of MDP uniform jackets purchased at school.
- If an article of clothing is taking away from the learning environment, the Director of Culture will notify parents and steps will be discussed to improve the situation.
- Uniform shirts must be purchased at FrenchToast.com or at school. Pants, shorts, and skorts must be purchased outside of school.

### **Family/Parent Engagement**

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 Executive Director, 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

### **Parent's Rights**

The families and parents of Title I students have a right, by law, to:

- be involved in decisions made at both the school and district level;
- be provided with information on your child's level of achievement on tests in reading/language arts, writing, mathematics, and science;
- request and receive information on the qualifications of your child's teachers; and
- request opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions about the education of your child. The school is required to respond to any such suggestions as soon as practicably 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 Meeting:** All new families as part of the registration and enrollment process will have a 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 Communication:** Parents will get a weekly communication sheet that has news and updates from the school as well as student data and rewards.
- **Daily Trackers:** Daily homework and behavior trackers will be sent home and should be signed each night by a parent/guardian.
- **Monthly Family Newsletter:** Parents will receive a monthly newsletter with upcoming events and other information.
- **All Call/ All Text:** Using the school's all call system parents will get texts about updates and urgent news.
- **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 refer to the MDP School Calendar for the scheduled school days for the 2024-2025 school year. Please note that although we are aligned, we do not follow the MSCS calendar.

### **School Closings**

MDP will only close school in cases of extreme weather conditions. In such situations, we will follow MSCS closings. Please listen to local radio and television stations. If the MSCS 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.

### **Field Trips**

MDP will occasionally take students for field experiences off of school grounds. A parent/guardian must give documented permission for each such trip. No students will be prohibited from attending a field trip because of cost. Students may not be permitted to attend a field trip based on attendance, behavior concerns, or academic standing.

### School Lunch Program

Breakfast, lunch, and snack will be provided to all students free of charge to 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 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. MDP will have a full-time nurse. 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.

### Related Services

The School Counselor and student support specialists are trained mental health professionals who can assist with mental health concerns or crisis situations, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators as well as provide individual and group counseling/therapy. The social worker is also responsible for helping identify needed resources to ensure that the student and family can be successful both inside and outside the classroom.

### School Visitors

While Memphis Delta Prep traditionally welcomes parents and visitors to visit and observe learning, we are committed to keeping all staff, families, and students safe, and therefore will limit visitors during instructional time. Families must contact teachers to set-up a time to meet in person, virtually, or by phone. Parents/guardians will also not be permitted to enter the building during dismissal. If a parent/guardian needs to conduct business with the front office, they should wait until 4:15PM.

### 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 Family Educational Rights and Privacy Act (FERPA) is a U.S. federal law that protects the privacy of student educational records. Under FERPA, you have certain rights regarding your child's education records, including the right to consent to the disclosure of personally identifiable information from those records. These rights are summarized below:

**Student Records Access:** You have the right to inspect and review your child's education records no later than 45 days after the school receives your written request. The school will make arrangements for access and notify

you of the time and place where your child's records may be inspected. A Memphis Delta Prep designee will be present during this review.

**Amendment of Student Records:** If you believe your child's records are inaccurate, misleading, or in violation of your child's privacy rights, you have a right to make a written request for the school to amend the records. While Memphis Delta Prep is not required to amend education records in accordance with a parent's request, the school is required to consider the request. Grades are not subject to challenge under this amendment provision.

**Disclosure of Student Records:** You have the right to provide written consent before Memphis Delta Prep discloses personally identifiable information from your child's education records, unless federal law or state law specifically authorizes disclosure without consent. Guidelines for release of directory information, as well as the opportunity to opt-out from this release, are referenced on the Annual Notice for Directory Information and Student Privacy, below.

If you believe your rights under FERPA have been violated and efforts to resolve the situation through Memphis Delta Prep appeals channels have not proved satisfactory, you have the right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 or call 1-800-USA-LEARN (1-800-872-5327). If you have any questions or concerns, please contact the Director of Organizational Operations.

#### **Annual Notice for Directory Information and Student Privacy**

Schools provide directory information for school and public listings such as award ceremonies, promotion programs, and other notices in the newspaper or on the Memphis Delta Prep website. A student's name, address, and telephone number may also be released to administrators, teachers, or other staff employed by Memphis Delta Prep, as well as others acting on behalf of the school who need access to fulfill their job responsibilities, such as: health professionals who work with the school; counselor or support staff; a person serving on the Board; a student teacher; a person, organization or company with whom Memphis Delta Prep has contracted to perform an institutional service or function such as an attorney, auditor, consultant, therapist, or counselor; or a third party website operator who has contracted with Memphis Delta Prep to provide online programs for the benefit of students. Unless you tell them not to, schools can release the information without your prior consent.

