



**FAMILY HANDBOOK**  
**2019 – 2020**

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**The Collegiate School of Memphis is a unique culture of high expectations. As a college-preparatory, Christian, private school, The Collegiate School of Memphis reserves the right to revise, remove, and adapt policies set forth in the Family Handbook as well as introduce additional policies during the school year that are deemed necessary. The leadership of The Collegiate School of Memphis is ultimately responsible for establishing and enforcing the policies that are in place to ensure the academic success of our scholars.**

**The Collegiate School of Memphis does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, gender, or age.**



## MISSION, VISION, FOUNDATION, AND CORE VALUES

### **Mission**

The mission of *The Collegiate School of Memphis* is to prepare young ladies and gentlemen for college success within a highly structured, nurturing, Christian environment.

### **Vision**

*The Collegiate School of Memphis* is a private, college-preparatory school, providing both Middle and High School students with the highest quality education within a disciplined and caring environment so that all students may fully realize their God-given potential. The school's culture was self-consciously designed to systematically emphasize the ten Core Values of the school: Community, Respect, Integrity, Gratitude, Joy, Determination, Self-Discipline, Personal Responsibility, Sacrifice, and Hard Work. At *Collegiate*, these Core Values work in concert with one another to support and advance the school's mission. These values are not only a part of the daily language of the school's culture, but they also are the ideals behind many of the school's systems and methods which are geared to produce character development, outstanding academic performance, and college success.

### **Foundation**

The Truth of God's Word is the foundation of *Collegiate*. It is this truth which calls us to live out the Gospel every day as a school community; to serve each other sacrificially, respect one another, treat one another with love and compassion, and encourage one another to walk in the faith. It is the school's Christian responsibility to exhort and assist every student to fulfill the God-given gift of their human potential. At *Collegiate* students will be encouraged daily to strive to be the best they can be, to consider the needs of others, and to live a life of joy and gratitude for what God has done for us. The curriculum at *Collegiate* will aid students to develop a practical ethic and a Christian worldview with the goal of integrating biblical principles into the whole of life. Success in life at *Collegiate* is ultimately defined as Christ-likeness.

### **Core Values**

*The Collegiate School of Memphis* embraces as its Core Values those ideals which enable young ladies and gentlemen to grow and develop both personally and in relation to those with whom they come in contact. We believe that these Core Values will foster in students, faculty, and staff the pursuit of authenticity, discernment, curiosity, understanding, and empathy in their relationships with God, self, and others through intentional, focused study.

These values are –

#### **Community**

All who are part of *Collegiate* are asked to invest themselves in the school's community and culture. Everyone has ownership and everyone has a responsibility to make the school's culture and community even stronger. Whether it is a smile from the Head of School, the outstanding quality of a teacher's lesson plan, the student who produces excellent homework, a student thoughtfully holding the door for another student, or a student simply picking up a piece of litter in the hallway to spare a custodian the effort, everyone has a role in building a strong community. At *Collegiate*, we are part of something larger than ourselves – we all are striving to build a community of faith, joy, encouragement, respect, and excellence.

#### **Respect**

The culture of the school is one characterized by charity, mutual respect, and kindness. All people are to be treated with dignity as made in the image of God. Everyone at *Collegiate* is expected to maintain the highest standard of respect for one's self, other people, and property. In light of this expectation, manners, politeness, and etiquette will be stressed and taught throughout a student's experience at the school. Scholars at *Collegiate* are taught that they must choose a positive attitude as they enter the building. Choosing to wear a smile, extend a warm handshake, or offer words of encouragement are commended, whereas if students choose to roll their eyes, pout, or use disrespectful body posture, they are choosing to be disciplined. *Collegiate* is dedicated to a school culture of respect and kindness.

#### **Integrity**

*Collegiate* is passionate about and dedicated to educating the whole student. The school has a standard of high expectations and maintains rigorous academic as well as behavioral standards. At *Collegiate*, a student's words, attitude, and actions are as important as his/her academic performance. We agree with Dr. Martin Luther King, Jr., who said, "Intelligence plus character is the

goal of true education.” At *Collegiate*, students are expected to tell the truth at all times. Any student who chooses dishonesty will go before the school’s Honor Council which upholds the high ideals of the school. Integrity is expected from everyone at the school.

### **Gratitude**

“Give thanks to the Lord, for He is good” is a common refrain in the *Bible*. God’s people are to be a thankful people who are continuously thankful to God for who He is and for what He has accomplished. God’s people are to strive to develop a disposition of gratitude for the gift of life, for the gift of creation, for the gift of family, for the gift of truth, for the gift of work, for the gift of friends, for the gift of learning, for the gift of forgiveness, for the gift of salvation, and for the gift of heaven, our eternal home. At *Collegiate* we want to be grateful for all of God’s gifts. Each day throughout the school year we seek to foster an environment of gratitude and encourage the continual expression of thanksgiving to God and to one another.

### **Joy**

Paul wrote to the Church, “Rejoice in the Lord always. Again, I will say it, Rejoice!” As Christians, we have joy because we have a genuine reason to rejoice; God, our Creator, loves us and has made Himself known to us. He has forgiven us for all of our wrongdoings and has rescued us through the work of His Son. He has prepared a place in heaven for us and has promised to take us to be with Him when our time on earth is finished. And finally, God has promised us that everything will be made perfect when His Son, Jesus Christ, returns to make all things new. We certainly have a reason to rejoice, and at *Collegiate*, the joy of these realities is communicated and modeled by the faculty and staff. At *Collegiate*, you will see plenty of smiles.

### **Determination**

The human will is one of God’s great gifts to us and one of the most powerful human faculties that we possess. Some call it “drive”, others refer to it as “grit”, some describe it as “stick-to-it-ness.” At *Collegiate* this fighting spirit is consciously fostered. Someone once said, “Often the difference between the possible and the impossible is a person’s determination.” We believe that “stubbornness pointed in the right direction” can take a student far in life.

### **Self-Discipline**

Academic performance is a by-product of self-discipline and self-control. Highly structured environments are more conducive to learning; therefore, all students will be required to follow the guidelines in the school and rules of classroom decorum closely. Furthermore, self-discipline is a mark of maturity which is a goal as the school seeks to educate the whole person. Self-discipline is stressed, as part of the school’s culture, in ways as simple as learning how to maintain silence, read in an uninterrupted fashion, turn in all homework assignments, and maintain a scholarly posture during class. We firmly believe that discipline in the details leads to success in the larger issues.

### **Personal Responsibility**

Teaching the whole person – encouraging healthy development physically, morally, emotionally, spiritually, socially, and academically – is a primary objective of *Collegiate*. The entire school experience is to encourage and train students to take responsibility for each of these areas of their lives. To encourage personal responsibility, student choice is always stressed – students either choose to make their homework a priority or not; they choose to respect the rules of the school or not; they choose whether they are in afternoon detention or not by the choices they make. Through stressing choice, our goal is that students progressively internalize their responsibilities.

### **Sacrifice**

It is no accident that a cross is on the crest of our school. The cross of Jesus Christ is a powerful symbol that reminds us of God’s supreme sacrifice on our behalf. The *Bible* teaches us that “Great love has no one than this, that he lays down his life for his friends.” As followers of Christ, we are called to a life characterized by sacrificial love. When Jesus taught his disciples how to serve, He took up a towel and a basin of water, and He washed their feet. He then told them, “I have set for you an example that you should do as I have done for you.” In obedience to this command, we at *Collegiate* strive every day, as God grants us the strength, to encourage, serve, and love one another sacrificially. It is the way of the cross.

### **Hard Work**

*Collegiate* believes that academic success is a result of hard work. Our faculty teach that the only place where “success” is found before “work” is the dictionary. Hard work is overtly encouraged in every class. Hard work is near the heart of the culture of the school. We are in full agreement with

Thomas Edison who said that success was “ten percent inspiration and ninety percent perspiration.” Every person at *Collegiate* – the administration, staff, faculty, and students – is required to put forth the continuous effort required to bring out the human potential of every individual student. There is no substitute for hard work – it is the “*Collegiate Way*.” Students will be asked to work harder than they ever have before, yet they will also be encouraged, supported, and loved as they do. Work is good.

### **Doctrinal Statement**

*The Collegiate School of Memphis* is a Christian school built upon the unchanging tenets of classical Christianity. Although we eagerly accept students from every walk of life, *Collegiate* has developed a distinctly Christian environment and seeks unapologetically to advance a practical Christian world and life view. Rather than stressing denominationalism, we emphasize the great doctrines of the faith as well as their practical application to daily life. We believe that the Scriptures are the inspired Word of God and that all things are made by God for His ultimate glory. We believe that all human beings are made in the image of God and, therefore, are to be treated with dignity. We embrace the biblical view of the fall of mankind into sin; yet because of His great love for us, God sent His Son, Jesus Christ, to rescue us. We believe that faith in Jesus Christ is the way to salvation and that God offers eternal life to all who sincerely call on His name. At *Collegiate* we warmly welcome staff members from all Christian denominations to model powerfully before our student body the unity, diversity, and charity among the family of believers. Our solidarity in Jesus Christ is a powerful dimension of our witness to our students as well as to the world.

## **INSTRUCTIONAL PROGRAMMING & ACADEMICS**

### **Academic Awards**

*The Collegiate School of Memphis* conducts a special, yearly Academic Awards Ceremony to honor students chosen for recognition in the areas of academics, leadership, citizenship, effort, and improvement as well as one student who most closely exemplifies the mission of *Collegiate*. Recipients are recognized in the following areas:

- **Academics Award** – This award is given to scholars who exhibit an outstanding academic work ethic and whose grades reflect academic excellence. The recipients of this award have distinguished themselves by consistently producing superior scores and have embraced the academic rigors of college preparation.
- **Leadership Award** – This award is given to scholars who have so internalized the Core Values of *Collegiate* that they are leaders among their peers. Without prompting, they model personal responsibility, self-discipline, integrity, hard work, community, respect, determination, joy, sacrifice, and gratitude. They strive to follow these values and encourage others to do the same.
- **Cougars Community Award** – This award is given to scholars who model both excellence in attitude and actions. They are *Collegiate* students who through their behavior have made a positive impact on the school’s culture. These are the students who, without prompting, are seen holding doors for others, straightening classrooms, helping classmates with their books, or offering an encouraging smile to others. Because of their selfless attitude and behavior, *Collegiate* is a better school.
- **Exceptional Effort Award** – This award is given to scholars who personify *Collegiate*’s Core Values of determination and hard work. These students are willing to work hard and readily “go the extra mile.” The recipients of this award are undaunted by challenges and exemplify tenacity in the face of difficulty. These scholars understand the words of Thomas Edison that “Success is ten percent inspiration and ninety percent perspiration.”
- **Most Improved Award** – This award goes to the students who have made the greatest strides in their maturation as scholars. Not only do their grades represent this personal growth, but also they have developed their understanding of what it means to embrace a college-preparatory education. They are an encouragement to everyone to have faith, to work hard, and to “press on.”
- **Dr. T. Durant Fleming Award** – “The mission of *The Collegiate School of Memphis* is to prepare young ladies and gentlemen for college success within a highly structured, nurturing, Christian environment.” This award, named in honor of Dr. Durant Fleming, Head of School at *Collegiate* from 2010 to 2014, is given to one scholar each year who has upheld the mission and vision of *Collegiate* and who has enthusiastically modeled high expectations. This scholar, chosen by the current Head of School, has shown time and time again that they are committed to academic excellence while embracing the unique school culture at *Collegiate*.
- **Homework Heroes** - This award goes to the scholars who have successfully completed and turned in 100% of their homework for the entire school year. They are an encouragement to everyone to uphold the *Collegiate* Core Values of hard work, personal responsibility, self-discipline, and community.

- **The Collegiate Way** – This award is given to one senior who most embodies all ten *Collegiate* Core Values, and it is presented in memory of Phuong Pham, Class of 2014, who was a living example of our Core Values.
- **The Kempie Jenkins Faith in Action Award** – This award is given to one high school scholar per grade who best embodies the spirit of the Kempie Jenkins Faith in Action program and is presented in memory of Mrs. Jenkins, who served as CSM’s School Ambassador from 2010 to 2014.

Valedictorian and Salutatorian honors are given to *Collegiate* graduates who have the two highest weighted cumulative grade point average at the conclusion of their senior year in their graduating class. In the event of a tie, the unweighted grade point average is used to break the tie. If a tie still exists, the final averages from their senior year report card are used to determine the Valedictorian and Salutatorian.

