

The Soulsville High School Parent–Student Handbook

2023-2024

“As a COMMUNITY, We RISE”

Address: **1115 College Street
Memphis, TN 38106**

Phone Number: **901-261-6366**

Website: **<http://www.soulsvillecharterschool.org>**

This Soulsville Charter School Parent-Student Handbook is the property of:

_____ (Student printed name)

X _____ (Student signature)

_____ (Parent/ guardian printed name)

X _____ (Parent signature)

The contents of this handbook will be used as a guide for understanding Soulsville Charter School's commitment to you and your student. It also explains the rules and procedures that will be followed by you and your child to show your commitment to excellence and to our mission.

Disclaimer: The Soulsville Charter School reserves the right to change any of the contents contained in this handbook.

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I. Commitment to Excellence

This compact outlines how parents, students, and school staff will share the responsibility for improving student academic achievement and how the school and parents will develop a partnership to help children achieve the State’s high standards.

STUDENT’S COMMITMENT:

I fully commit to The Soulsville Charter School in the following ways:

- I will arrive at school prepared to learn every day and be seated in Community Base (CB) by 7:40 a.m. (Mon. – Fri.).
- I will remain at school every day until 2:15 p.m. (Mon.) and 3:00 p.m. (Tues. – Fri.).
- I will attend Office Hours/ Tutoring sessions 3:10 p.m. – 4:00 p.m. when assigned or requested.
- I will complete my required Summer Growth Experience (SGE).

I will always work, think, and behave in the best way I know how because I know that hard work and personal discipline lead to success.

I will ask my teachers for help if I am unsure of the proper way to handle a situation.

I will always listen to others and give them my respect as I expect them to respect me.

I will follow The Soulsville Charter School dress code.

I am responsible for my own behavior.

Failure to adhere to these commitments can cause me to lose various privileges and can lead to my removal from The Soulsville Charter School. X _____

PARENTS'/GUARDIANS' COMMITMENT:

We fully commit to The Soulsville Charter School in the following ways:

We will make sure our child arrives at school prepared to learn every day and be seated in Community Base (CB) by 7:40 a.m. (Mon. - Fri.).

We will make arrangements for our child to remain at school every day until 2:15 p.m. (Mon.) and 3:00 p.m. (Tues. – Fri.).

We will ensure that our child attends Office Hours or Tutoring from 3:10 p.m. - 4:00 p.m. when assigned or requested.

We will make sure that our child successfully fulfills his/her Summer Growth Experience (SGE).

We will always be committed to our child's education and help him/her in any way possible. This means that we will make sure our child reads every night and completes all assigned homework.

We will engage in respectful dialogue with all school personnel.

We will allow our child to go on school field trips.

We will make sure our child follows The Soulsville Charter School dress code.

We are responsible for making sure that our child follows school rules so as to respect the rights of all students to learn.

We will notify the school if our address and/or telephone number changes.

Failure to adhere to these commitments can cause my child to lose various privileges and can lead to my child's removal from The Soulsville Charter School. X _____

X _____

THE SOULSVILLE CHARTER SCHOOL'S COMMITMENT:

The Soulsville Charter School staff commit to the following:

We will provide a rigorous college preparatory curriculum within a highly structured learning environment.

We will provide learning experiences of the highest quality every day.

We will enthusiastically provide extended day and extended year learning opportunities for our students.

We will provide consistent access to tutoring.

We will model hard work and personal discipline and will expect the same from our students.

We will always be open to respectful dialogue with students, parents, and community members.

We will hold parent and teacher conferences at least annually to discuss the school-parent compact as it relates to your child's

achievement.

We will give frequent student progress reports to the parents.

We will give parents reasonable access to staff and to volunteer, participate, and observe in their child's class.

We will always protect the safety, interests and rights of all students.

We will support the academic and social growth of all students.

Failure to adhere to these commitments can lead to removal of staff from The Soulsville Charter School.

X _____

II. Parent-Student Handbook Initial Form 2023-2024

Parent-Student Handbook Initial Form 2023-2024

Sign your initials next to each statement confirming that you have read the corresponding information in the handbook.

(This is required to complete registration)

1. I have received a copy of the High School Student-Parent Handbook for the 2023-2024 school year.

2. I have read, signed, and understand The Commitment to Excellence form on page 5.

3. I have read and understand the Mission Statement & Core Values of Soulsville on page 9.

4. I have read and understand the Office Hours expectation on page 14.

5. I have read and understand the TN High School Graduation and Soulsville Graduation requirements on pages 14-15.

6. I have read and understand the update to Student Advisory time on Wednesdays and Fridays on page 16.

7. I have read and understand the policy for plagiarism on pages 17-18.

8. I have read and understand the Grammy system on page 19.

9. I have read and understand the explanations of the Weekly Email sent by administration on pages 19-20.

10. I have read and understand the Rewards TSCS will offer this school year on page 28.

11. I have read and understand the Detention policy on pages 29-30.

12. I have read and understand the Suspension policy on pages 30-31.

13. I have read and understand the Bullying/ Harassment/ Intimidation policy on page 31.

14. I have read and understand the Attendance and Tardy Policy on pages 36-39.

15. I have read and understand the Excused Absence policy on pages 37-39.

16. I have read and understand the Uniform Policy, including rentals and rental fees on pages 40-43.

17. I have read and understand the new Cell Phone Policy as it concerns students on page 43.

18. I have read and understand the Social Networking policy on page 47.

19. I have read and understand the Arrival and Dismissal procedures on pages 49-50.

20. I have read and understand the Aftercare Program policy on page 50-51.

____21. I have read and understand the policy about setting up teacher and administrator meetings on page 52.

*You have completed Parent Orientation for the following High School Student(s):
(please neatly list the name(s) of your child or children):*

High School Student(s):

Parent/Guardian's name(s) *(please print neatly)*:

Parent/Guardian's signature(s):

Please return this form to a staff member at registration and proceed to register.

Thank you!

III. Letter from Soulsville

Dear Parents/Guardians and Students,

It gives us great pleasure to welcome you into the Soulsville family. Not only have you joined an extended family, you have joined a COMMUNITY of supporters who believe in your education and your

success. We are confident that you will leave this school equipped with a strong education that will allow you to go on to competitive postsecondary pathways and be successful in life. You will also be equipped with a wealth of resources that will help you to thrive in any professional environment.

The number one goal of our school is academic excellence. The Soulsville Charter School is founded upon the notion of high standards, high quality, and high expectations. We want students to come to school with an unquenchable thirst for knowledge and self-improvement, a love of learning, and the heart to not only lead, but serve. If we support each other through RESPECT, INTEGRITY, SCHOLARSHIP, and EMPATHY, there is no limit to what our COMMUNITY can do.

Although we are a smaller school, we are accomplishing very BIG things. Some of these highlights include:

- Substantial student growth on college entrance exams, End-of-Course, and national examinations.
- Political figures like Laura Bush and National Secretary of Education, Arne Duncan, made visits to our school.
- TSCS Debate Team represented Memphis at the National Urban Debate League National Tournament.
- TSCS students performed for music legends like Stevie Wonder and John Legend.
- TSCS was featured on the TODAY Show, MSNBC's "Morning Joe," and other broadcasts.
- Student presentations made to International Nobel Peace Prize Winners.
- Various community service projects
- TSCS High School students participate in Summer Growth Experiences such as: interning with Memphis Bar Association, attending Governor's School, the Carleton Liberal Arts Experience, the MS Squared Program, and have studied at various top-tier boarding schools over the summer, including Exeter and Northfield Mt. Hermon.
- TSCS partners with prestigious city-wide organizations to offer special programs for students: Memphis Challenge, Top Teens of America, Memphis Ambassadors, Bridge Builders, Peer Power, the Memphis PREP Program, Girls Confidence Coalition, Future Builders, Leadership Memphis, Stax Music Academy, Memphis Symphony Orchestra, Clean Memphis, IRIS Orchestra, Memphis Grizzlies, and Facing History and Ourselves.
- Keep a collective total of 23.8 million dollars in grants and scholarships.
- 100% college acceptance to 4-year colleges and universities for the Class of 2016 with a total of 12 million dollars in grants and scholarships.
- 100% college acceptance to 4-year colleges and universities for the Class of 2017 with a total of 11.8 million dollars in grants and scholarships.
- 100% college acceptance to 4-year colleges and universities for the Class of 2018 with a total of 11.8 million dollars in grants and scholarships.
- 100% college acceptance to 4-year colleges and universities for the Class of 2019 with a total of 10.9 million dollars in grants and scholarships.
- 100% college acceptance to 4-year colleges and universities for the Class of 2021 with a total of 4.8 million dollars in grants and scholarships.
- 100% college acceptance to 4-year colleges and universities for the Class of 2022 with a total of 8.3 million dollars in grants and scholarships.
- 100% college acceptance to 4-year colleges and universities for the Class of 2023 with a total of 6.9 million dollars in grants and scholarships.
- Twelve high school Alzar School participants every school year since 2014.
- TN Rewards school for the 2014-2015 school year.
- Silver medal finalists for US News & World Report.
- 2015 High School SCORE Prize winner for Tennessee.

With your commitment to the school's mission we can accomplish even more. There is no doubt that we are going to have an awesome year!

- The Soulsville Charter School Family

IV. Mission Statement and Core Values

Mission Statement

The Soulsville Charter School will prepare students for success in college and life in an academically rigorous, music-rich environment.

Core Values of TSCS

The core values are the values we want all students to embody as they seek success at the Soulsville Charter School. We believe these core values are the key ingredients for success in academics and in life.

Our core values are Community, Respect, Integrity, Scholarship, and Empathy. We believe, "As a Community, we R.I.S.E." (Respect, Integrity, Scholarship, and Empathy).

This phrase is powerful because it symbolizes what our students will do as they go through their journey here. Our students will...

- RISE to any challenge they face.
- RISE above negativity and bad influences.
- RISE as graduates of high school and college.
- RISE as leaders in their school, community, and society.
- RISE as a new generation of moral individuals who want to improve life for others.
- RISE as the role models to whom others can aspire.

The Soulsville Creed

The following is our Soulsville Creed. It is recited every morning in Community Base to show our pride in our school.

As a **Community**, we **RISE**.
We are a **COMMUNITY** because we need each other.
We show **RESPECT** because we hold others in high regard.
We have **INTEGRITY** because it's right.
We are **SCHOLARS** because our future depends on it.
We have **EMPATHY** because we care how others feel.
As a **Community**, we **RISE**.

Our Nickname: The Soulsville Revolution

We are a force rising up against ordinary expectations and the status quo of public education in Memphis.

Our Mascot: The Tornado

We will positively destroy any barriers that stand in the way of our success in college and life by RISE-ing as a Community and overcoming adversity.

V. Academics

Academics must be each student's priority in order to have the most life options upon graduation. Grades are a very important aspect of academic excellence. Both students and parents should constantly be aware of grades in each subject and look for ways to improve.

Progress Reports and Report Cards

Weekly Reports can be accessed at any time via PowerSchool. Every Monday. Quarterly Progress Reports are sent home with students mid-Quarter. There are academic reports and Grammy reports (via kickboard) included in students' Weekly Reports.

In order to get the student's report cards, parents can access the student's Report Card on the assigned day via PowerSchool.

Please see the TSCS school calendar for these dates and the dates are also below. On Report Card days, parents will get additional reports of student progress on Soulsville Scholars Interim Assessments (SSIAs), which are practice End-of-Course exams.