Directory Information includes the following items:

- Student's and/or parent's name, address, e-mail address, and telephone number
- Student's date of birth
- Grade level
- Classroom assignments and teachers
- Participation in officially recognized activities and sports
- Degrees and awards received (including honor roll)
- Most recent school attended
- Dates of attendance
- Photograph, or other likeness
- Weight and height of members of athletic teams
- Other similar information

If you do not agree to release your directory information, you must submit written notification to Memphis Delta Preparatory. This notification must be submitted each year. Memphis Delta Prep will assume you agree to the release of the directory information, unless you submit your notification in writing.

### **Lost and Found**

The school will keep a small lost and found box in the main office. Parents/guardians/families may call to request a search of 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, lockers, 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. As of July 2024, the Board consists of the following members: Princess Woodard (CHAIR), Tate Wilson, JoElle Thompson, Cecil Carney, Rebecca Nenon, Derrick Mosley, Michael Joyner, Matt Harrell, Tom Marino, and Isabella Wilson. Bylaws are available on the MDP website.

As required by Open Meetings and Records Laws, the Board will give public notice of the date, time, and location of all board meetings via the school's website. If circumstances require that the Board meet with less than one week's notice, the Board will notify the public "to the extent practicable" at a reasonable time before the meeting.

### **Grievances with the School**

Concerns about school policy, academic grades, discipline decisions, and all other matters should first be addressed with the Executive Director or Managing Director of Academics. In the event that the complaint involves the Executive Director and/or Managing Director of Academics, or that the complaint cannot be resolved by the Executive Director/Managing Director of Academics, the parent/guardian may present the complaint to the Board of Directors. The complaint should be submitted to the Board Chair in writing via email to the Board Chair or mail/delivery to the School. The Board of Directors will review all complaints and will respond in writing to the parties concerned within 15 days. The decisions of the Board of Directors are final.

### **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, disability, sex, age, gender, or sexual orientation.

### **Parents' Right to Know**

In compliance with the Every Student Succeeds Act (ESSA), parents may request, and Memphis Delta Prep will provide upon request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including the following:

- a) Whether the student's teacher
  - a. Has met the State qualification and licensing criteria
  - b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - c. Is teaching in the field of discipline of the certification of the teacher.
- b) Whether the child is provided services by paraprofessionals, and if so, their qualifications.

### **Release of Information to Military Recruiters**



In compliance with ESSA, a parent of a secondary school student may submit a written request to the School that the student's name, address, and telephone not be released to a military recruiter without prior written consent.

**2025-2026 Student Calendar**

Date	Day	Event
<b>FIRST SEMESTER Total Instructional Days: 86</b>		
August 4	Monday	First Day of School for Students
September 1	Monday	Labor Day – No School
September 10	Wednesday	Parent/Teacher Conference – 2:45PM Dismissal
October 13 - 17	Monday - Friday	Fall Break – No School
October 20	Monday	Teacher Professional Development – No School
October 21	Tuesday	Students return; Quarter 2 begins
November 10	Monday	In service no school
November 11	Tuesday	Veterans Day – No School
November 12	Wednesday	Parent/Teacher Conference PM – 2:45PM Dismissal
November 24 - 28	Monday - Friday	Thanksgiving Break – No School
December 19	Friday	1 <sup>st</sup> Semester Ends/2 <sup>nd</sup> Nine Weeks Ends
December 22 – January 2	Monday - Friday	Winter Break – No School
<b>SECOND SEMESTER Total Instructional Days: 94</b>		
January 5	Monday	Teacher Professional Development – No School
January 6	Tuesday	First Day Semester 2 for Students/3 <sup>rd</sup> Nine Weeks Begins
January 19	Monday	MLK Day – No School
February 11	Wednesday	Parent/Teacher Conference PM – 2:45PM Dismissal
February 16	Monday	President’s Day – No School
March 13	Friday	End of 3 <sup>rd</sup> Nine Weeks
March 16- 20	Monday - Friday	Spring Break – No School
March 23	Monday	Teacher Professional Development – No School
March 24	Tuesday	4 <sup>th</sup> Nine Weeks Begins
April 3- April 6	Friday	Good Friday – No School
May 25	Monday	Memorial Day – No School
May 29	Friday	Last Day of School for Students / 4th Nine Weeks Ends (Half Day)

### School Hours

Breakfast Daily: 7:45 – 8:05  
 Monday – Thursday: 8:15 – 4:00  
 Friday: 8:15 – 2:45