**Accreditation**

Accreditation is inextricably linked to institutional and educational system improvement. The accreditation process asks institutions and systems to critically evaluate their mission statement, vision, strategies, priorities, leadership, programs, and resources. The process of earning and maintaining accreditation provides institutions and educational systems with clear and compelling directions for implementing changes to move toward excellence.

*The Collegiate School of Memphis* is a private, college-preparatory, Christian school that has been awarded the status of SACS-SAIS Accreditation through the dual accreditation process of the Southern Association of Independent Schools (SAIS) in partnership with the Southern Association of Colleges and Schools (SACS CASI) and AdvancED.

**Calendar**

The 2019-2020 school year will consist of a minimum of 180 teaching days with up to 10 administrative days for faculty and staff. The student calendar for the 2019-2020 school year has students beginning classes Wednesday, August 7, 2019 with the first semester ending Friday, December 20, 2019, for a total of 89 teaching days. Second semester classes begin Tuesday, January 7, 2020, and end Friday, May 22, 2020, for a total of 91 teaching days. Total teaching days for the year are 180 days.

**Non-Teaching Days**  
(1<sup>st</sup> Semester)

Labor Day ..... September 2  
 Fall Break ..... October 7 – 11  
 Thanksgiving ..... November 27 – 29  
 Christmas Break ..... December 23 – January 3

**Non-Teaching Days**  
(2<sup>nd</sup> Semester)

MLK Holiday ..... January 20  
 Spring Break ..... March 9 – 13  
 Easter Break ..... April 10 – 13

*Collegiate’s* 2019-2020 calendar is posted on CSM’s web site.

**Curriculum Scope & Sequence**

All students at *The Collegiate School of Memphis* will have access to a rigorous and relevant curriculum that emphasizes critical thinking and problem solving, creativity and innovation, facility with the use of ideas and abstractions, promoting service and citizenship as well as lifelong learning – all consistent with the school’s focus, purpose, mission, vision, goal, objective, and Core Values.

Students are taught the core academic courses of English, math, science, and social studies as well as experiencing Bible, PE, music, computer sciences, art, Spanish, and Latin. A detailed Scope & Sequence chart is available upon request. Graduation requirements are:

English .....	4 credits
Math .....	4 credits
Science .....	3 credits
Social Studies .....	3 credits
Foreign Language.....	2 credits
Fine Arts .....	1 credit
Personal Finance.....	0.5 credits
PE/Wellness .....	1.5 credits
Bible .....	2 credits
Electives .....	3 credits
<b>Total: .....</b>	<b>24 credits</b>

**Grading and Grade Point Averages**

The academic grading scale is the same for standard and advanced placement (AP) classes. In determining a student's Grade Point Average (GPA), *Collegiate* calculates GPAs according to the following weights:

<b>Grading Scale</b>	<b>Standard Class Weight</b>	<b>AP Class Weight</b>
A = 90-100	4.0	5.0
B+ = 87-89	3.5	4.5
B = 80-86	3.0	4.0
C+ = 77-79	2.5	3.5
C = 70-76	2.0	3.0
D = 65-69	1.0	2.0
F = Below 65	0.0	0.0

Classroom conduct is a reflection of student behavior and Core Values within each class and is displayed on report cards and progress reports. Community Group General Conduct is assigned by the leadership of *Collegiate* (not the student's community group teacher) and is added to student report cards to communicate conduct associated with out-of-class behavior and any office referrals.

The scale for conduct is as follows:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Classroom/subject area grades for grades 6 through 10 are calculated according to the following categories and weights:

Homework	=	20%
Classwork	=	30%
Tests	=	30%
Quizzes	=	20%

Depending on the complexity and appropriateness, projects might be considered in either the classwork or test category.

Some exceptions apply according to each course syllabus. Teachers may submit requests for different categories and weights to the Academic Team for consideration.

Scholars in the 11<sup>th</sup> and 12<sup>th</sup> grades should refer to their specific class syllabus for the categories and weights in each of their courses.

**Honor Rolls**

*The Collegiate School of Memphis* recognizes students for academic achievement as well as conduct by awarding honor rolls with each quarterly grading period. *Collegiate* honor rolls include:

**Middle School, grades 6-8**

Dean's List: all As, Es and Ss in conduct

Honor Roll: As and Bs, Es and Ss in conduct

Cougar Community: all Es in conduct (with no suspensions)

**High School, grades 9-12**

Dean's List: 4.0 GPA, Es and Ss in conduct

Honor Roll: 3.0 GPA, Es and Ss in conduct

Cougar Community: all Es in conduct (with no suspensions)

**Progress Reports/Online Grade Access**

Progress reports will be issued mid-quarter to ensure early identification and support for all students. The reports are a formal means of communicating progress and may contain suggestions for improvement. Also, all parents and students are issued usernames and passwords for accessing student grades electronically. Teacher gradebooks are updated on a weekly basis with the most up-to-date grades available every Tuesday morning.

**Promotion & Retention**

The Collegiate School of Memphis does not retain students in any grade level. *Collegiate* requires that a middle school student achieve a passing grade in each subject area in order to be promoted to the next grade at *Collegiate*. A failing grade in any subject may result in a student's dismissal from the school. Students with 20 or more absences for the year in any given course/grade level may not be considered as successfully completing that course or grade level. Because of the standards maintained by the school, a student with poor progress may not be regarded as failing but may, in the opinion of the school, be unable to perform the work in the next grade. Under these circumstances, *The Collegiate School of Memphis* reserves the right to determine promotion to the next grade level or dismissal from *Collegiate*.

As stated in the Scholarship section of this handbook, scholarship eligibility is contingent upon:

1. The parent/guardian's timely payment of their financial obligation.
2. The parent/guardian upholding his/her personal commitment to their student and the school.
3. The middle school student maintaining a 65% or above in all classes.
4. The high school student maintaining a 2.5 cumulative GPA and earning credit for all courses.
5. The student maintaining satisfactory attendance.
6. The student maintaining satisfactory conduct.

**Report Cards & Grading Periods**

The academic year is divided into four nine-week grading periods (quarters). A quarterly report card reflecting academic and behavioral performance will be sent home with the students.

<b>Quarter Ends</b>	<b>Report Card Issued</b>
October 4	October 18 (Parent Teacher Conferences, October 25*)
December 20	January 14 (Parent Teacher Conferences, February 14*)
March 6	March 20
May 22	Mailed in June

\*All Parent Teacher Conference days are half-days for students.

In addition to the four nine-week quarters, the academic year is divided into two half-year semesters, each two quarters long. The fall semester encompasses the first and second quarters, and the spring semester encompasses the third and fourth quarters. At the end of each semester (in December for the first semester and in May for the second semester), exams are given in most classes. Semester grades are calculated by weighting:

1 <sup>st</sup> Semester Average:	1 <sup>st</sup> quarter	40%
	2 <sup>nd</sup> quarter	40%
	1 <sup>st</sup> semester exam	20%
2 <sup>nd</sup> Semester Average:	3 <sup>rd</sup> quarter	40%
	4 <sup>th</sup> quarter	40%
	2 <sup>nd</sup> semester exam	20%

If semester exams are not appropriate in a particular course, both quarter grades carry equal weight. Yearly averages are determined by averaging both semester grades.

**Staff Credentials**

Teachers are required to have a minimum of a four-year degree (Bachelor's) with teacher licensure/certification preferred. Depending on the position, administrators must have a minimum of a Master's degree and the appropriate certification, licensure, or endorsement in the field. All *Collegiate* faculty/staff must submit a statement of faith as a condition for employment.

**Standards, Benchmarks for Learning & Achievement, and Standardized Testing**

Content standards will be aligned where appropriate with Tennessee state standards, the Common Core Standards Initiative, and ACT benchmarks. *Collegiate* is constantly reviewing testing mechanisms to determine the most appropriate method for assessing student performance. An achievement test is administered yearly to *Collegiate* students in grades 6 through 10. Students in grades 11 and 12 are required to take the ACT at least once. Results will also be available to parents when they are received by the school.

## ADMISSIONS & ENROLLMENT

New students are accepted in grades 6 through 9. To assess academic and behavioral readiness for admission to *Collegiate*, students must:

- Provide reading and math subtest scores from a nationally norm-referenced achievement test.
- Have a minimum “C” average on their most recent year-end (final) report card, with no more than one semester or year-end grade below a “C.”
- Have satisfactory attendance and conduct.

Applications are processed as they are received, and each student is evaluated individually. Please note that admission to *The Collegiate School of Memphis* is competitive and a limited number of scholarships are available.

Tuition for Sixth grade through Tenth grade students is \$10,000 per year, and for Eleventh and Twelfth grade students, tuition is \$10,150 per year. Students attending *The Collegiate School of Memphis* may qualify for the *Collegiate* Scholarship based on need, family size, and income. Please refer to the *Scholarship* section of this handbook.

### **Immunization and Vaccination**

The Tennessee Department of Education requires that all schools comply with the requirement that each child in the school be vaccinated against disease. *The Collegiate School of Memphis* complies with and follows the Tennessee state government regulation to ensure the safety and well-being of all students and staff of *Collegiate*. An up-to-date, physician-provided “shot record” is adequate for students applying to and entering the 6<sup>th</sup> grade at *Collegiate*. However, a shot record is not sufficient for grades 7 and above. Proof of vaccinations on the Tennessee Department of Health CERTIFICATE OF IMMUNIZATION form is required for all 7<sup>th</sup> grade students and above – whether applying for admission into grades 7 and above or promoting from the 6<sup>th</sup> grade within *Collegiate* – with the Complete 7<sup>th</sup> Grade or Higher box checked. This form is available from personal physicians or from the health department. Certificates of Immunization with expired dates are not acceptable, and *The Collegiate School of Memphis* only accepts a waiver or exemption for medical reasons as submitted from a health care provider which states that due to the student’s physical condition, the compulsory immunization would cause harm or pose a threat to the student’s health or life. Applicants with inadequate or unacceptable proof of immunization will be denied admission to *The Collegiate School of Memphis*, and current students will be suspended until an updated and complete Certificate of Immunization is provided.

### **Non-discriminatory Policy**

*The Collegiate School of Memphis* admits students of any race, age, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. *Collegiate* does not discriminate on the basis of race, age, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship, and athletic or other school-administered programs. *Collegiate* does however, reserve the right to discontinue enrollment of the student at any time if dismissal is deemed necessary to protect the welfare of the student, fellow students, or the school.

In addition, in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) which can be found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

**Scholarship**

Scholarships are available to eligible students who are accepted and enrolled at *The Collegiate School of Memphis*. A “Student Scholarship Application” is available from the school’s website. Applications are required to be accompanied by specific financial documents. Scholarships are awarded on a case-by-case basis and are determined based on information provided on the Scholarship Application form. Scholarships are granted as a part of each student’s Enrollment Contract offer for the school year.

Scholarship eligibility is contingent upon:

1. The parent/guardian’s timely payment of their financial obligation.
2. The parent/guardian upholding his/her personal commitment to their student and the school.
3. The middle school student maintaining a 65% or above in all classes.
4. The high school student maintaining a 2.5 cumulative GPA and earning credit for all courses.
5. The student maintaining satisfactory attendance.
6. The student maintaining satisfactory conduct.

Scholarships are awarded annually. Returning students’ scholarship eligibility and award is dependent upon the timely submission of financial documentation to the Business and Bursar’s Office. Re-enrollment forms and financial documentation are to be submitted by the end of February each year. Re-enrollment for any subsequent school year is not allowed for students who do not meet academic, attendance, or behavior requirements. Scholarship awards are subject to change each school year based on the financial documentation submitted and scholarship availability.

**Student Body**

*The Collegiate School of Memphis* seeks to serve not only the immediate neighborhood where it is located but also the Memphis community at large and thereby does not have a residence requirement since students come from across the region. The guiding principles of the school and the *Collegiate* Board of Directors require that a minimum 70% of admitted students must qualify financially for the free or reduced school meals program.

**Subsequent School Year Enrollment**

Enrollment for the subsequent school year is handled through the financial process administered by the Business and Bursar’s Office. Certain forms and financial documents must be provided by the specified due date in order to be issued an Enrollment Contract for the subsequent year. A signed Enrollment Contract and enrollment deposit are required to reserve a student’s space for the subsequent year.