Date Quarter 1 Report Card Issued	October 20, 2023
Date Quarter 2 Report Card Issued	January 12, 2024
Date Quarter 3 Report Card Issued	March 22, 2024
Date Quarter 4 Report Card Issued	June 5, 2024

2023-2024 Grading Periods

2023-2024 Quarters	
Quarter 1	August 7th - October 6th (8/7 - 10/6)
Quarter 2	October 16th - December 20th (10/16 - 12/20)
Quarter 3	January 4th - March 8th (1/4 - 3/8)
Quarter 4	March 18th - May 24th (3/18 - 5/24)

TSCS Grading Scale

GPA SCALE: 2017-2022

Letter	Numerical Equivalent	Standard	Honors	AP
A	93-100	4	4.5	5
B	85-92	3	3.5	4
C	75-84	2	2.5	3
D	65-74	1	1.5	2
F	0-64	0	0	0

GPA SCALE: 2023-2024 & Beyond

Letter	Numerical Equivalent	Standard	Honors	AP
A	90-100	4	4.5	5
B	80-89	3	3.5	4
C	70-79	2	2.5	3
D	60-69	1	1.5	2
F	0-59	0	0	0

Calculating Your Grade Point Average (GPA)

Here are the following steps to calculate your student's GPA.

1. Give each of your final course grades a numerical value according to the table on the previous page.
*Note: Honors and AP classes are weighted. This means that they add points to your GPA. Honors classes will add one extra point, while AP classes add 2 extra points. No extra points will be added to D's and F's received in Honors and AP courses.
2. Take the average of these numerical values. For example, if you took seven courses, you should add all of the values together and divide by seven.

3. Example. (Assume all courses listed below are 'standard' courses)

Numerical Grade	Letter Grade	GPA Points	Average=Final GPA
			$\frac{2+4+0+4+2+4+4}{7} = 2.82$
76	C	2.0	
95	A	4.0	
56	F	0	
93	A	4.0	
76	C	2.0	
95	A	4.0	
95	A	4.0	

Principal's List, Dean's List, Honor Roll, and Perfect Attendance

In order to get these honors, students must have all E's and S's in conduct and meet the following criteria:

- Principal's List: All A's
- Dean's List: Two B's or fewer (the rest of the grades must be A's)
- Honor Roll: A's and B's (more than two B's, and the rest A's)
- Perfect Attendance: Must be present and on time every day in an academic term

Study Requirements

In order to be academically strong, effective students must devote time to learning and studying at school and at home.

Grade Level	Minimum Study Hours and Homework Time Required
9 th Grade*	2 hours per night
10 th Grade*	2 hours per night
11 th Grade*	2.5 – 3 hours per night
12 th Grade*	2.5 – 3 hours per night

* Students who take Advanced Placement and Honors courses should be prepared to devote more time to school work.

State Achievement Tests

TNReady/End-of-Course Tests – The Tennessee testing program was established to meet the Tennessee mandate for end-of-year assessments in Tennessee secondary schools. These tests measure the state performance indicators in the areas of English, Mathematics, Social Studies, and Science. They are administered towards the end of the school year.

Grade Level Tests

Grade Level	Required Tests at the End of the Year
9 th Grade	TNReady Tests (English I, Math I, and Biology)
10 th Grade	TNReady Tests (English II and Math II/III)
11 th Grade	TNReady Tests (Math III); AP U.S. History; AP Chemistry; AP English Language and Composition
12 th Grade	AP Chemistry; AP English Literature and Composition; AP Spanish; AP Calculus; AP Statistics

Honors and Advanced Placement (AP) Courses

Honors Classes

- Generally, in order to enroll into Honors courses, students must have a strong academic record, which means an A or B average in the subject area of the Honors course. They should also have an E or S in conduct, and a willingness to devote more hours to study than what is traditionally required. The focus will be on using students' higher-order thinking skills and critical analysis.
- Honors courses are challenging and demanding enough to merit a weighted grade. Honors courses receive an additional half point towards the student's GPA.

Advanced Placement (AP) Classes

- AP classes are challenging courses that are meant to be the equivalent of a freshman college course. Therefore, students will be expected to learn college-level material. AP classes require more individual outside reading and writing from the student. More emphasis is placed on critical and evaluative thinking skills. Students must also be willing to devote considerable time to homework and study in order to succeed.
- Since the AP curriculum is more rigorous than normal high school course offerings, students must meet certain criteria in order to be added to an AP roster, such as an overall GPA of 3.0 or higher, strong time management skills, and strong writing and reading ability. The faculty must approve potential students before they can register for AP classes. Previous student achievement data (Mock ACTs, EOCs, TNReady Assessments, etc.) and student conduct will also be considered when making these decisions. For many APs, there is a formal application process that students complete before being admitted.
- AP courses receive one additional point each semester when grade point averages are calculated.

- Testing for AP Exams will be in May. Students who pass these examinations will be eligible to earn college credit.
- For more information, visit www.collegeboard.com to see if AP classes are right for your scholar.
- Students who are enrolled in an Advanced Placement course must take the AP exam in order to get credit for the course. If a student misses an assigned AP exam, s/he will be financially responsible for the fees charged

Academic Intervention

- Academic Intervention for some high school students will take place during 3rd or 4th period.
- Students will be tiered: Tier I, Tier II, and Tier III based on their academic needs in English, Math, or both English and Math.
- Academic Intervention is REQUIRED for all 9th & 10th grade students. 11th & 12th grade Tier II & Tier III students are also required to take Academic Intervention during 4th period.

Office Hours

- Office Hours will take place from 3:10 pm until 4:00 pm, Tuesday through Thursday.
- Students are considered extremely tardy after 3:15 PM. Students who arrive after 3:20 will not be allowed to attend.
- Office hours will start on Tuesday, September 5th. Every Monday in the Weekly Email, students will receive a link to a Google form to sign-up for office hours for the next week.

State of TN HS Graduation Requirements

- For students to earn a regular TN HS diploma, they must meet the minimum standards established by the State Board of Education and earn the following 22 units of credit at a minimum:
 - o English – 4 units
 - o Mathematics – 4 units
 - o Science – 3 units
 - o Social Studies – 3 units
 - o Health & Wellness – 1 unit
 - o Physical Education - .5 unit
 - o Personal Finance - .5 unit
 - o Electives – 3 units
 - o Foreign Language – 2 units
 - o Fine Arts – 1 unit

Soulsville HS Graduation Requirements

- As a college preparatory charter school, Soulsville holds itself and its students to a higher bar in order to better serve students. Along with the courses above, TSCS students will also need credits for the following:
 - 3 SGE Credits (summer following 9th, 10th, and 11th grades)
 - Computer Literacy
 - Facing History & Ourselves
 - Junior Seminar (11th grade)
 - Senior Seminar (12th grade)
- The Soulsville Charter School does not support students graduating early nor does TSCS provide a curriculum to do so.
- Graduate cords are only provided for the following reasons: 1. State Honors, 2. Music Honors (took a TSCS music course all 4 years of HS), 3. Foreign Language Honors (took a TSCS foreign language class all 4 years of High School). No external cords may be provided. All students receive a graduation stole along with their cap and gown.
- MSCS (Memphis-Shelby County Schools) summer school is offered for students to receive course credit or to receive grade promotion regarding courses that were failed during the school year. MSCS summer school is only a credit recovery resource. Charter School students may be subject to a fee. **TSCS does not accept credits earned via summer school for courses that were not previously failed.**
- TSCS requires all students, 9th-12th, to take full course loads each semester regardless of credits earned. Students take 7 courses. We believe that students should always take the opportunity to grow and learn.

Soulsville Honors Graduate Requirements

Because we believe that the ACT is the most valid and meaningful measure of college readiness, we have decided to use the state honors method as listed below:

Graduation With State Honors (Ninth grade class beginning with school year 2009-2010)

Students who score at or above **all** of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with “state honors”. ACT readiness benchmarks are identified by ACT and will be provided annually by the national ACT board.

ACT Readiness Benchmarks	
Math ACT Benchmark	22
Science ACT Benchmark	23
English ACT Benchmark	18
Reading ACT Benchmark	22
Composite Benchmark	21

VI. Student Advisory

Student Advisory Rotation

- On Wednesday or Fridays starting at 2:15pm, all high school students will participate in a rotation of either: Immersive Learning Experience, Organization (Org) Hour, RISE ceremony, or a Special Event. Though this time is not an academic learning time, all students are required to be present and engaged during this time.

Immersive Learning Experience (ILE)

- Students will be given an option to choose a grade level specific, immersive learning experience. All students must select an immersive learning experience at the beginning of the school year. Students may have the option to change their ILE at the end of semester 1.

Organization (Org) Hour

- Students will attend Org Hour in order to do the following:
 - Organization Binder or folders
 - Check and look over all grades in Powerschool
 - Reflect over all behavior data in Kickboard for the previous weeks
 - Complete a bi-weekly reflection assignment (found on pg. 24)
 - Check-in with their teacher advisor to discuss progress
 - Complete any make-up work or homework for the following week.

Social Emotional Learning (SEL)

- Students will engage in SEL lessons. SEL is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.
- High school students will engage with a SEL during Community Base.

Diversity, Equity, & Inclusion (DEI)

- Students will engage in DEI lessons. What is DEI?

- Diversity: Seeing and accepting, without bias, all human characteristics, experiences and identities that make us unique as individuals and members of cultures and communities
- Equity: Discovering, creating and providing what is required, requested and measured by each human to feel equal
- Inclusion: Ensuring everyone is invited to contribute, be seen, be heard, feel valued and be counted in a way that is safe and makes sense for them
- High school students will engage with DEI during Org Hour.

RISE Ceremonies

- On a few Fridays this school year, each grade level will participate in a RISE Ceremony where students will be celebrated by their teachers and peers and engage in a fun non-academic activity. All students, regardless of Grammy or academic earning status are invited to attend.

Special Events

- In the event that a school wide special event happens (Pep Rally, Testing Mania, Student Council Event, etc), this is the time and space for these events to happen.

VII. Academic Conduct

Academic Referrals

- A student will receive an academic referral for cheating or plagiarizing.
- All Academic Referrals are placed in the student's permanent record.
- Consequences for Academic Referrals can include any of the following:
 - Assignments related to reflecting upon and correcting the problem
 - Mandatory conference with parent and Dean of Students
 - Student is placed on Academic Review, Warning, or Probation
 - Mandatory conference with parent and School Director
 - Required Saturday School or after school intervention attendance
 - Home suspension
- Repeated infractions will result in increasingly severe consequences, although it is possible that a single incident could warrant the most severe consequence.

*When writing college recommendations, teachers and staff should always consult the student's academic file in the office, which will have a record of academic referrals.

Plagiarism

- Blatant plagiarism of someone else's work demonstrates a lack of integrity and character that is inconsistent with the values of The Soulsville Charter School.
- Purdue OWL defines plagiarism as "the uncredited use (intentional or unintentional) of somebody else's words or ideas" (Stolley, Brizee, Paiz, 2013).

- Excellent written expression of ideas and critical thinking are vital skills for college and career success. Plagiarism interferes with this process and hinders students' academic development.

Types of Plagiarism

Copying

- Copying work from another student
- Copying words from another source without correct citation (a book, the internet, newspaper, etc.)
- Turning in an essay that was found on the internet
- Turning in *part* of an essay that was found on the internet
- Turning in the same assignment for two different classes
- Presenting work that a friend, family member, or other individual completed

Possession

- Being in possession of another student's work (unless a student is copying class notes from a missed lesson and was given permission to do so)
- Being in possession of a study aid during a quiz or exam (without consent from the teacher)
- Being in possession of an essay from the internet

Cheating

- Exchanging items with other students, wholly or in part
- Giving or receiving answers during or after tests or quizzes
- Accessing a test or quiz in advance to its administration
- Using summaries or commentaries (Spark Notes, etc.) instead of reading the assigned material

Consequences of Plagiarism

- Any plagiarized work will receive an automatic zero without the option of make-up for both the student found to be copying and (if applicable) the student whose work was permitted to be copied.
- Any plagiarized work will receive an automatic Academic Referral and phone call home.
- A pattern of plagiarism may be subject to a phone call to your scholarship program or college by one of the CAST staff members, HS Dean of Students, or the HS Director.
- A pattern of plagiarism may be grounds for an expulsion, out-of-school suspension, and/or loss of other school privileges.