A signed Enrollment Contract for the subsequent school year commits the student to attending *Collegiate* unless ineligible to return due to not meeting academic, attendance, or behavioral requirements. Students with an excessive number of financial suspension notices from the Business and Bursar’s office may be ineligible to re-enroll for any subsequent school year. The signed Enrollment Contract also commits the parent/guardian to their financial obligation for tuition for the school year. Once the Enrollment Contract is signed, academic records will not be released unless the year’s financial obligation is paid in full.

**Tuition**

Monthly tuition is due the first of each month beginning in August. A \$10.00 late fee will be charged for tuition that is not received by the 10<sup>th</sup> of the month. An additional \$10.00 fee will be charged for tuition that is not received by the 24<sup>th</sup> of each month.

**Balances over thirty (30) days past due will result in the suspension of the student (recorded as unexcused absences) until the past due balance is fully paid. Students with an excessive number of suspension notices issued may be ineligible to re-enroll for any subsequent school year.**

Students with delinquent accounts may be ineligible for extracurricular activities. Payments to *Collegiate* are applied to past due balances before any other charge, fee, or account. Report cards, academic records, and other student materials may be held for past due tuition or any other balance due to *Collegiate*. Re-enrollment for any subsequent school year is not allowed for students with delinquent accounts. No portion of tuition – paid or outstanding – will be refunded or waived in the event of the student’s withdrawal, suspension, expulsion, or other dismissal from *Collegiate*.

Parents/guardians are responsible for the entire net tuition balance even if the student withdraws, is expelled, or dismissed before the end of the school year.

It is the parent’s/guardian’s responsibility to be familiar with all terms and conditions of the Enrollment Contract.

## SCHOOL LIFE

The Collegiate School of Memphis offers a full program of co-curricular and extra-curricular activities. Co-curricular programs support the everyday life of the school through clubs and activities such as choir, art, writing, intramurals, and chapel. Co-curricular activities will be sponsored by school staff members.

### **Absences & Attendance**

Students with twenty (20) or more absences for the year in any given course/grade level may not be considered as successfully completing that course or grade. Violation of this policy makes a student ineligible to attend *Collegiate* the following year. Excused absences are for illness or emergency situations only. If a doctor has seen your student, a doctor's note must accompany the student when they return to school.

Students who miss school without a valid excuse as determined by CSM administration will have the absence recorded as unexcused and makeup work will not be accepted for credit, including both minor and major assignments. Additionally, since this period of unexcused absences qualifies as the student being considered Truant, *Collegiate* is required to notify the local authorities when students have accrued 10 consecutive unexcused absences. Truant students may be removed from *Collegiate's* enrollment and their scholarship re-allocated to other students.

As an academically rigorous college-preparatory school, we are wholeheartedly dedicated to keeping our students under quality instruction for the entire school day, and we strongly discourage students from missing any of their classes. *Collegiate's* school calendar is available and posted on CSM's web site. Please check this calendar as you schedule events and appointments during the school year so that you can arrange appointments and family trips during scheduled student holidays, after school hours, or on one of our several teacher In-Service days. Parents and guardians should not take their student out of school unless it is an emergency. In order to prepare for college success, our scholars should be in school every day, all day. As a college-preparatory school, *Collegiate* takes exam weeks seriously, and students should not be absent from school during these weeks.

When your student is unable to attend school:

- Parents should call the school between 7:30 a.m. and 8:15 a.m.
- To avoid classroom disruption, parents may contact the Dean of Student Achievement and request homework assignments before 10:00 a.m. The assignments may be picked up from the front desk after school hours or sent home with another student. It is suggested that parents select a classmate of their student who can obtain any missed homework assignments when necessary during the school year.
- Any work that was due the day the student was absent from school will be due the day the student returns.
- The number of consecutive days a student misses is equal to the number of days the student has to gather missed work and submit the work for credit. For example, if a student is absent two days in a row, upon return the student has two full days to complete and submit missed work.
- Students who are checked out early or are absent from school are not allowed to participate in or attend any after school event. This includes all sports/dances/prom/extra-curricular activities after school on that same day.
- In the case of an extended illness, the student and family should make arrangements with the Dean of Student Achievement for organizing and completing assignments in a timely manner, usually within a week of the student's return. Generally, all makeup tests will be administered after school.

If your student has been absent from school, a parent- or doctor-signed note explaining the reason for the student's absence must accompany your student on the first day your student returns to school. Students are given two days after an absence to bring an excuse note. After two days, the absence will be considered unexcused. Makeup work is not accepted for a grade for unexcused absences.

Family trips should be planned around the school calendar to avoid extended absences. If, however, a planned absence is necessary, a *Pre-Approved Absence Form* must be requested from the Dean of Student Achievement, completed by your student's teachers, and approved prior to your student's absences. If the absence is approved and paperwork completed, the absence will then be recorded as excused and your student will be allowed to make up work at the teacher's convenience. Absences during exam week will not be approved.

The Collegiate School of Memphis will not, under any circumstances, release a student to any person who smells of or appears to be under the influence of alcohol or drugs.

### **After School**

Students at *Collegiate* are encouraged to be involved in sponsored extra-curricular activities. Scholars who are not actively involved in the after-school academic program (ASAP), tutoring, or an approved extra-curricular activity are asked to leave campus immediately after school dismisses. At no time should a student be unattended on campus. Furthermore, CSM faculty and staff are not available to supervise students after school unless the students are active participants in tutoring or an approved extra-curricular activity.

### **Arrival, Tardiness, & Dismissal**

The regular school day schedule will run from 7:45 a.m. to 3:00 p.m. with a 35-minute lunch period. Students will enter and leave the building using the front lobby entrance (Faxon Avenue entrance). Prior to 7:15 a.m., students may be dropped off in the front of the school; however, school doors will not be opened or unlocked until 7:15 a.m. This schedule provides 6.75 instructional contact hours daily. After-school clubs, activities, and tutoring will be scheduled on designated days beginning at 3:20 p.m. Students are encouraged to arrive at school at 7:15 a.m. for the opening of school and in order to have plenty of time to turn in their homework and eat breakfast.

For the safety of our scholars, all students must be picked up by 3:30 p.m. unless involved with a school-sanctioned activity.

**After 7:45 a.m., a parent must accompany their student into the building using the Faxon Avenue/front lobby entrance to sign him/her in and complete the tardy information.**

### **Cell Phone/Electronic Device Policy**

The Collegiate School of Memphis recognizes the need for students to possess cell phones to coordinate transportation, to contact parents in light of schedule changes, or to make calls in the case of an emergency. The school seeks to accommodate the student use of cell phones, yet cell phones and other electronic devices can pose a significant disruption to the smooth operation of the school. Students may possess cell phones, but all phones and electronic devices are to be turned off and stored in the scholar's locker while in the school building. Students will not be allowed to wear technology at school that accesses the Internet, makes phone calls, sends or receives text messages, takes pictures, or interacts with apps. To limit suspensions which can academically hinder a student's progress, if this policy is violated, the phone or device will be confiscated and returned to the student on the same day of the following week. If a student or parent/guardian refuses to surrender the phone or device, further disciplinary consequences may result.

At an instructor's discretion, scholars may be allowed to temporarily use a device that facilitates learning. In this event, it is the responsibility of the student to be certain that the use of their electronic device is approved and complies with *Collegiate* expectations.

### **Chapel**

Chapel will be held each month as the school calendar permits. Student attendance is required for Chapel. Chapel is a time where students will hear the Word of God, pray to the Lord, sing songs of praise together, and hear devotions and messages related to a *Collegiate* Core Value. The students are taught the history of God's people as presented in the *Bible* and are taught the saving grace of the Father through Jesus Christ by the power of the Holy Spirit. Students are to be respectful in Chapel, as they come before the Lord.

### **Child Abuse Policy**

*Collegiate* operates in an environment of trust and transparency. As a Christian school, we value the sacredness of each student and recognize our responsibility to protect the vulnerability of students in all areas of their lives. It is imperative that staff members relate to students with the utmost care and concern and exercise good professional judgment at all times. All staff members are expected to model gentleness and speak to students in an appropriate manner.

Additionally, staff members are expected to maintain appropriate boundaries with students. It is very important for faculty and staff to be aware of actions that may be considered child abuse when imposed by an adult on a minor. The term "Child Abuse" refers to any incident where an individual engages in conduct that is potentially harmful to the physical, sexual, or psychological well-being of a child under the age of 18.

Child abuse can be subdivided into four areas:

1. **physical abuse:** non-accidental physical injury;
2. **physical neglect:** failure on the part of the caretaker to meet the child's basic needs;
3. **sexual abuse:** sexual involvement between a child and an individual who has greater knowledge, authority, power, or resources; and
4. **psychological abuse:** extreme and/or repetitive conduct, which is harassing, frightening, or intimidating.

Any faculty or staff member who believes that a *Collegiate* student, parent, or other member of the staff is being abused must adhere to the following reporting procedures:

1. If a teacher suspects any abuse, he/she must immediately report the suspected abuse to the Tennessee Child Abuse Hotline at (877) 237-0004 or, in non-emergency situations, use the online form at <https://apps.tn.gov/carat/>.
2. The teacher must also report the suspected abuse to his/her supervisor (i.e., Head of School or administrative designee). The teacher is to provide whatever documentation is collected (talking with child, pictures, notes, etc.) for the supervisor to review.
3. The appropriate administrative staff, along with the faculty or staff member, will document (with pictures if available and notes) the suspected abuse.
4. The administration will then follow up with appropriate agencies and family members to handle the suspected abuse.

### **Community Group Character Development**

Community Groups meet throughout the school year as a portion of *Collegiate's* commitment to holistically educate each scholar under our care within a Christian environment. Meeting within middle school level and high school level community groups, scholars will interact with one another and the planned curriculum in order to practically fulfill the school's Vision Statement and Foundation Statement.

### **Community Service – High School: The Kempie Jenkins Faith in Action Program**

The Gospel of Matthew informs us that Christ came not to be served but to serve, and God calls us to partake in the same work of our Lord and Savior, Jesus Christ, by being agents of restoration in all that we do for His glory. The Faith in Action program at *Collegiate* is named in memory of Kempie Jenkins, who lived her life according to Jesus' call to serve others. Through the grace and mercy of Christ, Mrs. Jenkins genuinely loved our scholars and the *Collegiate* community. The purpose of the Kempie Jenkins Faith in Action program is to serve others in love to positively affect our city for the glory of God.

In order to fulfill the purpose of the Kempie Faith in Action program, each high school scholar must meet the minimum requirements as designated and communicated by the Coordinator.

Hours: Ninth and Tenth grade scholars are required to serve a minimum of 20 hours throughout the school year, and a minimum of 10 of those hours must be completed with a single ministry or organization outside of CSM. Eleventh and Twelfth grade scholars are required to serve a minimum of 30 hours, and a minimum of 15 of those hours must be completed with a single ministry or organization outside of CSM. An approved ministry list is provided by the Coordinator; any organization not listed must be preapproved by the Coordinator.

Reflection Essay: Scholars must complete a reflection essay by following the guidelines set by the Coordinator.

In the event that a high school scholar does not complete their Faith in Action requirements by the due date, their final report card and other records will be placed on hold. In order for scholars to be promoted to the next grade at CSM and have his/her hold lifted and records released, all requirements of the Kempie Jenkins Faith in Action program must be fulfilled. The hold will be removed once the scholar has completed all of the requirements and their completion has been approved by the appropriate Coordinator.

### **Community Time**

All students at *The Collegiate School of Memphis* participate in Community Time once every month. This time is led by various school personnel and emphasizes *Collegiate's* Mission and Core Values. This session is used for character-building to enhance our school culture and is considered to be a very important time in the student's schedule.

**Counseling Services**

The Collegiate School of Memphis takes the mental health of our students very seriously and has partnered with a contracted counseling service to provide counseling services as needed for our scholars. If a parent, teacher, staff member, or student identifies a student in need of counseling services, that student's name should be provided to the Dean of Students to arrange counseling. More information about Behavior Services of the Mid-South, LLC may be found at [www.behaviorservicesmidsouth.com](http://www.behaviorservicesmidsouth.com).

**Discipline & Student Code of Conduct**

The Collegiate School of Memphis has high expectations for our students in light of their attitudes, actions, and academics. As a Christian school, we are committed to developing the whole student – socially, emotionally, spiritually, morally, and academically. The Code of Conduct will be implemented using clear expectations, immediate consequences, stressing the significance of student choice, all in a nurturing, Christian environment. The student Code of Conduct is designed to create a culture of dignity, respect, charity, and knowledge.

Just as there are numerous ways to violate the Collegiate Code of Conduct, the administration has developed a number of ways to address these violations. In no particular order and depending upon the circumstances, students may receive immediate after-school detention, a call to parents from the Dean of Students, a writing assignment, suspension, Saturday School, expulsion in extreme cases, or even a referral to law enforcement. One or any combination of these actions may be employed at the discretion of the administration of Collegiate.

Multiple suspensions jeopardize a student's enrollment at Collegiate. Any student with multiple suspensions (more than one) for any reason – behavioral and/or financial – may be placed on probation. Any subsequent suspension may lead to expulsion as determined by the administration.

See the appendix for the CSM Code of Conduct with additional information regarding expectations, negative behaviors, merits and demerits, unacceptable behavior, the Honor Code, and the Honor Council.

**Extra-Curricular Activities**

After school clubs and organizations will meet as scheduled by the sponsor(s). Students who are participating in an after school club or organization should report to the designated meeting place by 3:20 p.m. and should remain with the sponsor until the conclusion of the day's events. Students must be supervised by a member of the faculty/staff of Collegiate at all times.

**Field Trips**

Field trips may be part of the curriculum and will be supervised by CSM staff. Students may not be checked out or taken home directly from a field trip without returning to the school campus. Student participation in field trips is contingent upon completed field trip release forms and the student's academic and behavior standing.

Field trips are planned ahead – all field trip fees are non-refundable and non-transferable.

**Handgun Carry**

The Collegiate School of Memphis takes the safety of students and staff very seriously. By policy, and in accordance with Senate Bill 1559, no individual who works at the school, attends the school, or visits the school is permitted to carry or possess a handgun on any Collegiate School of Memphis-owned or operated property, including its buildings and structures. The only exception to this policy is the armed security guard employed by Clarion Security with whom Collegiate has contracted to be present and on campus during all open school hours and school-sanctioned events when children are present.

**Homework**

Homework is defined as educational tasks that are meant to be carried out or completed during non-class hours. Homework is an aid in building lifelong learning skills such as self-discipline, task commitment, time management, personal responsibility, independence, initiative, and problem solving.

Homework performance should play dual roles as part of the instructional program. First, homework should help document what students have learned and how able they are to apply their new learning. Second, homework should play a role in planning what the next instructional steps should be. Homework should point to what needs to be re-taught and indicate when students are ready to move on. It can help target assistance for some students and signal an opportunity for acceleration for others.

When turning homework in electronically, students are expected to have the correct file format placed in the correct dropbox by the assigned deadline.

### Roles of Parents/Guardians

- Provide a home environment for homework with adequate space, good lighting, and one that is quiet/free from distractions.
- Stress the value and importance of homework; encourage and praise your scholar for homework completion.
- Expect daily assignments written in an agenda book and check to make sure your student is completing them.
- Insist on adherence to deadlines. (Review progress on long-term assignments.)
- Respect the home/school connection with phone calls, e-mails, and attending conferences.
- Show interest, but do not do the work for your student.
- Encourage reading for pleasure beyond regular classroom assignments.

### Roles of Students

- Spend as much time as it takes to finish homework each night.
- Complete assignments to the best of your ability.
- Turn in your homework on time and make sure it is neat.
- Request help with homework, if needed.

### Roles of Teachers

- Assign homework that enhances the rigor and relevance of the curriculum.
- Carefully consider the amount of homework assigned.
- Explain to the students grading guidelines for the assignment.
- Return homework to students in a timely manner, with appropriate feedback.
- Provide a sample of what is expected.

### Expected Time Ranges

Teachers will carefully consider the amount of homework given and expected time of completion for each assignment. Students should expect two to three hours of homework each night at the secondary level. This amount is not meant to be a minimum or maximum, rather a general guideline. This amount will also vary depending on class load, student ability level, understanding of assignment, type of homework assigned, etc. Students in academically-challenging honors classes or Advanced Placement classes should expect more than the average amount of homework.

### Late Policy

Students are expected to turn all work in on time. Homework is to be turned in to the appropriate homework bin and folder or online dropbox each morning by 7:45 a.m. Late homework is not acceptable. Tests, projects, quizzes, classwork, and any major assignments may be turned in late with an accumulating 10% deduction each day for five school days. After five school days, the work is no longer accepted and the grade will be a zero. Homework, participation, and any minor assignments are not accepted late. Students who miss work because of an excused absence will receive the opportunity to make up missed work. The number of consecutive days a student misses is equal to the number of days the student has to gather missed work and submit the work for credit. For example, if a student is absent two days in a row, upon return the student has two full days to complete and submit missed work. It is the student's responsibility to get work missed due to illness or excused absence. Students who make the choice of not turning in homework assignments could receive the following based upon school policy:

- After-school detention
- No credit
- Exclusion from school activity
- Communication with parents

### **Homework Detention**

Homework is due in the correct homework bins by 7:45 a.m. No homework will be accepted after that time unless it is approved by the Dean of Students. Homework detention is assigned to a scholar after they have missed two days of homework assignments in a week. Detention notices are given one day in advance. Any scholar who does not arrive in Detention by 3:05 p.m. will be considered a "No Show" and, therefore, may be placed on an out-of-school suspension. Detention, proctored by the Dean of Students or designee, is a silent time during which scholars follow a specific protocol, which includes assignments given by the Dean of Students.

**Honor Code & Honor Council**

In order to establish an environment of trust, nobility, and honor at *Collegiate*, the Honor Code stresses individual and corporate integrity. This code stands as an affirmation of values and therefore facilitates the transition from our *Collegiate* community to the world at large.

*The Collegiate School of Memphis* Honor Council is charged with upholding the virtues of the school's Honor Code. In the event of serious or repeated violations, having proved an unwillingness to participate in the school's culture of honesty and trust, a student may face expulsion from *The Collegiate School of Memphis*. The Honor Code and Honor Council represent the high moral expectations of *Collegiate* and seek to be a positive influence toward building a community of trust.

See the appendix for the CSM Code of Conduct with additional information regarding expectations, negative behaviors, merits and demerits, unacceptable behavior, the Honor Code, and the Honor Council.

**Library**

The *Collegiate* Library will be open to students before and after school. Reference books are available but must be used in the Library and are not to be checked out. If a book is overdue or lost, the librarian will send a note home detailing the situation and report cards and academic records will be held until the fee or fine has been paid. Full price will be charged to replace any book that is lost or irreparably damaged.

**Locker Use**

Student lockers and locks are assigned by and are the property of *The Collegiate School of Memphis*. Students may only use the locker assigned to them. Only school-issued locks are allowed on student lockers. Student lockers are subject to announced as well as unannounced search by authorized personnel. The presence of unauthorized items in school lockers will result in disciplinary action. Students who violate locker procedures are subject to disciplinary actions.

Students are permitted to visit their lockers before and after school and during passing periods between classes. We believe managing time during passing periods builds personal responsibility. It is the responsibility of the student to bring all required materials with them to class. Students will not be allowed to leave their classrooms during the first or last 15 minutes of class to return to their lockers.

**Lost or Damaged Textbooks**

*The Collegiate School of Memphis* provides curriculum and materials for our students. These supplies are very expensive. *Collegiate* does not require payment of a yearly textbook fee, but we do request that students and parents take care of these textbooks, so they may be used for several years. We highly recommend that students appropriately cover their textbooks to prevent damage. When textbooks are issued to scholars, a *Textbook Receipt Form* is completed by the student and parent(s). This form is used for students and parents to list any pre-existing damages to the textbooks. Parents are asked to examine each textbook, note any damage, sign the form, and return the form to the school. In the event that a textbook is lost or irreparably damaged, parents will be charged the full price of the book.

At the end of the school year, all books must be returned to classroom teachers. Once teachers note damages, administration will review textbooks and assess fees accordingly. The *Textbook Receipt Forms* are used to compare pre-existing conditions and teacher-noted damages. Parents will not be charged for damages that were listed and reviewed on the *Textbook Receipt Form*. If a *Textbook Receipt Form* was not returned, then it is understood that all textbooks were in good condition when issued and fees may be assessed accordingly. Report cards and all academic records will be held and not released until textbook charges have been paid. In lieu of the final report card, a notice will be mailed home.

**Meals**

Breakfast and lunch will be available for purchase daily for students. Breakfast will be served between 7:15 and 7:35 a.m. Service of breakfast will end promptly at 7:35 a.m. No lunch will be served on early dismissal days. If your student wants to bring lunch from home, please provide a well-balanced meal and one your student can handle on his/her own. Do not send any foods that need to be heated or refrigerated. Also, please do not send glass or canned containers that require a machine to open. If your child has been diagnosed with any food allergies, please bring a note from the doctor stating which foods are to be avoided; however, no individual meals can be provided by the school.

No food should be brought into the cafeteria by parents. Birthday cakes, pizzas, special foods, etc., for a specific student or group of students are a disruption to the structure of the school.

In order for the school day to operate smoothly, all students bringing lunch from home should bring their lunch at the opening of the school day. Any late student lunches should be brought and left at the front desk to be delivered to the student.

Please contact the *Collegiate* Business and Bursar's Office for details and an application for the Free and Reduced School Meals program.

Each student will have an account where parents may deposit funds for their student to use in the cafeteria. *Collegiate* student IDs or PIN codes are required to eat in the cafeteria. Cafeteria account balances are not permitted to be negative. Students with accounts more than \$10 overdrawn are not allowed to charge any more meals.

### **Media Release**

As part of the *Collegiate* community, you acknowledge that throughout the school year photographers may visit our school to cover special events. *Collegiate* may also wish to use your photographs, name, words or quotes, voice, or work for promotional and educational reasons, such as in publications, solicitations, posters, brochures, newsletters, on the school's web site, on official school social media accounts, or at community fairs or other special events.

### **Medications**

*Collegiate* is allowed to administer medication only with written instructions from the student's parent or guardian or your student's physician. All over-the-counter and prescription medications must be brought to the front desk by an adult with a completed medicine authorization form. These forms are available at the front desk. Your student's name and dosage instructions must be written on the medication. Please do not send your student with prescribed medication that has someone else's name on the label. If your student brings medication without written instructions or without the medical form, we will not be able to administer the medications. Students are not allowed to self-medicate with the exception of epinephrine pens, insulin, and emergency relief inhalers. All prescription medication must be in the original container with the prescription label intact. If a student is found with medication at school, he/she is subject to disciplinary action.

Medication that is to be taken once per day should be given at home – not sent to school.

### **Merit & Demerit System**

The *Collegiate School of Memphis* uses a Merit/Demerit System that offers an even-handed approach, allowing teachers and administrators to give scholars consequences for inappropriate behavior and simultaneously awarding students for exhibiting strong character. Teachers have the latitude to give awards based on *Collegiate's* ten Core Values. For example, teachers can and should award a merit to a student who shows respect and integrity by turning in lost keys, or award a merit to a student who shows personal responsibility by turning in all of their homework for a given month.

Conversely, a demerit is a warning for the student to change an adverse behavior or action. Demerits can be recorded by all school personnel. After three demerits in the classroom, the student is referred to the Dean of Students for further disciplinary actions.

At *Collegiate*, we provide a highly structured and nurturing environment that supports our students' success. We want our students to be outstanding citizens, making them ready for challenges in high school, college, and eventually in life beyond.

Merits and demerits will be given at the discretion of all staff members. The *Collegiate* Merit/Demerit System is subject to change or modification according to the discretion of the school leadership.

See the appendix for the CSM Code of Conduct with additional information regarding expectations, negative behaviors, merits and demerits, unacceptable behavior, the Honor Code, and the Honor Council.

### **Moral Integrity**

The *Collegiate School of Memphis* has a moral responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. *Collegiate* endeavors to develop the whole student with an integrated Christian lifestyle within a biblical framework. *Collegiate* expects students to uphold their moral integrity in their behavior and activities 24 hours a day/7 days a week/365 days a year. Any student involved in unwholesome behavior or in violation of this moral integrity statement on or off campus, on web sites, on phones, or in e-mail may face disciplinary action, even expulsion, at the discretion of the administration.

Parents of pregnant students need to report the student's pregnancy to the administration as soon as the pregnancy is confirmed by medical authority. *Collegiate* is a school for students who are unmarried. The school upholds a traditional biblical view of sexual morality.