Ways to Avoid Plagiarism

Citation

- What is a citation? A citation is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:
 - information about the author
 - the title of the work
 - the name and location of the company that published your copy of the source
 - the date your copy was published
 - the page numbers of the material you are borrowing

- Why should I cite sources? Giving credit to the original author by citing sources is the only way to use other people's work without plagiarizing. But there are a number of other reasons to cite sources:
 - Citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from.
 - Not all sources are good or right -- your own ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking the rap for someone else's bad ideas.
 - Citing sources shows the amount of research you've done.
 - Citing sources strengthens your work by lending outside support to your ideas.
- Doesn't citing sources make my work seem less original?
 - Not at all. On the contrary, citing sources actually helps your reader distinguish your ideas from those of your sources. This will actually emphasize the originality of your own work.
- When do I need to cite? Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:
 - whenever you use quotes
 - whenever you paraphrase
 - whenever you use an idea that someone else has already expressed
 - whenever you make specific reference to the work of another
 - whenever someone else's work has been critical in developing your own ideas.
- Cite any in-text material that you did not authentically produce.
 - If the material is copied word for word from another source, it should be placed in quotation marks and have a parenthetical citation at the end of the sentence.
 - If the material is paraphrased from another source, it should have a parenthetical citation at the end of the sentence.
 - Refer to the Purdue OWL website to check in-text citations or any citation materials that your teacher has given you.
 - <https://owl.english.purdue.edu/>
 - NEVER copy material from another student or let another student copy from you.

VIII. Code of Conduct

Grammys

- A Grammy is a behavioral point that is awarded to students who support the mission of the _____ school and who honor the core values of The Soulsville Charter School. Each day, students begin with 10 Grammys and can earn or lose Grammys from that point.
- Absent students--regardless of excused or unexcused--will receive 0 Grammys, with the _____ exception of school sponsored events including college visits, school performances, etc.

- Students who support the core values by displaying *Respect, Integrity, Scholarship, Empathy, and Community* in some way throughout the day can earn additional Grammys. Students who have misbehaviors or display behavior that DOES NOT align with the core values and mission, will have Grammys deducted.
- Grammy totals will be used to determine whether students earn weekly, quarterly, and end of year rewards.

Gold and Platinum Students

- GOLD and PLATINUM students are those who have earned an exceptional number of Grammys.
- High School students who earn Gold status have earned 50-55 Grammys and are eligible to wear Soulsville or College t-shirts, denim jeans on Fridays. High School students who have earned Platinum status have earned at least 56 Grammys and are eligible to wear Soulsville or College t-shirts and denim jeans of any color, any socks and shoes of their choice, but slides, house shoes, or slippers are not permitted. (Soulsville reserves the right to adjust requirements as needed throughout the year).
- Students who earn Gold status, 50- 55 Grammys, will receive a *Gold sticker* to place on their Soulsville Passports.
- Students who earn Platinum status, 56 or more Grammys, will receive a *Platinum sticker* to place on their Soulsville Passports.
- Each week students will have a new opportunity to earn Gold or Platinum status.
- Students will be notified if they are Gold or Platinum, each Monday during lunch. The earning students will be posted in the Multipurpose Building. Students will also be notified by their advisor each Wednesday if they earned Gold or Platinum.

Weekly Email: Grammy Report, Academic Report, & Announcements

- Every Monday (in most cases), students and parents/guardians will receive a Weekly Email, which consists of three parts: the Academic Report, the Grammy Report, and important announcements/flyers . All parents/guardians and students will receive an email with a summary of Grammy data and grades. All emails should be opened and reviewed by the parent/guardian by Friday morning. The Academic report will give an update of the student's current grades and a list of missing assignments for each class. Every other week or so, the academic report will include a detailed summary of all of the students assignments for each class.
- The Grammy Report will display the students' grammy totals for the previous school week. This report will highlight core value grammys and character grammys your scholar is earning as well as identify behavioral patterns that need improvement. Teachers and administrators will also include special notes that can be viewed by parents and students.

**Parents, if you would like to be able to check TeacherEase at home or from your phone, please reach out to the TSCS Main Office to receive your log-in.*

TSCS Character Strengths

Character Strength	Definition
Appreciation of Beauty and Excellence	Appreciating beauty, excellence, and/or skilled performance in various domains of life
Bravery	Not running from threat, challenge, or pain; speaking up for what's right
Citizenship	Working well as a member of a group or team; being loyal to the group
Creativity	Coming up with new and productive ways to think about and do things
Curiosity	Taking an interest in experience for its own sake; finding things fascinating
Fairness	Treating all people the same; giving everyone a fair chance
Forgiveness	Forgiving those who have done wrong; accepting people's shortcomings
Gratitude	Being aware of and thankful for the good things that happen
Grit	Finishing what you started; completing something despite obstacles
Honesty	Speaking the truth; presenting oneself in a genuine and sincere way; being who you are and being responsible for your actions and feelings
Hope	Expecting the best and working to achieve it.
Humor	Liking to laugh; bringing smiles to other people; seeing a light side
Kindness	Doing favors and good deeds for others; helping them; taking care of them
Leadership	Encouraging a group of which you are a valued member to accomplish good things
Love of Learning	Mastering new skills and topics on one's own or in school
Love	Valuing close relationships with others; being close to people
Modesty	Letting one's victories speak for themselves; not seeking the spotlight
Open-mindedness	Examining things from all sides and not jumping to conclusions
Prudence	Being careful about your choices; not taking unwise risks

Purpose	Having beliefs about a higher purpose
Self-control	Regulating what one feels and does; being disciplined
Social Intelligence	Being aware of motives and feelings of other people and oneself
Wisdom	Being able to provide good advice to others
Zest	Approaching life with excitement and energy; feeling alive and activated

Understanding Academic Reports

The first component of the Academic Report is an overview of your student's grades. It will look like this:

The screenshot shows the PowerSchool interface for a student named Emmy Ahlberg. The main window displays the 'Grades and Attendance' report. The table below represents the data shown in the report.

Exp	Last Week		This Week		Course	Attendance By Class				
	M T W H F		M T W H F			Q1	Q2	S1	Q3	
	M	T	W	H		F	M	T	W	H
1(A-B)					Biology Mills, Judy	A 100	--	A 100	--	
1(A-B)	A				Chemistry 1 Sheen, Brian T	A 99	B 86	A- 93	--	
1(A-B)					Calculus Bryant, Renata L	--	--	--	B+ 87	
2(A)	Home Repair Schmidt, Andrew G	C+ 79	B+ 87	B- 82	--	
2(A)					Open Media Accatino, Steve	--	--	--	A 100	
3(A)	Open Study Accatino, Steve	A 100	A 100	A 100	--	
3(A)					Phys Ed 10	--	--	--	A	

Understanding Grammy Reports

Each week, your student will receive a Grammy Report that looks like this:

05/02/2016 - 05/06/2016

Date	Positive- Grammys Earned	Corrections- Grammys Deducted	Grammys
Mon 5/02	Organized Binder (3) <i>(Grzybowski)</i>	36- Continuing to be off task/not tracking (-1) <i>(Robinson)</i> 26- Off task/not tracking (-1) <i>(Robinson)</i>	11
Tue 5/03	Scholarship (1) <i>(Thanks for your engagement in your participate practice today! - Shelton)</i> HS Weekly Report turned in (2) <i>(Shelton)</i>	64- Talking on code red (-1) <i>(Jordan)</i>	12
Wed 5/04			10
Thu 5/05			10
Fri 5/06		34- Disruption (-1) <i>(Grzybowski)</i>	9
Announcements			

This Grammy Total is 52 Grammys

Your yearlong total is 1,933 Grammys

Weekly Reflection Sheet (Online)



TSCS High School Weekly Reflection

Please submit this reflection form pertaining to your last two weeks of Kickboard and PowerSchool data.

alittle@tscsmemphis.org [Switch account](#)

 Draft saved


* Indicates required question

Email *

Record alittle@tscsmemphis.org as the email to be included with my response

Today's DATE? *

Date

mm/dd/yyyy 

Soulsville Student “Passports”

All TSCS HS students are required to place their Soulsville “passports” on the back cover of their binder at all times. Passports help the TSCS community (students, staff, and families) keep track of a student’s after-school activities (clubs, athletics) and they help students keep track of important upcoming events. Students are given a passport roughly every six weeks.

See below for information about all that is included in students’ passports.

PASSPORT FOR JANET JOHNSON

Advisory: Digo 11th Grade

AFTER-SCHOOL DESTINATIONS					
DISMISSAL	ATHLETIC	MONDAY CLUB	TUESDAY CLUB	WEDNESDAY CLUB	THURSDAY CLUB
Walker	Volleyball, Track		Debate		

CALENDAR AND GRAMMY TRACKER (OPTIONAL)					
<i>Note: Any other after-school permissions not listed above must be listed below and signed on the specific date by the teacher.</i>					
March 27-31					
MONDAY (3/27)	TUESDAY (3/28)	WEDS. (3/29)	THURSDAY (3/30)	FRIDAY (3/31)	
April 3-7					
MONDAY (4/3)	TUESDAY (4/4)	WEDS. (4/5)	THURSDAY (4/6)	FRIDAY (4/7)	
April 10-14					
MONDAY (4/10)	TUESDAY (4/11)	WEDS. (4/12)	THURSDAY (4/13)	FRIDAY (4/14)	
				Spring Break II (No School)	
April 17-21					
MONDAY (4/17)	TUESDAY (4/18)	WEDS. (4/19)	THURSDAY (4/20)	FRIDAY (4/21)	
April 24-28					
MONDAY (4/24)	TUESDAY (4/25)	WEDS. (4/26)	THURSDAY (4/27)	FRIDAY (4/28)	
May 1-5					

General Behavioral Expectations

- **Community Base (CB)**
Community Base will take place from 7:40-7:50 AM (Mondays-Fridays) & If students are not seated in CB by 7:40 AM they are considered tardy to school and will need to retrieve a tardy pass from the Main Office with parent sign-in. During this time, students will hear morning announcements, write upcoming events in their agenda book, and prepare for the day. Community Base will end with students rising to say the Soulsville Creed
- **Lockers**
Students in 9th and 10th grade will only be allowed to go to their lockers at 3 points during the day:
before class starts, during lunch (before & after) and during dismissal. At no time should a student be allowed to leave class to go to their locker for any reason.

- **Sitting**
 During instruction, students sit up straight in their seats and show active engagement. Both feet should be on the floor (not on the desk in front of them, nor on any part of their own desk).
 During independent reading time, students may adjust to a reading posture that is productive (as long as not distracting).
- **Storage of Materials**
 Materials are always stored neatly underneath the desk. Backpacks are not permitted in the classroom. They must stay in lockers.
 High School students must place hats underneath the desks.
 High School Soulsville students must place all outerwear on the back of their chairs.
 Laptops must be stored in the appropriate location designated by the teacher.
- **Speaking in Class**
 Students are only allowed to speak in class when the teacher has given them explicit permission to do so. When students are expected to be talking, the teacher will tell them they are on Code Yellow.
 When the teacher gives a direction for there to be a switch in voice codes, students should do it immediately. If a student does not do it immediately, it will be recorded as an infraction.
- **Hallway**
 Students are on Code Yellow in the hallway. Students must walk with purpose and urgency during transitions in order to arrive at class on time. Students should walk to the right in all buildings. In the Main Building, students will walk counterclockwise with their right shoulder towards the lockers and classrooms.
- **Responding to Adults**
 Students should use a clear and audible voice when answering the adult. All interactions should be respectful.
- **Voice Codes**
 Students are asked to answer a question in class, they are expected to answer confidently and clearly to the teacher. Mumbling is not an acceptable form of communication.