### **Parent Participation**

It is impossible for *Collegiate* to fulfill its mission without a partnership with our parents. Parental dedication and support of the school's mission, Core Values, methods, and guidelines is critical to student success. Conversely, as a private school, *Collegiate* reserves the right to issue letters of separation to parents or guardians who pose significant obstructions to the smooth, daily operations of the school or its staff, or seek to hinder the school's mission or damage its reputation. We are keenly aware that one school cannot meet the needs of everyone and that there are occasions when there must be a cordial parting of ways. We do believe that positive parental involvement is paramount for student success. The best and most effective way to support the school is for parents to meet all requested deadlines, to have their scholars to school on time, dressed in full uniform, prepared to turn in all of their homework, and ready to learn and grow as young ladies and gentlemen every school day. Parents who are interested in volunteering may pick up the Parent Volunteer form from the front desk. All parent volunteers must sign a participation agreement and, in some cases, complete a background check.

### **Parent-Teacher Communication**

Consistent, clear, and meaningful communication between parents and staff members is an expected and essential part of *The Collegiate School of Memphis*' commitment to families. Parents will be kept up-to-date through progress reports sent home mid-quarter, report cards sent home at the end of each quarter, and scheduled Parent-Teacher Conference appointments and CSM Family Night dinners in both the fall and spring. The teachers and leadership of *Collegiate* are available by phone or appointment to talk with you about your student or any aspect of our program.

### **Parties & Social Gatherings**

Invitations to parties outside of *Collegiate* should not be distributed at school.

### **Phone Calls**

Instructional hours and school structure are very important at *The Collegiate School of Memphis*. If you need to contact your student during the school day, please call the school and leave a message at the front desk. We will make every attempt to deliver that message to your student at lunch. However, please understand that the leadership at *Collegiate* is committed to protecting the instructional time for our scholars and has requested that all distractions be kept to a minimum. Before asking that your student be removed from class or that a message be given to your student during classroom instruction, please make sure that we know the nature of the legitimate emergency.

Students are not allowed to use the telephone during the day to contact home or parents. After-school arrangements and permission for activities should be discussed and agreed upon prior to arrival at school in the morning. If it becomes medically necessary, *Collegiate* staff will place a phone call to the parent or guardian for advice in addressing the situation. It is never appropriate for students to use telephones in the classroom. All student calls are to be made at the front desk.

### **Probation**

In instances when a student's effort or performance drops significantly, or indicates a negative trend, that student may be placed on probation for a period of time. This measure is taken to identify the issue, develop an action plan, and reverse the negative trend in order to restore that student to good standing. A student may be placed on probation for academic reasons, behavior concerns, or issues related to tardiness and absenteeism. It is the hope of the leadership of *Collegiate* that this probationary period will encourage the scholar to aggressively address the issue and begin moving in a positive direction.

### **Reading for a Reason (R&R)**

R&R is a designated block of time integrated into the daily schedule, typically before the start of third period, for the purpose of encouraging students and teachers to read independently. Reading for a Reason is a time for silent independent reading in the classroom. Students should be present in class for the entire time, silently reading a book of their choice. Students are expected to carry their R&R book with them to each class throughout the day. Reading for pleasure leads to higher academic achievement and develops the moral compass of our scholars. Parents should ask scholars about their R&R book and encourage them to read at home.

**Recording Devices**

Teachers are approved to use video and/or audio recording devices to enhance instruction. Students must have approval from a teacher or the Principal to use audio and/or visual recording devices. All audio and/or visual recordings of school activities are the property of *The Collegiate School of Memphis* and must be kept private, in-house at *Collegiate*.

**Restroom Use**

Students must use the restroom before or after school, during lunch, or during their five minute passing periods. We believe managing time during passing periods builds personal responsibility and time management skills. Emergencies will be handled by teachers on a case-by-case basis. Students should not be in the hallway during class without permission.

**School Closure Procedure**

The Head of School or approved designee of *The Collegiate School of Memphis* will alert television and/or radio stations as to whether or not the school will close in the event of snow, ice, inclement weather, or other conditions. Listen to the local news for these announcements. When possible, school closures will also be posted on our web site and school social media accounts.

**School Colors**

Blue and Gold

**School Creed**

We Believe.

We Believe we are fearfully and wonderfully made.

We Believe God made us to walk in dignity, knowledge, and freedom.

We Believe God has given every person great potential to work, learn, grow, and serve.

We Believe He calls us to love one another, serve one another, and believe in each other.

We Believe we are always in His presence; we are not alone; we are not afraid.

We Believe in the power and grace of God; therefore, we have hope.

We Believe that in God all things are possible.

We Believe the victory is His.

We Believe!

**School Mascot**

Cougar

**School Motto**

Faith, Truth, Excellence

**School Scripture**

Be transformed by the renewing of your mind. (Romans 12:2)

**School Song / Alma Mater** (Written by Mrs. Shula Cangelosi and Mr. Will Harris.)

In our memories, we will hold you, our *Collegiate School*

In our hearts, we'll always love you, our *Collegiate School*

Faith, Truth, and Excellence – let these guide our way

May our lives always bring honor to this special place.

When our school years here have ended and we're on life's way,

May the values that we learned here help us day by day

Going forth in grace and wisdom to the very end

Working always to bring favor both to God and men.

CSM, we love you

Cougars, Cougars Gold and Blue

Our *Collegiate School!*

**Security**

Security is a priority at *The Collegiate School of Memphis*. All visitors, including parents, must enter through the front entrance (Faxon Avenue), sign in, and wear a special visitor badge when in the building. Our campus is secured by controlled access entrances and a security guard at all times.

Security of our facilities is a top priority; visitors are encouraged to always be aware of their surroundings, report suspicious activity, and never leave valuable items unattended in their car. *The Collegiate School of Memphis* assumes no responsibility for student or visitor vehicles or items left unattended in the vehicle. Students driving vehicles to school park at their own risk.

### **Social Networking**

All *Collegiate* students are held to a high standard regarding remarks on social networking sites. Students will be held responsible for any negative remarks made on a social networking site, regarding other students, faculty, or staff of *Collegiate*. Students are encouraged to use the G-Suite applications to communicate with their teachers after school hours and shall not interact with *Collegiate* staff and *Collegiate* faculty via social networking sites or applications. *Collegiate* encourages healthy interpersonal relationships that build others up in a positive and encouraging manner, especially on social networks.

### **Spiritual Development**

An important aspect of student life at *Collegiate* is the spiritual development of our scholars. We ultimately view success as becoming more and more like Jesus Christ. We understand that the home is the primary place for spiritual direction, yet to encourage our students' spiritual growth, our scholars will regularly attend Chapel and Community Time for prayer, *Bible* teaching, and worship. Chapel and Community Time attendance is an integral part of the school's character building curriculum and is mandatory for all students.

Every class at *Collegiate* begins with a short Scripture-based devotion which is led by the instructor and is geared toward the practical integration of faith and life. Furthermore, the curriculum at *Collegiate* will lead our students through a series of Bible courses as they progress at the school. It is our earnest prayer that our students mature intellectually, emotionally, socially, and spiritually as a result of their years at *Collegiate*.

### **Sports Academy**

The goal of the *Collegiate Sports Academy* is to offer our students affordable, safe, and fun sports that encourage physical fitness, fair play, and camaraderie. This program will encourage all students to participate and will include practice, games, and tournament play. During the course of the school year, *The Collegiate Sports Academy* will offer one sport per quarter. It is the goal of *The Collegiate Sports Academy* to encourage students to take part in various sports in order to stress physical fitness as well as to experience the challenges of a variety of sports. Shortened seasons will encourage staff participation, student involvement, and allow students the choice to participate in all sports.

A full version of the *Collegiate School of Memphis* Concussion Policy is available in the Sports Academy Director's office. If any *Collegiate* scholar exhibits any signs, symptoms, or behaviors that cause suspicion of a concussion, that scholar will be immediately removed from play and closely observed. A parent/guardian will be notified of the incident, the scholar's symptoms, and a possible recommendation to see a healthcare professional. Parents/guardians and representatives of *Collegiate* are not expected to diagnose a concussion; that diagnosis is the role of an appropriate healthcare professional. At the discretion of the Sports Academy Director, a scholar may be required to present proof of medical clearance after a suspected concussion before being eligible to participate in sports activity or physical education.

### **Student Records**

Access to Records: *Collegiate* school officials (administration, teachers, operational staff, and board of directors) have access to student grades, biographical information, attendance, disciplinary information, and test scores for legitimate educational interests, such as for the purpose of data collection to analyze student performance and growth. If the student's parent or legal guardian would like to give permission for another individual to discuss topics pertaining to their student, school and academic records, or financial obligations, the parent/guardian will be required to complete a *Release of Information* form which is available from the Registrar's Office.

Confidentiality (FERPA): In an effort to maintain the confidentiality of student records according to guidelines of the Family Educational Rights and Privacy Act (FERPA), *Collegiate* is allowed to discuss grades, discipline, attendance, and other school information with only the student or their parent/guardian. Translators are on staff and available by appointment. In addition, when appropriate, student leaders may be asked to translate items that do not violate FERPA policy. Parents and/or guardians have the right to inspect and review education records, to seek to amend the records, to consent to disclosure of personally identifiable information from the records, and to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education.

**Data Retention:** *The Collegiate School of Memphis* retains specific constituent information in its databases relative to the retention policy to meet our obligations to each constituent. Any questions regarding the retention schedule should be directed to the Registrar's Office.

**Privacy Policy:** *The Collegiate School of Memphis* collects a variety of information from our families and staff during its scope of work. This information includes, but is not limited to, demographic information in order to best serve our community, academic information which is central to our work, contact information for communication, financial information to fulfill our business operations, and health information to serve our students. *The Collegiate School of Memphis* also shares specific data with third-party applications/vendors to provide various services and products to assist with achieving the mission of *The Collegiate School of Memphis*. In addition, *Collegiate* is committed to ensuring that the data collected is secure. In order to prevent unauthorized access or disclosure, *Collegiate* has placed suitable physical, electronic, and managerial procedures in place to safeguard and secure the information we collect.

Families have a right to review nearly all of the information described above and to obtain much of it. Those rights are defined by the Family Education Rights and Privacy Act (FERPA) and the Child Online Privacy Protection Act (COPPA). If you wish to review information that *Collegiate* collects, please contact the Registrar's Office.

**Release of Information:** If the student's parent or legal guardian would like to give permission for another individual to discuss topics pertaining to their student, school and academic records, or financial obligations, the parent/guardian will be required to complete a *Release of Information* form which is available from the Registrar's Office.

**Request for Records:** All records and transcript requests are handled by the Registrar's Office. A notice of at least two business days is required for all requests. Requests cannot be fulfilled for any student with a hold on his/her account or any sibling's account. Seniors applying to colleges will follow a specific process for transcript requests and will work with *Collegiate's* College Advisor to submit requests.

### **Student Drivers / Vehicles at School**

To apply for a *Collegiate* student parking permit, the following items must be submitted to the Business and Bursar's Office along with a completed application for parking:

1. A copy of the student's current, state-issued driver license
2. A copy of the vehicle's current insurance card
3. The registration fee – in cash or by check payable to *The Collegiate School of Memphis*

Students applying to park on the *Collegiate* campus must agree to the following policies:

1. All student vehicles parked on school grounds must be registered with *The Collegiate School of Memphis*.
2. Student vehicles must display the *Collegiate* parking permit at all times while on campus.
3. Student vehicles must be parked in the designated student parking lot.
4. Students must be legally licensed to drive and covered by insurance.
5. No reckless driving is permitted on the *Collegiate* campus.
6. Student vehicles parked on the *Collegiate* campus are subject to search.
7. Vehicles parked on the *Collegiate* campus that are not registered with the Business and Bursar's Office will be towed at the owner's expense.
8. *Collegiate* is not responsible for any damage to or loss of a vehicle as a result of parking on campus.
9. Parking privileges may be suspended or revoked at any time for not abiding to *Collegiate's* policies.

Students applying to park on campus must also understand and agree to the following:

1. While carpooling is permitted, students with *Collegiate* parking permits are only allowed to check themselves and their siblings in tardy. Unrelated riders must have a parent check them in tardy.
2. Freshmen and sophomore students are not permitted to check themselves out for an appointment. Juniors and seniors with *Collegiate* parking permits may check themselves out for an appointment called in by a parent or guardian. Students are not permitted to check out siblings.