In order to ensure that the learning environment is never disturbed, The Soulsville Charter School has created voice codes: Code Red, Code Yellow, and Code Green.

- **Code Red** – This code is most commonly used in the classroom during instructional time, during assemblies, when guest speakers come to the school, or to get the attention of a large group of students quickly. When students are on Code Red, they must be absolutely silent and have no communication. The only exception to communicating on Code Red includes common courtesies. Examples of common courtesy include: saying, “excuse me” when you are trying to pass by or when you bump into someone accidentally saying, “bless you” when sneezes, or saying “thank you” when someone gives you something. Even these expressions should be said in a tone that is not distracting.

- Code Yellow – This code is commonly used in the classroom when students are working on group work or playing an instructional game in the classroom. This is a conversational tone. However, it should be just loud enough to get the job done. Students will communicate to students nearby, not across the room. Students will be allowed to use this code during hallway transitions. However, school staff reserves the right to suspend this privilege if certain students violate this code. Students who consistently violate this expectation may receive alternative transition plans.
 - Code Green – This code is usually used when students are being dismissed after school, when students are outside, or when using “presentation voice” to give a presentation in class or to a group. Yelling or screaming on campus, unless instructed to do so by an adult for intentional reasons, is never appropriate.

- Public Displays of Affection

TSCS is a school that respects students’ relationships with each other; however, appropriate displays of affection require good judgment and consideration of all parties. When greeting each other, brief friendly hugs are permissible. More extensive displays of affection are not permitted on school grounds or at school events.

Some examples of inappropriate displays of affection that are not permitted include, but are not limited to:

 - Sitting on students’ laps
 - Hitting, kicking, leering, pinching, patting
 - Other forms of unwanted touching
 - Kissing or hand-holding

- Pencils

Students are only allowed to use mechanical pencils at the Soulsville Charter School.

Wooden pencils are not permitted because they need constant sharpening, which causes disruptions and the loss of instructional time.

In order to be prepared, students should have at least 2 mechanical pencils and plenty of lead.

- Student Phone Calls

Students will not be allowed to go to the office during class unless they become seriously ill.

Since students may not use classroom phones during class or transition times, they may only use the office telephone to call home in case of absolute emergencies.

Students may only use the office phone if they have a pass signed by high school administration stating that they are allowed to use the office phone and the reason for using it.

*If students do not use the phone call for the intended reason that is stated on the pass, students may lose their office phone privileges and/or receive other consequences.

- Turning in Assignments

All assignments must be neat and legible.

Each assignment should have the proper headings (teachers may have their own requirements).

If High School students do not turn in homework during class when the assignment is requested (for example, the teacher checks homework during the Do Now but the student doesn't have it done during that time), it will be considered "late," and the student will receive a Grammy deduction.

- Calling Teacher Cell Phones

Teachers reserve the right to give out their cell phone numbers. Teachers may also choose to provide students with their GoogleVoice number. **Teachers may or may not give out their cell phone number. Teachers who want to give out their cell phone number will have it printed on their class syllabus. If it does not appear on the class syllabus, then contact the teacher through their school email or through TeacherEase.

When the student calls about homework, they should say the following: "Hello, my name is (first and last name). I have a problem with my (subject) homework. I do not understand (give a specific situation or problem).

If a student cannot reach a teacher, they should leave a message with the following information: Hello, my name is (first and last). My phone number is (your phone number). I have a problem with (give a specific situation or problem with a subject). Please give me a call at your earliest convenience. Again, this is (first and last name).

If a student cannot get in touch with a teacher, they should wait at least an hour before they attempt to contact the teacher again.
Calls should not be made after 8:00 PM

- Student Agendas

Whenever students receive a homework assignment or are reminded of an important date, they should record the information in their agenda. This is an important life skill.

Parents and students should review the agenda book and its reminders on a daily basis to avoid missing and late work.

- Breakfast

Breakfast will be in the Multi-Purpose Building (MPB).

Breakfast will be served from 7:08-7:25 AM.

Students have until 7:28 to finish eating, and should not take food out of the

MPB.

All 10th- 12th grade students who arrive before 7:28 AM and do not want breakfast, will stay outside of the Main Building. To avoid waiting to enter buildings we encourage students to arrive between 7:25 and 7:30 AM

All 9th grade students who arrive before 7:20 AM should report directly to the MPB, even if they are not eating breakfast. 9th grade students are not permitted to wait outside during morning arrival.
No breakfast will be served after 7:25 AM

- **Language on Campus**

All members of the TSCS community are expected to adhere to the highest levels of respect for one another and to use language that reflects that respect. Language that demeans, insults, harasses, or humiliates another member of the community will not be tolerated. Using this kind of language can be, and usually is, considered using “hate speech” and consequences will be applied. Swearing and the use of words that show contempt or disrespect for another’s gender, race, sexual orientation, and/ or religion have no place in our school community.
We do not yell or shout at each other, in greeting or in conflict.

Rewards

Weekly Rewards

- Every Friday, Rep the Revolution: Students who have earned Gold or Platinum, will be eligible to wear college t-shirts or Soulsville t-shirts and denim jeans. Platinum students may wear shoes of their choice (with the exception of slides and house slippers) in addition to wearing a college t-shirt or Soulsville t-shirt and denim jeans. Earning status is dependent on the number of Grammys the student earned the previous week. Students will be notified of their earning status in the Weekly Email (usually Mondays).

Quarterly Rewards

- High School students will receive invitations to participate in exciting events for maintaining exceptionally high Grammy numbers each quarter. Students will be notified of their earning status the week prior to the event.

- Mid-Quarter Reward Dates:
 - Wednesday, September 20th
 - Wednesday, November 29th
 - Friday, February 16th

- End of Quarter Reward Dates:
 - Friday, October 6th
 - Monday, December 11th
 - Friday, March 8th
 - Friday, May 10th

End of Year Trip

- For students who earn an average of 10 or more Grammys from August 7, 2023-May 3, 2024. (dates may be slightly different for seniors), will be invited to attend the End of year trip. All earning students will be invited to an overnight trip at no cost to the student or families to celebrate all of their hard work throughout the school year.

Academic Rewards

- For all students who earn Honor Roll, Dean's List, or Principal's List, they will be recognized and celebrated each quarter. Parents/Guardians will receive invitations to the Academic Award Ceremony.
- At mid-quarter, students who are in Good Academic Standing (A's, B's, and C's) will be recognized and allowed to participate in the Mid-Quarter Reward.
- Near the end of each quarter, students on track to earn Honor Roll, Dean's List, or Principal's List, will be invited to the End of Quarter Reward.

Referrals

- When a student is not following school rules, the teacher or staff member corrects them. These corrections will result in a loss of Grammys for the day. This will directly affect the Grammy percentage of the student for the week and could result in a loss of rewards.
- Behaviors that are disruptive or disrespectful to the learning environment are considered referral-worthy. This includes the continuation of any behavior the teacher has already corrected.
- When a student accumulates three referral-worthy behaviors within a class, he or she will earn a referral.
- If a student commits a single infraction that is highly disruptive, disrespectful, involves profanity, is violent, or has a cell phone in class, they will receive an automatic referral.
- Upon receiving a referral, the student must report immediately to the Associate Dean of Students. The parent will be notified that day and the student will have to complete reflection assignments before returning to class. Failure to report immediately to the Associate Dean of Students will result in further disciplinary consequences.
- Students who earn multiple and/or consistent referrals will be subject to additional consequences, including possible expulsion from The Soulsville Charter School.

The school will assign consequences for misbehavior according to its best judgment. The purpose of disciplinary actions will be to encourage excellent behavior in all students. Failure to follow the Commitment to Excellence Agreement may result in a student's expulsion from The Soulsville Charter School.

Behavior Notifications

- Unless an act is highly disruptive, disrespectful, vulgar, or violent offense, before writing a referral for repeated offenses, students will be notified that they are close to receiving a referral by receiving a Behavior Notification from a staff member.
- After a student has committed two referable infractions, the student should receive a behavior notification that alerts them that the next step will be a behavioral referral, which means they will have to leave the classroom setting.
- Students should not argue or debate about the receipt of a Behavior Notification, nor should they destroy, crumble, or hide it. If a student has

something he/she would like to inform the teacher regarding the incident, he/she has the opportunity to write a non-offensive and appropriate note or question to the teacher in the space provided on the Behavior Notification, and then should continue following the instructions of the teacher.

Detention

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

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

- Missing multiple homework assignments (3 or more times in a week)
- Missing required class materials (3 or more times in a week)
- Excessive tardiness to class
- Excessive sleeping during class
- Repeat uniform procedure violators (within 5 school days) will earn detention

Detention Logistics

- Detention will occur on Fridays from 2:15 pm-3:00 pm.
- In some cases, detention will be served during the student's assigned lunch period.
- Students will be notified that they have detention each Monday via Tornado Blast (weekly email).
- Parents/Guardians will be notified that their child has detention each Wednesday by 5 p.m. Parents/Guardians will receive a phone call.
- Students are not allowed to check out of school if they are serving detention.
- If a student skips going to detention, he/she will receive an automatic overnight suspension. The suspension must be cleared by the parent the following Monday or the student will not be allowed to go to class. The absent student must still complete the detention assignment.
- Please note, repeat detention earners will receive further consequences not limited to, but likely including: suspensions and Commitment to Excellence meetings.

The school will assign consequences for misbehavior according to its best judgment. The purpose of disciplinary actions will be to encourage excellent behavior in all students. Failure to follow the Commitment to Excellence Agreement may result in a student's expulsion from The Soulsville Charter School.

Suspensions

There are three (3) forms of suspension that we issue:

- Overnight suspensions: The student is not allowed to return to class until an administrator has met with a parent or guardian. This suspension is usually issued for skipping class, skipping detention, and other minor infractions.
- In-school suspensions: The student is allowed to come to school, but is not allowed to participate in class. The student will complete all assignments in an isolated location and complete any additional suspension assignments.

- Out-of-school suspensions: The student is not allowed to come to school and will serve 1-10 days out of class. The student's work is considered unexcused while on the suspension. The student will not be allowed to return to class until a clearance meeting is held with the parent and the HS Director or Dean of Students to verify that they are in a place to return to class. Students are issued out-of-school suspensions for major infractions or repeated minor infractions.

Suspension Logistics:

- The school will contact a parent/guardian to pick up their child as soon as possible.
- In most circumstances, students will receive paperwork prior to leaving campus. In more severe cases, paperwork may be received after the student has left campus with the parent or guardian. Parent/Guardians will receive a phone call stating that their child must be picked up as soon as possible.
- When a student is issued a suspension, the student will receive the appropriate paperwork that explains: the reason he/she has been suspended, the type and length of the suspension, the date the student and the parent are to clear the suspension, and the reflection assignment (if serving an out-of-school suspension). Parents are notified by phone or in-person before the student serves the suspension.
- If a student receives an overnight suspension or an out-of-school suspension, the student and parent are required to report to a suspension clearance meeting.
- If a student receives an in-school suspension, the student is required to report to school and serve a day out of class. The student is still allowed to complete school assignments but outside of the classroom setting. A suspension clearance meeting may or may not be necessary, but the parent/guardian will be notified.
- When a student is serving an out-of-school suspension, the student will receive a reflection assignment to complete. If the assignment is not completed by the date that the suspension is to be cleared, the suspension will not be cleared at that time.
- In some cases, students will receive action steps before returning to class in order to prevent the negative behavior from occurring again.
- After a student's suspension is cleared, the student is allowed to go back to class.
- All suspensions are added to the student's permanent behavior file.
- All suspensions must be reported to colleges and universities during the application process.

The school will assign consequences for misbehavior according to its best judgment. The purpose of disciplinary actions will be to encourage excellent behavior in all students. Failure to follow the Commitment to Excellence Agreement may result in a student's expulsion from The Soulsville Charter School.