Students are not to return to their vehicles once they have arrived at school and are not allowed to leave campus during school hours. The presence of unauthorized items in student vehicles will result in disciplinary action. *The Collegiate School of Memphis* assumes no responsibility for student vehicles or items left unattended in the vehicle. Students driving vehicles to school park at their own risk.

A *Compulsory School Attendance* form is required by the State of Tennessee when applying for a learner's permit or driving license. When requesting an attendance form, two days' notice is required as well as complete submission of enrollment documents (immunization form, birth certificate, social security card). *The Collegiate School of Memphis* will issue this form to an enrolled student during the regular school year. Two forms will be provided at no charge when students apply for their learner's permit and driver's license. Beginning with the third form, each additional form will be issued upon payment of a \$5.00 fee.

### **Technology**

*The Collegiate School of Memphis* has a commitment to the integration of technology into the academic programs of the school. Laptop carts are located in each core classroom in grades 6 through 8 and are also available for all other teachers to check out and use in class. All high school students will be issued a Chromebook to be used during the school year. We believe that electronic communication is a tool for lifelong learning and that access to the school's network can promote educational and organizational excellence. Students must use the school's computers, network, and the Internet in a legal, ethical, moral, and responsible manner in accordance with the school's stated mission and *Student Acceptable Use Policy*.

The school reserves the right to install software designed to monitor data content and usage, in addition to the right to remove unlicensed software from school computers, install virus protection software and other software as well as other security devices, and set standards for routine maintenance, operation, and safeguarding of all technology.

### **Tobacco, Drug, & Alcohol Policy**

Tobacco, drugs, and alcohol are not allowed on campus, in school vehicles, or during school-sponsored events. In keeping with our desire to promote behaviors which contribute to the overall well-being of students, *Collegiate* seeks to assist parents in educating students about the dangers of the consumption of alcohol and the use of illegal drugs and tobacco. Through appropriate guidance, we hope to prepare students to make healthy and appropriate choices throughout their lives. Any students in violation of this policy are subject to disciplinary action, even expulsion, at the discretion of the leadership.

### **Uniform Guidelines & Professional Appearance Policy**

A professional appearance policy promotes an atmosphere conducive to academic focus by reducing distractions as well as time and energy to interpret and enforce clothing issues. It provides clear expectations for and consistency among students. It simplifies decision-making and reduces peer pressure. Ultimately, *Collegiate* believes a professional appearance policy will enhance relationships by reducing conflicts that extend from home, to the hallways, to the classroom. The administration of *The Collegiate School of Memphis* reserves the right to address any fashion item, clothing item, or appearance that detracts from the spirit of the *Professional Appearance Policy*. In all cases, the leadership has the right and the responsibility to determine what is appropriate.

All uniform items must be purchased from Dennis School Uniforms unless denoted differently in the *Professional Appearance Policy*. All uniform blouses, shirts, sweaters, and jackets must have the CSM school logo or monogram present unless specifically indicated otherwise. All clothing should be labeled with the student's name or initials (especially sweaters and jackets).

See appendix for the CSM's *Professional Appearance Policy*.

### **Visitors**

All visitors to the school must check in at the front desk. For security reasons, we do not allow unscheduled visits into the lunch room or the educational sections of the school. We want to minimize distractions during instructional hours and insure the smooth operation of the school. *Collegiate* does not allow birthday cakes, cupcakes, and other similar items to be brought or delivered to the cafeteria, classrooms, or left for students at the front desk. The delivery of these items is disruptive to the school's structure. Any late or forgotten student lunches should be brought to and left at the front desk to be delivered to the student by CSM staff. Non-essential school items including gifts to other students or teachers should be left at the front desk and will be delivered after school.

### **Web Site**

Our school web site is located at [www.collegiatememphis.org](http://www.collegiatememphis.org). The web site is updated frequently and should be used as a resource for lists, guidelines, and calendars. Please visit the web site throughout the year. The web site also has links to our various social media sites, which provide updates on social happenings.

**Withdrawals**

Student enrollment withdrawals are handled by the Business and Bursar's Office. A notice of at least two business days is required for all withdrawals. At the time of withdrawal, student textbooks, library books, computer equipment, and other materials will be collected. Also at the time of withdrawal, parents will need to provide the name of the student's new school, reason for withdrawal, and payment for outstanding balances. Refer to the student's Enrollment Contract for terms and conditions of withdrawals.



## CODE OF CONDUCT

“Make every effort to add to your faith, goodness;  
and to goodness, knowledge;  
and to knowledge, self control; and to self control, perseverance;  
and to perseverance, godliness; and to godliness, brotherly kindness;  
and to brotherly kindness, love.”

2 Peter 1: 5-7

*The Collegiate School of Memphis* is a private, college-preparatory school, providing both Middle and High School students with the highest quality education through our mission to prepare young ladies and gentlemen for college success within a highly structured, nurturing, Christian environment, so that all students may fully realize their God-given potential. We are committed to ensuring that *Collegiate* is a safe, secure, and dignified environment where our students can learn and mature. At *Collegiate*, our students are taught to assume personal responsibility for their choices and accept all consequences both positive and negative for their actions.

The *Collegiate* Code of Conduct provides a comprehensive guideline for determining acceptable and unacceptable attitude and behavior. It enables the faculty and leadership the ability to exercise discretion and educational judgment. We realize that this Code of Conduct is most effective with the continued cooperation of our parents, students, faculty, and leadership.

Our master objective is to see that our students understand the governing biblical principles behind the rules. It is our prayer that as our students mature in faith that they will be motivated not merely by rules, but by love, mercy, kindness, and compassion. It is our hope that our scholars develop an acute sense of propriety, a spirit of charity, and are motivated by faith to make the world, not just our school, a better place.

### Expectations of *Collegiate* Scholars

“Train up a child in the way he should go,  
and when he is old, he will not depart from it.”

Proverbs 22:6

## INTRODUCTION

*The Collegiate School of Memphis* has high expectations for our students in light of their attitudes, actions, and academics. As a Christian school, we are committed to developing the whole student – socially, emotionally, spiritually, morally, and academically. The Code of Conduct will be consistently implemented using clear expectations and immediate consequences, while stressing the significance of student choice all in a nurturing Christian environment. In conclusion, our student Code of Conduct is designed to create a culture of dignity, respect, charity, and knowledge.

## THE GOALS OF THE CODE OF CONDUCT

- To create a culture of academic excellence for all students.
- To ensure that all students are treated with dignity.
- To encourage students to take responsibility of their personal actions.
- To create an orderly professional environment.
- To establish clear and consistent expectations for student life.
- To promote high-quality instructional time.
- To nurture emotional, spiritual, and moral maturity.

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## **DISCIPLINE AND DISCERNMENT**

One of the benefits of a Christian private school is that the staff is well acquainted with every student. Each student and situation is unique, and this reality calls for wisdom and discernment in addressing discipline. When students face disciplinary action as the result of their choices, the gravity of the incident is taken into account. The humility or lack of humility of the student and the student's history while at the school are all important factors for consideration. The staff of *Collegiate* reserves the right to address student disciplinary issues on a case-by-case basis.

## **BASIC EXPECTATIONS**

At *The Collegiate School of Memphis* we always strive to encourage and draw attention to that which is positive. Our staff is trained to consistently look for students' attitudes and actions that reflect kindness, excellence, decency, and charity. The basic expectations for student behavior are that students uphold and foster among peers the ten Core Values: community, respect, integrity, gratitude, joy, determination, personal responsibility, self-discipline, sacrifice, and hard work.

## **ADDRESSING VARIOUS ISSUES**

Just as there are numerous ways to violate the *Collegiate* Code of Conduct, the administration has developed a number of ways to address these violations. In no particular order and depending upon the circumstances, students may receive consequences including but not limited to: demerits, immediate after-school detention, a call to parents from the Dean of Students, suspension, Saturday School, expulsion in extreme cases, or even a referral to law enforcement. One or any combination of these actions may be employed at the discretion of the administration of *Collegiate*.

## **MERITS & DEMERITS**

At *Collegiate* we believe in rewarding excellence in attitude and behavior and addressing inappropriate choices, which is accomplished by means of a school-wide system of merits and demerits. Both merits and demerits may be issued by any member of the faculty and staff. Merits are issued to encourage positive behaviors that align to our Core Values while demerits are warnings that are meant to redirect a student's attitude or actions which do not align to our Core Values. As students compile merits during the course of the year, these merits may earn the student recognition, whereas demerits will result in some form of correction. A school-wide merit and demerit system establishes clear and consistent expectations for behavior throughout the entire campus. (See the Merit & Demerit System section of this handbook for more information.)

## **UNACCEPTABLE BEHAVIOR**

Unacceptable behavior at *Collegiate* includes but is not limited to the following: academic dishonesty, assault/battery, truancy, excessive absenteeism/tardiness, controlled substances, drugs, alcohol, defiance, disruption, disrespect, inappropriate dress/appearance, gang affiliation, harassment and bullying, hate violence, hazing, intimidation/threats, paraphernalia possession, profanity, vulgarity, obscenity, property damage, vandalism, graffiti, arson, robbery/burglary, extortion, sexual assault/battery, sexual harassment, terroristic threats, theft, tobacco, unsafe vehicle operations, and trespassing.

## THE HONOR CODE

“Finally, brothers, whatever is true, whatever is noble,  
whatever is right, whatever is pure, whatever is lovely, whatever is admirable –  
if anything is excellent or praiseworthy – think about such things.”  
Philippians 4:8 (NIV)

In order to establish an environment of truth and honor at *Collegiate*, the Honor Code stresses individual and corporate integrity. This code stands as an affirmation of values and therefore facilitates the transition from our *Collegiate* community to the world at large. The *Collegiate* Honor Code makes it very clear that as a school we are committed to honesty, integrity, and truth in all things. Honor Code offenses are taken very seriously because they are a violation of the community's trust and commitment to truth. Each student is to recognize his or her personal responsibility to the larger community and to fulfill their role in building a community of trust. *The Collegiate School of Memphis* strives to create an atmosphere where honor flourishes and truthfulness is assumed.

The entire community of *Collegiate* participates in building a culture of truth and honesty. *Collegiate's* Honor Code is geared to protect against lying, cheating, and stealing in all situations. The Honor Code of *Collegiate* is not just a set of written rules developed by the leadership but is a living idea advanced by everyone. We are all partners establishing a culture of trust.

The Honor Code expects:

- All students and staff are to speak the truth at all times.
- Students should do their own work without collaboration, unless specified.
- Students are to respect all personal property.
- Students are to encourage others to be truthful and honest.
- All members of the *Collegiate* community are to contribute to building a noble school culture.

Violations of the Honor code include:

- Stealing any property, no matter how small.
- Withholding information that obscures the truth.
- Giving or receiving any aid during tests or quizzes.
- Lying to the direct questions of faculty and staff.
- Benefiting from another's work, including plagiarism.

Plagiarism is a particularly heinous breach of the Honor Code, because it involves the three-fold violation of lying, cheating, and stealing. Students must always carefully and accurately cite information borrowed from any other source.

Plagiarism is defined as:

- Copying of a phrase, sentence, or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying or using another person's term paper and handing it in as one's own.
- Not placing quotation marks around another writer's or individual's words.

Cheating is defined as:

- Copying another student's answers during a test or quiz.
- Copying another student's homework (unless collaborative).
- Providing another student questions or answers to test or quiz questions.
- Having or using notes or other not-permitted materials during tests or quizzes.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's assignments.
- Obtaining a copy of tests or scoring devices.
- Representing as one's own work the product of someone else's creativity.

Methods and expectations for references cited may vary among departments; these differences will be communicated to students by their teachers. Students should not hesitate to ask teachers for clarification on points of honor in their assignments.

All students will support the Honor Code when designated assignments, tests, and quizzes are turned in by the signing of the following pledge:

**“I have neither given nor received aid on this academic effort.”**

In the event that a student violates this Honor Code, disciplinary actions will be taken. Each student and situation is unique, and this reality calls for wisdom and discernment in addressing Honor Code violations. When students face disciplinary action as the result of their choices, the gravity of the incident is taken into account. The humility or lack of humility of the student and the student’s history while at the school are all important factors for consideration. The staff of *Collegiate* reserves the right to address student Honor Code violations on a case-by-case basis.