Bullying/ Harassment/ Intimidation Policy

Bullying or Cyberbullying, Harassment, Intimidation

The following policy and approach is adopted from the Shelby County Schools district policy. Tennessee law defines “harassment, intimidation, bullying or cyberbullying ” as acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and:

- A. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:
1. Physically harming a student or damaging a student's property;
 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
 3. Creating a hostile educational environment.
- B. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Students who are harassed/ intimidated/ bullied or who are a witness to these behaviors should report the situation to school administration immediately. Harassing behavior is subject to disciplinary consequences up to and including expulsion. In more extreme cases, the authorities may be notified.

*Harassment is conduct or speech that is unwelcome, intimidating, derogatory, hostile, and/or offensive, and has the purpose of interfering with a student's ability to learn or a staff member's ability to do work.

**Sexual harassment is harassment of a sexual nature, which can include a range of behaviors like unwanted/offensive touching, off-color jokes, pressure for sexual activity, sexually motivated touching, pinching, patting or intentional brushing against, repeated verbal harassment or abuse, repeated remarks or gestures of a sexual nature when such activity takes place during school hours or on school-related transportation or trips, or at school sponsored activities regardless of the time of day.

***Cyberbullying means bullying undertaken through the use of electronic devices. “Electronic devices” includes, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging and websites.

Student harassment, intimidation, bullying or cyberbullying will not be tolerated at TSCS. Conduct aimed at defining a student in a sexual manner and conduct impugning the character of a student based on allegations of sexual promiscuity will also not be tolerated.

Reporting an Incident

Alleged victims of harassment, intimidation, bullying, or their parents or guardians shall report these incidents immediately to school administration. Any reports made to teachers and staff should be forwarded to an administrator immediately, “but no later than 24 hours” of the expressed concern. Anonymous reports may be made, however,

disciplinary action may not be based solely on an anonymous report. TSCS administration commits to responding to these incidents with all due care to both alleged victim(s) and alleged accused.

TSCS's protocol for reporting incidents of bullying/ harassment:

1. Reporting.

Students with a complaint of bullying and/ or harassment may complete the TSCS-adopted "Shelby County Schools Complainant Statement". *Copies of this form can be found in the main office, offices of the Deans of Students and on page 35 of this handbook.*

Any complaints of harassment, intimidation or bullying should include the following information:

- Identity of the alleged victim and the person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available

2. Investigating.

a. If the complainant is not the parent or guardian, the parents/guardians of the alleged victim shall be notified of the reported conduct by phone or in person prior to the end of the school day upon which the conduct was reported.

b. The HS Director or Dean of Students will promptly and fully investigate allegations of harassment, intimidation, bullying/ cyberbullying. The HS Director or Dean of Students will revisit statements and evidence presented regarding the incident and all follow-up efforts conducted will be appropriately documented.

c. After a complete investigation, if the allegations are confirmed, immediate and appropriate disciplinary action will be issued to the accused student. A substantiated charge against an employee may subject such employee to disciplinary action up to and including termination.

3. Follow-up.

The HS Director and/or Dean of Students will meet with and advise the complainant and their parent/guardian regarding the findings, and whether corrective measures, and/or disciplinary actions were taken. The investigation and response to the complainant will be completed within twenty (20) school days. A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. Additionally, under state law, behavior constituting cyber-bullying may be prosecuted as a delinquent act.

**Students and families should be aware that any student, whether alleged accused or alleged victim, found to be involved in an incident of harassment or bullying, whether active or*

- Students may be automatically expelled from school for any of the following:
 - possession of a weapon
 - possession of an illegal drug or unauthorized prescription drug
 - battery against school personnel
 - threat of mass violence

Random Student Searches

Student belongings will be randomly searched according to the following guidelines:

1. Periodically, The Soulsville Charter School will conduct random searches of students and their belongings.
2. Campus safety personnel will be notified of the time and location for the searches.
3. Teachers and/or administrators will conduct the searches along with campus safety personnel.
4. All students subjected to a search will be treated with respect and care for their personal safety.
5. If a banned item is confiscated (e.g. a cell phone, weapon, or illegal drugs), the student will be referred to the appropriate authority (e.g. the dean of students, the school director, or, if necessary, law enforcement).

Using Campus Phones/Main Office Access

Staff do not allow students to use the classroom telephones during the school day. For emergency phone calls (e.g. being sick, needing medication, etc.) only, students may be given a pass to the office to make a phone call. The office will not allow students to make a call until the pass has been signed by a HS administrator.

Student Protocol Tips for Handling Conflict

Problems with Students

Step 1 – Do not react too quickly. Hold your anger. Think about what the student has done or said.

Step 2 – Make a decision based on the questions below. Choose which situation most applies to your problem and choose an option.

Situation #1: Did you start the disagreement? Did you say or do something that might have made the student react to you negatively? Is the student confused about something you did?

Solution #1: If you think that the student might have misunderstood something you did or said, explain your statement or action in more simple and respectful terms.

Apologize for the misunderstanding. If you did something mean or disrespectful on purpose, and the student reacted negatively, you should apologize.

Remember our Core Values – Respect, Integrity, Scholarship, Empathy, and Community. RISE above this. We are a Community.

Situation #2: Did the student ask you to do something that you didn't want to do? Did the student ask you a question that offended you? Did the student ask you a question that made you feel threatened?

Solution #2: Keep a soft tone. Do not get angry. Simply respond to the question in a way that is simple and that lets the person know what your answer is without being disrespectful. If the student continues with this type of questioning after your response, tell a teacher immediately.

Remember the Core Values – Respect, Integrity, Scholarship, Empathy, and Community. RISE above this. We are a Community.

Situation #3: Did the student threaten your safety? Did the student "check" you? Did the student cause you to be physically hurt? Is the student following you around without your permission? Is the student talking negatively to you about others?

Solution #3: Do not get angry or react negatively. Let a teacher, counselor, or administrator know.

Remember the Core Values – Respect, Integrity, Scholarship, Empathy, and Community. RISE above this. We are a Community.

Step 3 - Do not continue to gossip or talk about the incident to others. If you have resolved the situation successfully without being disrespectful to anyone, the issue is over. Continue to treat the classmate with respect and let the past go. If the teacher has already handled the situation, there is no reason to keep on bringing up the situation. Let it go. If the situation repeats itself, continue to tell your teacher, parent, and an administrator.

If you are not sure how to fix a problem, or if you are in doubt about something, let a teacher or administrator know immediately.

Problems with a Teacher

Step 1: If you have a problem with a teacher, do not talk back or react in an angry manner.

Step 2: Stop to think about the situation. Do not try to handle the situation during class. This is absolutely the wrong time to handle things. If you must talk to the teacher, wait until after school, during a transition, or schedule an appointment. Make sure that the conversation is not public.

Situation #1: When you were in class, did the teacher deduct Grammys or give you a correction that you feel you didn't deserve?

Solution #1: Ask yourself some questions. Honestly answer. Admit to yourself if you did something wrong. If the teacher was not unfair and corrected you for a behavior that you should not have been displaying, accept it. Go back to school with a positive attitude and give the class

your best efforts and best behavior the next day. If you don't think the deduction is fair, talk with the teacher privately before or after school. Start with a calm and quiet tone. Start the conversation by referring to the time and class period that the situation occurred. Next, refer to what was said or done that made you upset. Wait for the teacher to respond. Listen carefully to what they have to say. Keep conversation respectful. After the conversation, ask the teacher for ways that you can improve. Take the suggestions seriously and apply them.

Situation #2: Did you get a lower grade on a project, essay, or major assignment when you were expecting a higher grade? Have you checked the rubric and re-checked your work and still don't know how you got the grade?

Solution #2: Talk with the teacher after school or before school privately. Bring a copy of the assignment that you made the low score on. Ask the teacher if they can give you extra feedback as to why you made the grade. Thank the teacher for their time and ask for tips on how to improve for next time. Possibly set up tutoring with the teacher as well.

VIX. Attendance and Tardy Policy

Attendance

- Students are expected to come to school every day. In order to excel academically, it is highly important that students never miss class.
- Students will not be able to earn Grammys for that day if they are absent from school or during a class in which they are not present.
- Students miss important instruction and assessments and threaten their chance to perform at the highest levels on quizzes, tests, and end of year assessments.
- If students receive a referral, they will not return to class until their referral is cleared. They will be considered absent in those missed classes.
- Regular daily attendance is a commitment made by the parent and student on the signed Commitment to Excellence Agreement. Parents and students have signed this commitment.
- Students who have **2 or fewer excused** absences for a semester can be eligible to receive exemption from their courses' semester exams if the student also has maintained an 'A' average for the two quarters of the same semester.

Absences

- Great school attendance is crucial for student learning! No student should be allowed to miss school unless absolutely necessary.
- Students will be allowed **5 excused absences** for the school year. Excused absences may be granted for the following reasons: personal illness, death/serious illness in the immediate family, court, religious holiday, unusual cause (decided by principal), deployment of guardian/parent, or visit with parent on military rest and recuperation.

- On the day the student returns from the absence, s/he must bring a note to document the excused absence. A student's absence will be considered unexcused if a properly documented note is not turned in to the office within two days of the absence.
- After five "excused" absences have been used, all future absences will be counted as "unexcused," regardless of the reason for the absence. (Exceptions for rare, serious illnesses may be granted on a case by case basis.)
- If students show a pattern of excessive absences, it could jeopardize their continued enrollment at TSCS.
- TN law requires students to attend school. Students will be considered truant after five "unexcused" absences. We will adhere to the SCS Policy 6010 to deal with truant students.
- Students who are absent from school cannot attend or participate in school sporting events, dances, or any other school-sponsored activities occurring on the day of the absence, unless the School Director has given advance permission.
- Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent the Dean of Students, teacher(s), student and parent or guardian will meet to address the issue. Excessive absences will not be tolerated. If a student is absent with or without excuse for more than 10 days of the school year, unless in extreme situations, that student may be retained and unable to proceed to the next grade level.
- Any class work, homework, projects, quizzes, or exams — including midterms and finals — missed during unexcused absences will be counted as a zero and cannot be made up. During in-school suspensions, completed homework will receive credit, and all missed quizzes and tests may be completed in a timely manner.
- Students who have 2 excused absences or fewer and an "A" in the teacher's class, could receive exemption from taking the exam at the approval of the classroom teacher and School Director.

Truancy Policy

- TSCS commits to following the SCS policies (YCA 49-6-3001; TCA 49-6-3005) regarding truancy.
 - After three (non-consecutive) unexcused absences, school will make a documented call to the parent/guardian informing them of SCS truancy laws and importance of school attendance.
 - After five (non-consecutive) unexcused absences, the school will send an official warning letter home requesting a school-level intervention meeting with parent/guardian.
 - After seven (non-consecutive) unexcused absences, truancy is reported to SCS. Students will then be required to adhere to an individualized intervention plan.
 - After 10 consecutive unexcused absences during any time in the school year, the absent student will automatically be disenrolled from The Soulsville Charter School.

Absence Excuse Notes

- If your child must miss a day of school for a serious illness or personal matter (for example, a death in the family), Soulsville requires documentation to excuse the absence.
- Soulsville encourages parents to only use two personal excuse notes (forms are attached at the end of the handbook labeled “Reason for Absence”), all other excuse notes should be provided by a doctor, doctor’s office, or hospital. Soulsville encourages parents to, when possible, provide a note from the doctor’s office or hospital. If that is not available then a written note from the parent/ guardian is required for the absence to be considered excused.
- Typically, if a student misses an entire day of school for a single appointment (a doctor’s excuse for an hour-long appointment for a teeth cleaning) that documentation will not be accepted to excuse the entire school day.
- Excuse notes should be submitted to the main office the day the child returns to school.
- Please be sure that any document submitted as an excuse note contains the information listed below. We have provided “Reason for Absence” forms at the end of the handbook. Provided documents that do not contain the necessary information will not be accepted (they may be submitted, but they will not be accepted as an appropriate excuse note):
 - Child’s Full Name (first and last)
 - Grade
 - Date of School Absence
 - Reason for Absence
 - Parent/Guardian’s Full Name (first and last)

The following would be an acceptable excuse note using the Reason for Absence form:



Reason for Absence

This form must be completed by the parent/ guardian and submitted to the School Director, who will determine whether the absence is excused or not.

Student Name: Janet Jackson

Grade: 9th

Date(s) absent: Monday, August 4th

Reason for absence: *Janet’s Grandmother passed away and we attended her funeral. I have attached a copy of the program. Please excuse her from school and notify her teachers that she should have the opportunity to make up any missed assignments.*

Thank You,

Parent’s Signature Deborah Jackson

Date 08/06/18

(Please staple any related documentation to this sheet) - parent attached copy of front of obituary to the note.

The following would not be an acceptable excuse note using the Reason for Absence form:



Reason for Absence

Student Name: Janet Jackson

Grade:

Date(s) absent: Monday, August 4th

Reason for absence: *Janet didn't feel good yesterday.*

Parent's Signature _____(not provided)_____ Date _____(not provided)_____

(Please staple any related documentation to this sheet) - no documentation attached.

**In order for Soulsville to keep accurate records, we need more detailed information on excuse notes. We appreciate your attention to this matter. Copies of the 'Reason for Absence' forms can be found in the Main Office throughout the school year.*

Tardiness to School (after 7:40 AM)

- Students who are tardy in the morning (after 7:40 AM) will have "tardy to school" Grammys deducted.
- Students who walk through the main doors at or after 7:40am must be accompanied by a parent or guardian. **The parent or guardian must physically sign the student into school** or the student will not be allowed to report to class.
- In the event that a severe accident impacts a highway or severe weather impacts transportation, the TSCS Leadership Team has the right to make a call that tardies will not be counted as usual.
- Tardiness to school will be closely monitored by the school administration and consistent tardiness could result in increasing punishment.
- Accumulation of tardiness to school will result in required parent meetings and Commitment to Excellence Meetings.

Office Procedure When Students Are Tardy to School (after 7:40 AM)

- Students who walk through the main doors at or after 7:40am must be accompanied by a parent or guardian. The parent or guardian must sign the student in or the student will not be allowed to report to class.

- In the event that a severe accident impacts a highway or severe weather impacts transportation, the TSCS Leadership Team has the right to make a call that tardies will not be counted as usual.
- Once the parent or guardian has signed the student in with an administrator they will be provided a pass to class.
- If a student is extremely tardy, which is considered after 7:55am, in some cases, he/she will not be admitted into his/her class until after verification that the parent is aware of the extreme tardy.
- After a student receives more than 3 instances of extreme tardiness, a Commitment to Excellence meeting will be arranged with a parent/guardian.

Checking Students Out

- Checking students out of school early is detrimental to their academic success and is strongly discouraged.
- “Excused check-outs” will require the parent to contact the school office by 9:00 AM the morning of the event. Excused check-outs will be granted based on the following: doctor’s appointment, death/serious illness in the immediate family, court, unusual cause (decided by principal), deployment of guardian/parent, or visit with parent on military rest and recuperation.
- Only one “emergency check-out” is allowed per semester (no prior notice before 9:00 AM).
- When checking students out, parents must complete the checkout form in the school office that explains the reason for the check out.
- If students show an excessive pattern of checking out early, they will have to attend a Commitment to Excellence Review with parents.
- After 2:30 PM, no student checkouts will be allowed.

X. Uniform Policy

Why do we have uniforms?

- Uniforms unite us as a community. When you look at TSCS shirts, it is a powerful visual statement to our community. Students make a commitment to the values at TSCS when they put on the TSCS uniform.
- Uniforms reduce distractions and clothing competition. Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- Uniforms make us all equal. Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don’t have.

- Uniforms look professional. Students look neat when they arrive at school with shirts tucked into their pants. The students come mentally prepared and “dressed for work.”

Note: Students who take advantage of uniform privileges will face appropriate consequences, including the possibility of suspension.

Our uniform provider is Cole's Screen Printing. All shirts and additional items such as outerwear can be purchased on the Cole's Screen Printing website. All other uniform items may be purchased at the vendor of your choice.

Cole's Screen Printing

3541 Riverdale Road, Memphis TN

<https://colesprinting.com/collections/the-soulsville-charter-school>

Hours: Monday - Friday, 10AM - 6PM

(901) 207-1362

High School Uniform Policy

Shirts (required):

- Gray or Black Polo Shirts (Cole's Screen Printing, 3541 Riverdale Rd)).
- Undershirts must be white or gray. Sleeves must be hidden under the TSCS shirt. Undershirts worn under white button-down shirts should not have any writing or design.
- Shirts must be tucked in at all times and be of appropriate length and fit.
- Buttons should not pull.

Outerwear (Required) :

- TSCS crewneck sweater (black or gray) or black fleece (purchased from Cole's Screen Printing at Soulsville).
- Shirts must be tucked in under sweaters and fleece.
- Wearing a sweater or fleece in class is optional , but all TSCS students are required to purchase the school approved outerwear. Shoes/socks (required):
- Closed-toed, plain black or brown shoes; must be all black or brown.
- Solid color (no white trim, or colored markings).
- Plain black or brown boots may be worn in TSCS buildings. Boots may not have any embellishments or additional accessories or additions..
- Socks must be plain white, black, purple, gray, silver or a pattern/combination of these colors. Ruffles are not permitted.
- Tights/hosiery must be plain black or skin tone with no markings or designs. No cropped leggings (leggings must have feet) may be worn.

- No Crocs, slides or house slippers should be worn on campus for any reason.

Pants (required):

- Plain khaki pants with no markings. Khaki pants may not be cargo pants, skinny leg pants, or excessively tight pants. Pants should be worn on hips at all times.

Belt (required):

- Only plain black or brown belts are allowed. No designer or large buckles, markings, extra holes, or designs.
- Shirts must be tucked in at all times; belts/belt loops must be visible.

Jackets/Outerwear:

- Only TSCS Outwear is permitted. During Winter Months, students must take off coats when they arrive on campus and immediately place them in their locker. If a student is cold in class he/she is required to wear the TSCS Outerwear as winter coats will not be permitted to be worn in the classroom.
- If heavy winter wear (heavy jackets or coats) is needed for arrival the heavy winter wear cannot have inappropriate designs or labels. Heavy winter wear will stay in lockers once a student is in the building.
- Students are not permitted to wear hoodies on campus or in the buildings. If a hoodie is worn, students will be asked to remove the hoodie and it will be confiscated until the end of the day..

NOTE: In the event of severe weather conditions, TSCS HS reserves the right to make adjustments to this policy as needed.

Bags/Purses:

- All purses and fanny packs should be worn appropriately for intended use during school hours.
- Upon entering the classroom, all purses/fanny packs should be placed on the back of the student's chair or under the desk.
- All purses and fanny packs should be small enough to not fit a textbook, folder, and/or binder inside.

NOTE: Purses and fanny packs should not be used to store cell phones or snacks. Purses/fanny packs are subject to random searches as deemed necessary by the Leadership Team.

Jewelry/Accessories:

- One simple watch and one simple necklace are permitted, but no bracelets.
- Ear jewelry colors can be metallic (gold, silver, rose-colored, platinum) or uniform colors (purple, white, black).

- Stud-style earrings should not be larger than 10 millimeters (size of an eraser on a pencil) and hoop-style earrings should not be larger than a quarter.
- Accessories should match the uniform (black, purple, silver, gray, white or gold). Smartwatches of any kind are not permitted, including but not limited to Apple Watch, Michael Kors, Fitbit, and Fossil.
- Facial/tongue/body piercings (other than earrings) cannot be worn at school.
- If a student chooses to get a nose or ear piercing during the school year (only the first hole of the ear is included in this policy) it is okay to wear the clear, plastic placeholder (clear, plastic placeholders only, no sticks will be allowed). Students may never wear nose jewelry on campus.

Headwear/Hairstyle:

- No “durags,” or hair bonnets are allowed on campus. Hats and hoods may not be worn inside buildings. Hats may only be worn outdoors and must have the rim facing the front (brim may not be worn to either side or the back). Hats must be stored under the desk during classes. For school purposes, a tam is considered a hat and is not allowed to be worn.
- Bandana-patterned scarves are absolutely not permitted on campus. Any student wearing or carrying a bandana will have to remove the item and have it confiscated.
- No letters, images or words cut into hair, eyebrows, or facial hair. If students arrive at school with designs cut into their hair they will have the opportunity to remedy the issue immediately or go home.

Uniform Violations

- If students violate the uniform policy, they will receive a uniform violation sheet and must report to the Associate/Dean of Students in the Referral Room. Depending on which item is missing, the student may be required to call a parent or family member to bring the missing item.
- If students arrive at school without the proper uniform shirt, the student will need to call home to retrieve a shirt. If a shirt is available at the school, the student will be loaned a uniform shirt or allowed to wear a Soulsville specific shirt. The student will be required to provide a personal item (discretion of the Associate Dean of Students) in exchange for the shirt. It is the responsibility of the student to return the shirt to the Associate Dean of Students to retrieve their personal item. .
- For missing belts, if available, the student will be allowed to borrow a belt from the Associate/Dean of Students and the borrowed belt must be returned before the end of the school day. The student will be required to provide a personal collateral item (discretion of the Associate Dean of Students) in exchange for the belt.
- If students arrive at school without proper socks, tights, or stockings, appropriate socks will be given to the student for a \$1 fee.
- Students who are out of uniform due to pants or shoes will be asked to call home to get the missing item. If the missing item is not brought, the student will miss

class and the absence would be considered unexcused. Not being admitted to class because of uniform will result in a loss of Grammys for missed class periods and an accumulation of unexcused absences. Students will lose valuable class time.

Special Events Dress Code

At School (professional dress day, other homecoming events, etc.)

- When students are allowed to wear jeans, they should not be wearing tight, tapered pants. Jeans should also not be torn or ripped above the knee exposing skin.
- Heel height should never exceed 2-3 inches, even on "professional dress" days.

Dances

- Dresses and shorts should be of appropriate length. They should be longer than the middle fingers when arms are placed straight at their sides
- No cleavage should be showing.
- Dresses with the "back out" should only expose the upper part of the young ladies' backs.

EOY Trips/Other Off-campus events

- Dresses, shorts, and pants should not be excessively tight
- Shorts and dresses should be longer than middle fingers when arms are at their sides
- No backless, see through shirts or dresses allowed.
- No cleavage showing.

XI. Cell Phone Policy

- Ninth and tenth grade students will not be allowed to bring phones to school, unless the parent made a request during registration. Students in 11th and 12th grade will not be required to have a parent request to have cell phones.
- The School Director has the final approval once the request is made at registration. If approval is granted, parents/guardians will be notified that the student has been placed on the "approved cell phone" list.
- If the School Director approves the request, the student is allowed to bring his/her cell phone and **turn in the cell every morning before class**. There will be no exceptions. They will get their phone at the end of the day upon dismissal.
- At no time should a student have a cell phone in class, even if they have been approved and placed on the "approved cell phone" list. Students in 11th and 12th grades may have their cell phones in class with teacher approval for any instructional purposes. If this happens, TSCS will confiscate the cell phone, and the student will be referred. The cell phone will not be returned to the student, but must be picked up by the parent on the following Monday at dismissal.
- The student who has approval to bring a cell phone from the School Director must receive permission from a teacher to use the phone after school at dismissal to check on

their rides. They may not let other students use their cell phones to call home. The student should remain by the teacher until the call has been completed.