Just as there are numerous ways to violate the *Collegiate* Honor Code, the administration has developed a number of ways to address these violations. In no particular order and depending upon the circumstances, students may receive consequences including but not limited to: demerits, immediate after-school detention, a call to parents from the Dean of Students, suspension, Saturday School, expulsion in extreme cases, or even a referral to law enforcement. One or any combination of these actions may be employed at the discretion of the administration of *Collegiate*.

## THE HONOR COUNCIL

*The Collegiate School of Memphis* Honor Council is charged with upholding the virtues of the school's Honor Code.

The Honor Council will be comprised of:

- A faculty-appointed member.
- Approximately three to six students who have proven themselves to be noble leaders.
- The Dean of Students and Dean of Student Achievement.

If a student has chosen to violate the Honor Code, the incident will be recorded by the faculty or staff member and submitted to the Dean of Students, who will contact the student's parents and will confer with the Honor Council's faculty advisor.

If the situation is referred to the Honor Council, the Honor Council faculty advisor will review the circumstances and will call the student to appear before the Honor Council. After hearing the nature of the situation, the Council will determine the appropriate course of action. The Honor Council will present its findings to the Dean of Students who will oversee any appropriate discipline, contact the student's parents, and file documentation of the incident. All deliberations of the Council are to be confidential, and Council members are instructed not to discuss any Honor Council activities outside of the Council.

To insure a student's privacy and to maintain an orderly school day, whenever possible, Honor Council will be held after school hours rather than during the school day. All involved will be notified in a timely manner that an Honor Council meeting will be held, and all involved will need to make plans to be present.

The outcome of the Honor Council will be determined upon the nature of the offense, the willingness of the student to cooperate, the honesty and humility expressed by the student, and the number of previous Honor Code violations of the student. Each situation is unique and will be handled on a case-by-case basis.

In the event of serious or repeated violations, having proved an unwillingness to participate in the school's culture of honesty and trust, a student may face expulsion from *The Collegiate School of Memphis*. The Honor Code and Honor Council represent the high moral expectations of *Collegiate* and seek to be a positive influence toward building a community of trust.



## PROFESSIONAL APPEARANCE POLICY (revised May 2019)

A professional appearance policy promotes an atmosphere conducive to academic learning by reducing distractions. By providing clear expectations for students, it saves time and energy, and it simplifies decision making while reducing peer pressure. The Professional Appearance Policy addresses more than issues of clothing; it also focuses on developing and encouraging a professional appearance which will serve our scholars well in college and in life. Students at *Collegiate* are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. “Modesty in dress” at *Collegiate* requires that students refrain from wearing such items as tight-fitting or revealing clothing. In order to best serve our scholars, *Collegiate* requires the support of every parent to ensure that their student is in correct dress on a daily basis while on campus and at school functions; it is ultimately the student’s responsibility to be dressed appropriately at all school functions. The Leadership of *The Collegiate School of Memphis* reserves the right to address any fashion item, clothing item, or personal appearance that detracts from the spirit of the Professional Appearance Policy. In all cases, the Leadership of *Collegiate* has the right and the responsibility to determine what attire is appropriate.

All uniform blouses, shirts, sweaters, and jackets must have the **CSM** school logo or monogram present unless specifically indicated otherwise. All clothing should be labeled with the student’s name or initials (especially sweaters and jackets). **All items must be purchased from Dennis School Uniforms unless denoted by an asterisk \***

- Only uniform apparel may be worn. Embellishments on or additions to the uniform, such as hats, scarves or mufflers, for example, are not permitted.
- Young ladies may wear small pieces of jewelry including a wristwatch, professional earrings, and one average-sized ring per hand. Young gentlemen may not wear earrings. Body piercing is not permitted, other than young ladies’ ears (maximum of two earrings per ear). Young ladies and gentlemen may wear a necklace but it must be tucked inside of their uniform shirt.
- Makeup should be professional and subtle. If makeup is deemed to be a distraction, it must be washed off.
- All buttons on young gentlemen’s oxford shirts must be buttoned and young ladies must have all buttons but the top button secured.
- Two bottom buttons on polo shirts must be buttoned at all times.
- All undershirts (young gentlemen and young ladies) must be solid white and have no designs or embellishments.
- Young ladies’ undershirts must not be visible below their blouses. Young ladies cannot wear long-sleeve undershirts under short-sleeve blouses.
- Hats, hoods, and caps may not be worn inside the buildings.
- CSM spirit sweatshirts may be worn on designated days.
- There may be special occasions when students will be permitted to wear clothing other than uniforms. On these occasions, clothing will be expected to be modest, neat, clean, appropriately fitting, in good repair, and in keeping with the principles of a Christian school. Specific guidelines will be given for the special days.
- Students may be asked to wear the required uniform for field trips or special events.
- Students must keep their shirts/blouses on, even when school is not in session, in the parking lot, on the bus, etc. They may not unbutton shirts/blouses or take them off, exposing an undershirt, while on campus.
- Any outerwear may be worn to school, but any outerwear item worn inside the classroom must be from Dennis School Uniforms.
- Shirts for young gentlemen must be worn tucked-in, and a black or brown belt must be worn.
- All scholars’ hair must be professional in appearance. This includes, but is not limited to, being clean, neat, and combed. Hair must not be extreme or unusual in style (designs, lettering, symbols, Mohawk, etc.). Unnatural hair coloring or an unnatural combination of hair colors is not permitted. Reasonable highlights are acceptable for young ladies only.
- Male students’ hair must not draw undue attention. Hair may not rest below the collar, rest below the eyebrows, or rest below the middle of the ear. Sideburns should not extend below the base of the earlobe. Gentlemen may not have highlights.
- If the Leadership determines a hairstyle is not professional, a haircut is needed, or sideburns should be trimmed, the Dean of Students will give an appropriate deadline. If that deadline is not met, disciplinary action could be taken.
- Writing or drawing on the skin is not permitted. Visible tattoos, real or fake, are not permitted.
- Eyebrows and sideburns should be neat and properly trimmed with no designs of any kind.
- Male students must be clean-shaven each school day and at all school events.
- Young ladies will be allowed to wear professional style boots during cold weather months. An announcement will be made by the Dean of Students as to the time frame that young ladies are allowed to wear boots. The Leadership of *Collegiate* will determine the appropriate professional style of boots.

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## **Uniform Guidelines**

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### **Middle School Young Ladies (Grades 6-8)**

#### **Blouses and Tops**

White oxford blouse short-sleeve/long-sleeve with CSM logo on sleeve (must wear on Mondays). A solid white or skin-toned camisole or tshirt must be worn under the oxford blouse.

Navy or yellow knit polo, short-sleeve/long-sleeve with CSM logo.

#### **Skirt**

Plaid poly/cotton pleated skirt; length must be at the knees (must wear on Mondays).

Navy or khaki skirt (only worn on Tuesday – Friday).

\*Full-length tights/stockings or knee-hi socks are required for young ladies wearing a skirt. (Solid colors of navy or black only.) No emblems, patterns, or decorations. No leggings are allowed. All tights must be full length, should not stop mid-calf or above the ankle, and must cover the entire foot.

#### **Pants**

Navy or khaki, pleated or flat front pants with Dennis tag visible.

#### **Outerwear for classroom (must be purchased from Dennis School Uniforms)**

Solid navy cardigan sweater with CSM logo.

Navy v-neck sweater vest with CSM logo.

Navy jacket with CSM logo.

#### **\*Tights and Socks**

Solid navy or black knee-length socks, non-athletic style.

Solid navy or black tights/stockings without texture or patterns.

No emblems or decorations on tights or socks. No leggings are allowed. All tights must be full length, should not stop mid-calf or above the ankle, and must cover the entire foot.

#### **\*Shoes**

Shoes must be low-quarter and low heel (no higher than ½ inch), closed toe, and closed heel. Shoes must be solid black, brown, or navy; leather or suede. No athletic type shoes permitted other than for gym class. Only navy, black, or tan/brown shoelaces are permitted.

Absolutely no rain boots or sandals may be worn. Shoes must be worn properly at all times.

#### **\*Belts**

Any solid brown or black belt is allowed but should not have any emblems or decorations.

#### **\*Hair Accessories**

Approved hair accessories are available from Dennis School Uniforms. Only professional and neutral ponytail holders, headbands, and clips are acceptable.

#### **Special Notes**

The plaid skirt and white oxford blouse must be worn on Mondays.

Tuesday – Friday young ladies may wear any of the items listed, including the plaid skirt.

Clothing must be the appropriate size – not baggy, sagging, or tight.

All shirts and classroom outerwear must have a CSM logo.

## **Uniform Guidelines**

### **High School Young Ladies (Grades 9-12)**

#### **Blouses/Blazer**

White oxford blouse short-sleeve/long-sleeve with CSM logo must be worn every day. A solid white or skin-toned camisole or tshirt must be worn under the oxford blouse.

\*Navy blue blazer with upper left pocket must be worn every day.

Beginning with the Class of 2021, all blazers must be purchased from **Fashioned 2 Fit**. *Collegiate* will help cover the cost of the first blazer purchased for ninth grade students.

Blazer patches will be earned by each student and must be worn in the upper left pocket.

Navy v-neck sweater vest with CSM logo can be worn under blazers.

#### **Skirt**

Plaid poly/cotton pleated skirt; length must be at the knees (must wear on Mondays).

Navy, khaki, or gray skirt (only worn on Tuesday – Friday).

\*Full-length tights/stockings or knee-hi socks are required for young ladies wearing a skirt. (Solid colors of gray, navy, or black are acceptable.) No emblems, patterns, or decorations. No leggings are allowed. All tights must be full length, should not stop mid-calf or above the ankle, and must cover the entire foot.

#### **Pants** (only wear Tuesday – Friday)

Navy or khaki, pleated or flat front pants with Dennis tag visible.

#### **\*Tights and Socks**

Solid navy, gray, or black knee-length socks, non-athletic style.

Solid navy, gray, or black tights/stockings without texture or patterns.

No emblems or decorations on tights or socks. No leggings are allowed. All tights must be full length, should not stop mid-calf or above the ankle, and must cover the entire foot.

#### **\*Shoes**

Shoes must be low quarter and low heel (no higher than ½ inch), closed toe, and closed heel. Shoes must be solid black, brown, or navy; leather or suede. No athletic type shoes permitted other than for gym class. Only navy, black, or tan/brown shoelaces are permitted.

Absolutely no rain boots or sandals may be worn. Shoes must be worn properly at all times.

#### **\*Belts**

Any solid brown or black belt is allowed but should not have any emblems or decorations.

#### **\*Hair Accessories**

Approved hair accessories are available from Dennis School Uniforms. Only professional and neutral ponytail holders, headbands, and clips are acceptable.

#### **Special Notes**

The plaid skirt must be worn on Monday with the white oxford blouse and navy blazer.

Clothing must be the appropriate size – not baggy, sagging, or tight.

All shirts must have a CSM logo.

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## **Uniform Guidelines**

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### **Middle School Young Gentlemen (Grades 6-8)**

#### **Shirts**

White oxford short-sleeve/long-sleeve with CSM logo (must wear on Mondays).

Navy or yellow knit polo short-sleeve/long-sleeve with CSM logo.

#### **Pants**

Khaki pleated or flat front pants (must wear on Mondays).

Navy or khaki, pleated or flat front pants (only wear navy Tuesday – Friday).

#### **Outerwear for classroom (must be purchased from Dennis School Uniforms)**

Solid navy cardigan sweater with CSM logo.

Navy v-neck sweater vest with CSM logo.

Navy jacket with CSM logo.

#### **\*Socks**

Solid navy or black, visible length socks, non-athletic style.

#### **\*Belts**

A solid brown or black belt is required every day and should not have any emblems or decorations.

#### **Tie**

Navy and gold striped tie from Dennis School Uniforms (request the lower school tie). Young gentlemen must make sure that the tie is tied properly. The bottom of the tie should fall just above the belt area (waist).

#### **\*Shoes**

Shoes must be low quarter, no high-tops, and must be closed toe, closed heel.

Shoes must be solid black, brown, or navy; leather or suede. No athletic type shoes permitted other than for gym class. Only navy, black, or tan/brown shoelaces are permitted.

Absolutely no boots, rain boots, or sandals may be worn. Shoes must be worn properly at all times.

#### **Special Notes:**

White oxford shirt, tie, and khaki pants must be worn on Mondays.

Tuesday – Friday young gentlemen can wear any of the items listed, including the white oxford shirt.

Clothing must be the appropriate size – not baggy, sagging, or tight.