- The parent or guardian will only be allowed to pick up confiscated cell phones on Wednesdays & Fridays after school from a high school administrator, between 3:00-3:30 PM. No cell phones will be given before that time. If the phone is confiscated on Monday-Wednesday, the phone will be allowed to be picked up on that Wednesday. If the cell phone is confiscated on Thursday or Friday, the cell phone can be picked up on that Friday.
- If students have repeated offenses of their cell phones being confiscated, they will have their cell phone privileges revoked (if they are approved to have a phone on campus they will lose their approval status), and the amount of time that the cell phone is held will increase. If this happens, a parent/guardian will be notified as to when the phone will be available for pick-up.
- If a student refuses to surrender their cell phone or smartwatch to a teacher or administrator they will receive an automatic home suspension. All work and assignments will be considered unexcused and will not be allowed to be made up.

Note: The school will assign consequences for misbehavior according to its best judgment. The purpose of disciplinary actions will be to encourage excellent behavior in all students. Failure to follow the Commitment to Excellence Agreement may result in a student's removal from The Soulsville Charter School

XII. Student Materials & Resources

Required Daily Materials

- 2 inch white binder (9th & 10th graders)
- 7 Different Colored Folders (11th & 12th graders)
- HP Laptop w/ laptop bag (11th & 12th graders)
- HP Laptop charger (11th & 12th graders)
- Agenda book
- College-Ruled notebook paper
- Writing utensil (mechanical pencil or blue/black ink pen)

TSCS binder (with dividers) or folders and agenda books must be purchased for \$10 during registration. If the fee is not paid during registration, the materials fee will be charged to the student's account. All students will receive a binder and agenda book on the first day of school. Students are required to bring all daily materials to school each day.

Other Electronic Devices

- Students may not bring electronic devices such as other laptops not issued by the school, smartwatches, MP3 player, or iPads to campus. If these items are found, or out and used during the school day, they will be confiscated by teachers or administrators. Parents will be notified of the confiscation.
- For first time violators, the confiscated laptop, watch, MP3, or ipad, will be returned to the student at the end of the school day.

- For 2nd and 3rd time violators, the student will receive a referral and the confiscated “other electronic device” will be returned to the parent or guardian afterschool.
- For students who violate the policy more than 3 times, the item will not be returned to the student until the end of the semester.
- In rare cases, parents must write a letter to the School Director if they would like for their child to bring an e-reader for school purposes (for example, a Kindle or Nook).
- *We expect all TSCS students to use the school provided laptops.* While in the classroom, students...1) must have the teacher’s permission for each individual class; 2) must complete work on the computer that is related to the subject being taught in the class; 3) may not look up inappropriate material. Failure to follow these rules will cause students to lose their computer privileges for the day.
- Students may not wear earphones on campus (the only time this expectation may be different is in a class period where a teacher has explicitly stated that earphones will be needed for certain exercises). Students may bring earphones, but they should not be visible unless being used with permission (meaning, students should not wear headphones during transitions or outside).
- If students have a study hall, they may work on any subject with their teacher’s permission. However, all work done on the computer must be academic or related to college scholarship applications, and the screen must be facing the teacher.
- All other electronic devices are brought to campus at your own risk. TSCS is not liable for any electronic devices.

Note: Any electronic device or accessories (including cell phones, headphones, earpieces, apple watches, bluetooth devices, etc.) should remain stored so that they are not visible at any time on campus. These items can be subject to confiscation as well. Students will be reminded to put the item away, but in the case of repeated violators, electronic device accessories consequences will be the same as other electronic devices. Students must have approval from the School Director for any electronic devices.

Comcast Media Lab Expectations

We have a few policies in place to ensure that students are able to utilize the Media Lab computers effectively to complete assignments and apply for SGEs. Here are general expectations for the Media Lab. Students must meet these expectations in order to continue to have access to the Media Lab.

Entering the Lab

- Students should enter the Media Lab through the door on the left (across from Mr. Replinger’s room) on Code Red.
- No food or drink may be brought into the lab.

While in the Lab

- Students should only visit professional, school- or SGE-related websites. Students are never allowed to visit Facebook, Twitter, Instagram, or any other social networking site. Students are never allowed to visit websites that are sexually explicit or have profanity, and students are never allowed to watch music videos.
- Headphones may not be worn unless given explicit permission from the teacher. Headphones may only be used for school-related tasks if a teacher gives students permission to use them.
- Students should save their work often in the “My Documents” folder, not on the desktop in the following format: “LastName.Assignment.Date”. An example of a properly saved assignment would be: “Redding.EnglishIIPaper.011113.”
- Do not change the desktop picture of the computer.
- Do not print any documents unless given permission from the teacher covering the Media Lab.

Exiting the Lab

- Upload your document to a USB drive or email it to yourself.
- Move your assignment from “My Documents” to the Recycle Bin.
- Click out of all open windows on the computer screen.
- Go to the “Start Menu,” and click “Log Off.”
- Ensure that your chair is pushed in and that you have all of your materials.
- Exit through the door on the right (across from Ms. Ferren’s room) once given permission from the teacher.

Using the Media Lab After School

- The Media Lab is sometimes open Monday through Thursday from 3:00-4:15, and a teacher always monitors it. Students should listen carefully to the morning announcements to find out whether or not the media lab is open that afternoon.
- Students must have a pass from a teacher in order to enter the lab after school. The teacher for whom the student is completing the assignment must sign this pass. For example, if a student is working on an English paper, he or she needs to have a pass signed by their English teacher.
- Just like during the regular school day, students are not allowed to use cell phones or listen to music.
- All students must leave the Media Lab at 4:15 to second dismissal.

Computer and Internet Use

All High School classrooms have Internet access, and each student is assigned an individual student account. Students will not be able to access the Internet until they and their parents have reviewed and signed the school’s Internet Use policy and student contract.

- Students are responsible for good behavior on the school computer network, just as you are everywhere in the school environment. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right.

- Students are expected not to use excessive amounts of computer resources, including but not limited to network bandwidth, storage space, and printing supplies.
- Network storage areas may be accessed by network administrators to review files and communications, maintain system integrity, and ensure that users are using the system responsibly. Students should have no expectation of personal privacy in any content stored in, created, received, or sent over the school computer network, computers, email system, the Internet, or any other school equipment. These are subject to review by the school at any time, with or without notice, with or without cause, and without the permission of any student or parent/guardian.
- Students are prohibited from using school technology for any unauthorized or unlawful purpose. The activities listed below are not permitted:
 - Sending, viewing or displaying offensive messages or pictures (including, but not limited to, pornographic, obscene, or sexually explicit material, sexual comments, and jokes or images that would violate school policies)
 - Using obscene language
 - Giving personal information about yourself or someone else, such as name, phone number, address or photo, without permission from a staff member and parent/guardian
 - Harassing, insulting or attacking others
 - Damaging or modifying computers, computer systems, or computer networks
 - Violating copyright laws or trying to pass off material copied from the Internet as your own
 - Using others' passwords or disclosing your password to an unauthorized person
 - Trespassing in others' folders, work, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes, financial gain, or fraud
 - Uploading, downloading, or copying software or other material without the authorization of a staff member
- To protect the integrity of our computer systems, TSCS reserves the right to limit or restrict, without notice, any individual's use of these systems, and to inspect, copy, remove or delete any unauthorized use of this technology upon authorization of the Director of Operations or School Director.

XIII. Social Networking

The Soulsville Charter School prides itself on providing a safe learning environment for its students. We work relentlessly to build a community of scholars who support each other.

An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful to students and to the school, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social networking websites like Facebook or Twitter. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation.

Parents need to be aware of what their children are writing on the Internet and what others are posting in reply. Although most of what is written is not immoral, offensive, illegal, or bullying, some of it is. If you choose to do so, you may investigate this site by personally logging on to the site. The services are free, and users may register and join the site by using an e-mail address. Once you have registered, you can search by name and email address to see if your child is registered. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this website, and we encourage you to do so.

As it states previously in The Soulsville Charter School's Parent-Student handbook, "Cyber-bullying or making derogatory comments about students and staff through social media is unacceptable and will not be tolerated at The Soulsville Charter School." Cyberbullying means bullying undertaken through the use of electronic devices. "Electronic devices" includes, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging and websites.

Avoiding issues on Social Media

Before making a post on social media, be sure to THINK to yourself...

T - Is it TRUE?

H - Is it HELPFUL?

I - Is it INSPIRING?

N - Is it NECESSARY?

K - Is it KIND?

...If it isn't, do not post it!

Please know that students who engage in negative behavior on social media sites and bring those issues to school will receive consequences of ISS, OSS, or may jeopardize their position at The Soulsville Charter School.

Thank you for your support of our school's mission and your student's education. An emerging national concern is the inappropriate use of the Internet and Social Media by students. This problem has the potential to be harmful to students and to The Soulsville Charter School community, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social networking websites like Facebook, Kik, Snapchat, instagram, etc (app images are listed below of each social networking site). Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation.

As parents, please be aware of what your student is writing/ posting on the Internet and Social Media, who they are communicating with, and what others are posting in reply. Although some of what is written is not immoral, offensive, illegal, or bullying, a lot of it is.

If you find that your student's account engages in and/ or receives negative attention, we strongly encourage parents to investigate, if not delete, all sites that your student accesses on

computer and smartphones. You can do so by asking your student to log into all of his/her social media sites. We as a school will keep you informed with any findings that involve your student, and ask that you follow up with your student immediately, with the understanding that consequences may be involved depending on the nature of the incident.

Note: Most social networking sites have a minimum age for participation. Please monitor your child to ensure appropriate use of and conduct on these sites.

XIV. Food and Snack Time

Food Allergies/Medical Documentation - For safety purposes, it is crucial that medical documentation is provided at registration for any food allergy or medical condition. We must have this documentation on file and it must be updated each school year for accuracy.

Breakfast- Breakfast is provided each morning for any student who arrives in time to get it. Students are not permitted to eat any outside food during breakfast time; this should be done at home. If a student chooses to eat the school provided breakfast, it may only be eaten in the cafeteria.

Lunch- Students are required to eat lunch each day and report to the MPB where lunch is served and eaten. The High School is a closed campus during the school day. Students may not leave the campus during lunch or any other time without permission. If a student has permission to spend lunch with a staff member, the student must have a pass to do so. Students are not allowed to leave the designated lunch eating areas unless a pass has been given to him/her from a staff member. Students should never ask lunch monitors or administrators to leave lunch to go to a teacher's class. Students found in violation, will serve the consequence for skipping class. Students may receive the lunch provided by the school or bring their own; students who bring their lunches must keep them stored in a closed container and stored appropriately in lockers until lunchtime. Students will not be allowed to heat up their lunches or eat microwavable lunches; therefore, they should not ask staff to heat up lunches for them. Students may only bring individual portions and may not share food. School staff reserves the right to determine the appropriateness of any "junk" food.

Snack- All students will receive a snack each day during 3rd period or 4th period. Students who are required to stay after 3:00 PM (e.g., tutoring/ athletics), will also receive snacks in the afternoons. Students may bring healthy snacks from home to eat during this time. School staff reserves the right to determine the "healthiness" of any snacks.

Candy- Candy is not allowed on campus, with the exception of an individual portion, stored in a student's lunch, and eaten only during lunchtime. The school reserves the right to determine what is a sensible individual portion. During school-approved fundraisers, students may not sell candy at any time during the school day.

Water Bottles- Students are permitted to carry water bottles and drink water in classes, as long as it is not a disruption. Individual teachers may prohibit water bottles from their own rooms. Water bottles must be clear (no tinted bottles allowed) and are for water only. Please note, coffee mugs and thermoses are prohibited.

Selling food/ other items on campus- Students are strictly prohibited from selling any items at school. Exceptions may be made for certain school-sponsored fundraisers, but you will receive notification if this is the case. Any food or other items that are being sold or distributed will be confiscated and the issue will be reported to an administrator.