All shirts and classroom outerwear must have a CSM logo.

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## **Uniform Guidelines**

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### **High School Young Gentlemen (Grades 9-12)**

#### **Shirts/Blazers**

White oxford long-sleeve with CSM logo; no short-sleeve; must be worn every day.

\*Navy blue blazer with upper left pocket must be worn every day.

Beginning with the Class of 2021, all blazers must be purchased from **Fashioned 2 Fit**. *Collegiate* will help cover the cost of the first blazer purchased for ninth grade students.

Blazer patches will be earned by each student and must be worn in the upper left pocket.

Navy v-neck sweater vest with CSM logo can be worn under blazers.

#### **Pants**

Khaki, pleated or flat front pants (must wear on Mondays).

Navy, khaki, or gray pleated or flat front pants.

#### **\*Socks**

Solid navy, gray, or black, visible length socks, non-athletic style.

#### **\*Belts**

A solid brown or black belt is required every day and should not have any emblems or decorations.

#### **Tie**

Navy and gold striped tie from Dennis School Uniforms (request the upper school tie). Young gentlemen must make sure that the tie is tied properly with the top shirt button buttoned while in the building. The bottom of the tie should fall just around the belt area (waist).

#### **\*Shoes**

Shoes must be low quarter, no high-tops, and closed toe, closed heel.

Shoes must be solid black, brown, or navy; leather or suede. No athletic type shoes permitted other than for gym class. Only navy, black, or tan/brown shoelaces are permitted.

Absolutely no boots, rain boots, or sandals may be worn. Shoes must be worn properly at all times.

#### **Special Notes:**

White oxford shirt, tie, and khaki pants must be worn on Mondays.

Clothing must be the appropriate size – not baggy, sagging, or tight.



## STUDENT ACCEPTABLE USE POLICY

### Introduction

*The Collegiate School of Memphis* recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide access to technologies for student use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- *The Collegiate School of Memphis* network is intended for educational purposes.
- All activity over the network or using school technologies may be filtered, monitored, and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- *The Collegiate School of Memphis* makes a reasonable effort to ensure students’ safety and security online but will not be held responsible for any harm or damages that result from the use of school technologies.
- Users of the school network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### Technologies Covered

*The Collegiate School of Memphis* may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, e-mail, and more. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### Usage Policies

All technologies provided by the school are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

### CIPA, Filtering/Monitoring, and Privacy

*The Collegiate School of Memphis* is in compliance with the Children’s Internet Protection Act (CIPA). CIPA mandates that all access to the Internet and digital communications be filtered and monitored to protect students from inappropriate online content and communications. In addition to on-site monitoring and filtering, *Collegiate* utilizes GoGuardian for off-site monitoring and filtering of content on all *Collegiate* Chromebooks.

Users of *Collegiate* computers, systems, and accounts have no rights, ownership, or expectations of privacy to any data including personal data that is, or was, stored on a *Collegiate* device, school network, cloud-based storage solution, or any school issued applications and are given no guarantees that data will be retained or destroyed. Google Applications/Extensions requests may be made through the *Collegiate* web site while specific web site whitelisting requests must be made by a supervising instructor.

### Third Party Vendor Access

*The Collegiate School of Memphis* shares specific data with third-party applications/vendors to provide various services and products to assist with achieving the mission of *The Collegiate School of Memphis*. This sharing includes, but is not limited to, Google’s G Suite for Education Apps, G Suite Additional Apps, GoGuardian, Kickboard, Blackbaud, GradeCam, ACTAspire, Alexandria, EduTyping, Freshservice, KnowBe4, Naviance, NoodleTools, Sophos, MealsPlus, GAT+, and Aerohive, and GivePulse.

### Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** Students should show respect for themselves through their actions. Students should select online names that are appropriate. Students should consider the information and images that they post online. Students should consider what personal information about their life, experiences, experimentation, or relationships they post. Students should not be obscene.
2. **Protect Yourself.** Students should ensure that the information, images, and materials they post online will not put them at risk. Students should not publish their personal details, contact details, or

a schedule of their activities. Students should report any attacks or inappropriate behavior directed at them. Students should protect passwords, accounts, and resources.

3. **Respect Others.** Students should show respect to others. Students should not use electronic mediums to antagonize, bully, harass, or stalk other people. Students should show respect for other people in their choice of web sites. Students should not visit sites that are degrading, pornographic, racist, or inappropriate. Students should not abuse their rights of access, and students should not enter other people's private spaces or areas.
4. **Protect Others.** Students should protect others by reporting abuse and not forwarding inappropriate materials or communications. Students should moderate unacceptable materials and conversations and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** Students should request permission to use resources. Students should suitably cite any and all use of web sites, books, media, etc. Students should acknowledge all primary sources. Students should validate information. Students should use and abide by the fair use rules.
6. **Protect Intellectual Property.** Students should request to use the software and media others produce. Students should use free and open source alternatives rather than pirating software. Students should purchase, license, and register all software. Students should purchase my music and media and will refrain from distributing these in a manner that violates their licenses. Students should act with integrity.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. The downloading, sharing, and posting online of illegally obtained media is against the Technology Acceptable Use Policy.

### **Web Access**

*The Collegiate School of Memphis* provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it should not be, the user should follow school protocol to alert an instructor who will submit the site for review to the Technology Department.

### **E-mail**

*The Collegiate School of Memphis* may provide users with e-mail accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with e-mail accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. E-mail usage is monitored and archived.

### **Social / Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, *The Collegiate School of Memphis* may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among some users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

For reasons of security and privacy, *The Collegiate School of Memphis* prohibits faculty and staff members from engaging with students on social networking sites such as Facebook, Twitter, and Google Plus.

### **Mobile Devices Policy**

*The Collegiate School of Memphis* may provide users with mobile computers or other devices to promote learning outside of the classroom and school. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. A repair pricing schedule is available in the technology office for review. This schedule serves as a guide; however, fees are subject to change at the time of the repair or replacement.

Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

*The Collegiate School of Memphis* recognizes the need for students to possess cell phones to coordinate transportation, to contact parents in light of schedule change, or to make calls in the case of an emergency. The school seeks to accommodate the student use of cell phones, yet cell phones and other electronic devices can pose a significant disruption to the smooth operation of the school. Students may possess cell phones, but all phones and electronic devices are to be turned off and stored in their locker while in the school building. Due to security concerns, no student owned technology should connect to the *Collegiate* network. Students will not be allowed to wear technology at school that accesses the Internet, makes phone calls, sends texts, takes pictures, or interacts with apps. If this policy is violated, the phone or device will be confiscated and returned to the student on the same day of the following week. This policy will limit suspensions which can academically hinder a student's progress.

### **Printing Policy**

Students are permitted to print to Aubie in the computer lab and The Fighting Okra in the cafeteria only during the morning and afternoon open computer lab times. Printing to The Fighting Okra during lunch from the printing terminals is at the discretion of the Dean of Students. When using a mobile printer, students are permitted to print to the mobile printers only when they are physically in the classroom with the printer and for that course only.

### **Computer Lab**

*The Collegiate School of Memphis* has a computer lab that is open daily for student use. The lab is open Monday through Friday from 7:15 AM-7:40 AM and from 3:00 PM-3:45 PM. The lab is closed on Wednesday afternoons. The morning lab hours are for silent independent computer work while the afternoon hours are for open technology use. Please note that academic work takes precedence over non-academic activities in the afternoon. *Collegiate* also has a technology lounge for Junior and Senior students only. The lounge is open during normal computer lab hours. All students visiting the computer lab or lounge must sign in before going to a computer or table.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This policy includes not opening or distributing infected files or programs; not opening files or programs of unknown or untrusted origins; and not sharing any passwords used to gain access to any *Collegiate* account or application.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should use extreme caution when attempting to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites and only for education purposes. If you are ever in doubt, please see a member of the IT Department.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.

**Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Failure to comply with *Collegiate's* plagiarism policy may result in disciplinary action.

**Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you are using the device at home) immediately.

**Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Scholars should not send e-mails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**Classroom Usage**

Technology at *Collegiate* is first and foremost for educational purposes. The following guidelines have been set in place in order to meet this goal.

- All scholars must comply with *Collegiate's Acceptable Use Policy*.
- All scholars should have a personal set of headphones or earbuds for instructional use.
- All scholars are responsible for the care of the equipment they handle.
- All scholars should use technology on assigned tasks only in class.
- All scholars should defer to instructor instructions for expectations not listed.

**Inappropriate Use of Technology**

Appropriate and inappropriate use of technology will be monitored through the Character Development System. The accrual of three inappropriate technology use demerits within a week or a consistent pattern of inappropriate usage will result in a technology probation for three or more days depending on the severity of the infraction.

Some examples of inappropriate use of technology are, but not limited to:

- Cyberbullying
- Accessing inappropriate materials
- Circumventing filtering solutions
- Mishandling device
- Placing unauthorized stickers on device

**Limitation of Liability**

*The Collegiate School of Memphis* will not be responsible for damage or harm to persons, files, data, or hardware.

While *The Collegiate School of Memphis* employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

*The Collegiate School of Memphis* will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## **USE OF TECHNOLOGY – CHROMEBOOK AGREEMENT FOR HIGH SCHOOL SCHOLARS**

All high school students will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

*Students and their parents/guardians are reminded that use of Collegiate Technology is a privilege and not a right and that everything done on any Collegiate owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of Collegiate Technology may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.*

To understand the expectations of *Collegiate*, students and their parents/guardians are responsible for reviewing the Technology Acceptable Use Policy along with their Family Handbook and signing that they agree to all policies.

### **Ownership of the Chromebook**

*Collegiate* retains sole right of ownership of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, *Collegiate* administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with *Collegiate's* Technology Acceptable Use Policy when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least six hours.)
- Students must treat their device with care and never leave it in an unsecured location. Scholars are responsible for the cost of a replacement Chromebook if their device is lost or stolen.
- Students must keep their device in a school-provided backpack when traveling.
- Students must promptly report any problems with their Chromebook to the Technology Office.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by *The Collegiate School of Memphis*.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

### **Junior/Senior Technology Lounge Policy**

- Students are permitted to sit in the lounge during open computer lab times only, which are from 7:15 - 7:40 a.m. and 3:00 - 3:45 p.m.
- Students visiting the Technology Lounge in the morning must present their pass immediately upon arrival, before placing their belongings down.
- Students are allowed to converse during the morning and afternoon lounge periods; however, scholars should be respectful of other students in the computer lab and maintain a professional volume at all times.
- Failure to comply with the above policies may result in the loss of Technology Lounge privileges.

### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the *Collegiate* technology staff. Students are responsible for backing up their data to protect from loss. Users of *Collegiate* computers have no rights, ownership, or expectations of privacy to any data that is, or was, stored on a *Collegiate* device, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed. Google Applications/Extensions requests may be made through the *Collegiate* Website.

**CIPA and Filtering/Monitoring**

The Collegiate School of Memphis is in compliance with all aspects of the Children’s Internet Protection Act (CIPA). CIPA mandates that all access to the Internet and digital communications be filtered and monitored to protect students from inappropriate online content and communications. In addition to on-site monitoring and filtering, *Collegiate* utilizes GoGuardian for off-site monitoring and filtering of content on all *Collegiate* Chromebooks.

**Spare Equipment and Lending**

If a student’s Chromebook is inoperable, the school has a limited number of spare devices for use while the student’s Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

**Warranty**

The school will repair or replace damaged equipment resulting from normal use. Normal use is defined as damage that may occur during the normal daily operation of the equipment. Normal wear is determined solely by the Technology Department. Payment to repair all other breakages will be the responsibility of the student. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student’s responsibility and will result in the student being charged the full \$250.00 replacement cost to purchase a new device. See below for the price guide for common repairs. These prices are only a guide and are subject to change based on cost of acquisition of the parts at the time of the repair. If a student ceases to be enrolled in *The Collegiate School of Memphis*, the student/parents will return the Chromebook in good working order or pay the full \$250.00 replacement cost of the computer. In addition, the student must also return both the Chromebook charger and the Chromebook bag. If one or both of these items is not returned, the student/parent must pay \$55.00 for the Chromebook charger and/or \$35.00 for the Chromebook bag.

Missing Key	\$25	Case (Outside housing of computer)	\$150
LCD Screen	\$80	Charger	\$55
Bezel (Screen or Palm)	\$60	Backpack	\$35
Motherboard (Ports, headphone jack)	\$150		