Food from home- Students can bring their own lunch, but they should only bring sensible portions for their own consumption on that day. Students are not permitted to share food during lunch or at other times during the day because it violates health codes. This is also an issue of healthy eating. Sensible portions are important to a child's health, are essential for having a good afternoon, and the school reserves the right to determine what is appropriate and sensible.

Food Deliveries - Students (including parents/guardians) are not permitted to order food to be delivered to the student while on campus. Food deliveries cannot be sent to the main office and students will not be given any deliveries that are sent to the main office. Parents can occasionally bring food for students to the main office and the office staff will get the food to the student.

XV. Student Daily Checklist

Before Leaving Home

- Make sure to wake up early enough to get to school on time.
- Check your clothing to be sure you are in proper uniform from head to toe.
- Get your binder! Open the binder and turn to your agenda book.
- Place your homework in the pockets of the binder for easy submission.
- On Tuesday mornings, make sure that your Weekly Report has been reviewed and signed by your parent or guardian.
- Check your backpack to make sure it only has items that are allowed at school.

Arrival to School

- Before getting out of the car, check to make sure that you have no electronic devices that are not approved by the School Director. These will be confiscated and you will receive a referral.
- All 9th grade students should head to the Multi-Purpose Building if they arrive before 7:25am.
- All 10th - 12th grade students should stand outside of the Main Building before uniform check occurs.
- Before going into the building, check your uniform.
- All students must have their items stored and be seated in class by 7:40 AM. If you are dropped off at or after 7:40 AM, you will not make it to class on time and, therefore, should be signed in the main office by a parent/guardian.
- At 7:40 Community Base begins. Prepare for a wonderful day!
- Students should not be brought to campus before 7:00 AM.

Dismissal Procedures

- No students should be dropped off or picked up on McLemore Street or on College Street.
- Once students have left campus after dismissal, they should not return to campus.
- Students are expected to be picked up on time. If students are habitually at school past normal dismissal hours (unless they are participating in a school-sponsored activity), child services will be contacted and the child will not be able to participate in after school activities.
- Students who walk home, ride the bus, attend an off campus after school program (including Rox) should leave immediately upon dismissal.
- In the interest of student safety, The Soulsville Charter School requires students who walk home or ride the bus to show a special pass in order to leave the main pick-up area after school. This pass is part of students' "passports" that they put in the back of their binder (it says either "Walker" or "Bus Rider" under the "Dismissal" section of their passports if they have received approval). In order to have this special pass, parents will complete a form at registration to designate what their after school arrangements will be (walk, ride bus, or both). If your student rides home every day, there is no need to return this form. Again, no student will be allowed to leave the main pick-up area without one of these passes. Students who have a bus-rider pass will be expected to wait at the bus stop, and students who have a walking pass will be expected to walk to the designated location immediately after dismissal.
- All high school students should be picked up on Beach street, which is west of the main school building and east of the portables. This is a one-way street and all drivers must drive in the correct direction to ensure that the pick-up process is smooth and safe.
- If a high school student has a middle school sibling, the middle school student will dismiss like other middle school car riders in the middle school. Rides should come through the middle school line with a dismissal number visible. Once the number has been relayed to the Main Building, the middle school student will be dismissed. High school siblings will already be present outside to look for their ride in the middle school dismissal line.
- Note: All parents/guardians are responsible for arranging a ride to and from school and for communicating this to their children before the school day begins. As stated previously, Monday-Thursday all students dismissing at 3:00 PM are expected to be picked up by 3:15 PM, and no later than 3:30 PM On Mondays, students dismissing at 2:15 PM should be picked up no later than 2:45 PM
- Students who are not picked up on time will go to Aftercare. [*See Aftercare times below*]

Aftercare Program

- The safety and security of our students is of utmost importance to us as we prepare them for success in college and life.

- Students should be picked up at their dismissal time. The absolute latest time a student can be picked up without incurring an Aftercare fee, is within thirty minutes of their dismissal time*.

*This means dismissal from the regular school day. For students this is 3:00PM. Students, who are not picked up from extracurricular activities within fifteen minutes of the official end, may not be allowed to continue participation. The teacher who sponsors the extracurricular activity reserves the right to disqualify students who are not picked up on time.

- In order to make sure that students are safe even if their parents/guardian cannot pick them up until after 3:30PM, The Soulsville Charter School has an Aftercare program.
- The program runs from 2:45-4:45 on Mondays and 3:30-6:00 (Tuesday-Friday). Even though a child is not enrolled in Aftercare, students whose parents/guardians have not picked them up by 2:45 PM (Mondays) and 3:30 PM for first dismissal, 4:00 PM for second dismissal (Tuesday – Friday) will automatically be signed in to Aftercare and charged an Aftercare fee. Students will not be allowed to remain on campus without direct staff supervision.
- Students will have homework time, a snack, and interactive time.
- School rules and the Commitment to Excellence Agreement will still apply.
- Students who fail to meet expectations will be at risk of being disenrolled from The Soulsville Charter School’s Aftercare Program.
- The program will cost \$25 per week –or– \$5 per day (for those who need it some days and not others), and payment for the following week (or certain days within the following week) will be due by Wednesday of the week before to the school office and will be nonrefundable.

Example 1: A parent who wanted 5 days of aftercare the following week would pay \$25 by Wednesday of the week before. Example 2: A parent who wanted 3 days of aftercare would pay \$15 by Wednesday of the week before. *Students brought to Aftercare due to canceled tutoring or athletic practices will not be charged.

XVI. Student Drivers

- Students are not allowed to drive to school unless provided a TSCS parking pass.
- To receive a TSCS parking pass, students and parents/guardians must provide the following:
 - A copy of the student’s license
 - A copy of the student’s insurance
 - A completed form stating the student’s license plate number, car color, make, and model
- Student drivers are required to park at the far back portion of the school’s parking lot.
- Student drivers can have their driving privileges revoked if misbehavior becomes frequent.

XVII. Athletics

Athletics at TSCS serve as a structure that helps many students build character strengths like citizenship, kindness, fairness, zest, gratitude, grit, self-control, leadership, forgiveness, open-mindedness, social intelligence, hope, and more.

We offer the following athletic experiences:

- Golf (Boys and Girls)
- Volleyball (Girls)
- Basketball (Boys and Girls)
- Rugby (Boys and Girls)
- Track (Boys and Girls)

We are a member of the Tennessee Secondary School Athletic Association (TSSAA) for golf, volleyball, and basketball.

We have outlined the following requirements for students in order to make sure our athletic program supports the mission of Soulsville. The requirements for students to participate are below:

- Students must have satisfactory behavior with a minimum of 40 Grammys per week in the HS and 35 per week in the MS as represented on weekly Monday reports.
- Students must be in good academic standing (i.e., No D's or F's) on their Official Mid-Quarter Progress Report and Report Cards. Students who are not in good academic standing on the official mid-quarter progress report and/or the report card will be eligible to play until they are in good academic standing on a weekly progress report.
- Student athletes cannot receive behavioral referrals the day of the game. Student athletes who earn a behavioral referral on the day of a scheduled game will not be permitted to play in that evening's game.
- Students must be present and at school by 10 AM at the latest on the day of a game.
- As per TSSAA requirements, students on athletic teams have study hall every day, Tuesday through Friday, from 3:05-3:45 PM. Practice begins after 3:45 PM.

XVIII. Inclement Weather

During the School Week:

The Soulsville Charter School will be closed (Monday-Friday) when Memphis-Shelby County Schools closes. We will not make a separate announcement for The Soulsville Charter School for Monday-Friday. Announcements regarding Memphis-Shelby County Schools' closings can be found on all of the major television networks. Parents, please be sure to view the announcements closely. If Memphis-Shelby County Schools are in session, then we will be in session.

If there is a need for early dismissal, an announcement will be made on all major television networks, TeacherEase, and Parent Link. Students will also be allowed to make parent/guardian phone calls to inform you of the dismissal time.

For Saturday events:

Since Shelby County Schools does not have school on Saturday, we will make a separate decision regarding closing school. If there is inclement weather on a Saturday, we will post an announcement on the major news channels ONLY if school is closed. If school is open, there will NOT be an announcement.

(Please note: Some television stations post announcements more quickly than others. Please watch all of the major stations. We are not able to control how quickly a television station posts an announcement.)

XIX. Parent's Corner

Setting Up Parent-Teacher and Parent-Administrator Meetings

- We welcome respectful communication and welcome meetings.
- Please note that parents and guardians should not expect a meeting right away if they choose to arrive on campus without a scheduled meeting.
- Teachers will never be pulled out of class to hold parent meetings.
- Administrators plan their days tightly in order to serve the school well, so they may or may not be available to meet upon immediate request.
- Please send an email to the teacher or the administrator you would like to meet with and the meeting will be scheduled within a few days. Or, you may decide that a phone conversation is a better step.
- You may also call the office to request a meeting with a teacher or administrator and the office staff will send an email to the teacher and/or administrator requesting a meeting.

Bringing Students Lunch

If a parent or family member brings lunch for a student, the lunch must arrive before that student's lunch period begins. Parents must bring lunch to the main office. Students cannot leave class to go outside to retrieve the lunch. If lunch is brought after a student's lunch period begins the lunch will not be delivered to the student.

Keeping up with students' grades

TeacherEase

This web-based program allows parents to access information for their child regarding their academic performance for each subject. Teachers will be able to update assignments, quiz grades, and test grades.

Regularly accessing this information will allow parents to monitor students' progress throughout the school year. Parents can also communicate with teachers on a regular basis by using the website's emailing system.

Parents can gain access to get this information by using the following steps:

Step 1: The office will give you an information sheet.

Step 2: Fill out the information sheet by providing your student's name and email address, and parent's name and email address

Step 3: Return this form to the office.

Step 4: The office will then email you a login name and a password. You may get started immediately after receiving this.

Tips for how to Support your Child's Education

- TeacherEase
 - Maintain regular contact with your student's teachers through TeacherEase. Email them through the system. Set up an account on TeacherEase as soon as possible and look for teacher updates, assignment lists, and postings.
- Bi-Weekly Reports
 - Review your student's weekly reports. It will be reviewed during advisory times on most Fridays! It must be viewed by you before Monday at 12 PM.
 - Discuss this report with your student before Monday morning. Praise students for performing well behaviorally and academically. Identify areas for growth and discuss ways they can improve.
- Open Door Policy
 - The Soulsville Charter School has an open door policy. This means that parents are allowed to silently observe their child in class.
 - In order to check-in or come to observe a class, YOU MUST SIGN-IN at the security desk in the Main Building (not in the Academy Building) and then check-in to the front office. For security purposes, the office will contact the classroom to let them know a visitor is on the way. You will be provided an observation badge. Without an observation badge, no parent should be in hallways or in the classrooms during school hours.
 - When signing in, please write your name, date, time-in, time-out, and reason for visit. Before going to class, you must wear observation identification provided by the school office.
 - If any of the information you record at the front desk is false, security will be alerted to escort you out, a report will be filed, and your student will be at risk of being disenrolled at TSCS. The safety of our students is top priority.
 - When entering the classroom, please be as discreet as possible. We do our best to avoid disrupting learning for students. There is usually space in the rear of the classroom for you to sit or stand. Please do not

communicate with the teacher or any students, but silently observe and take notes as needed.

- Parents should always communicate their concerns and thoughts with their child's teachers and school director in a respectful, appropriate, and professional manner. Conversations and meetings will not continue if concerns are not communicated respectfully.
- Teacher Suggestions
 - Review the teacher syllabus for each subject.
 - Ask individual teachers for tips on how to support your child in a particular subject area.
 - Use websites suggested by teachers to reinforce learning for your student.
 - Use the TeacherEase email system and the Kickboard Parent Portal to keep in contact with teachers regarding your child's progress.
 - Parents should not call teachers or administrators before 7:00am or after 8:00pm.
- Use a Morning, Afternoon, and Evening Checklist

Morning Time

- Before leaving, check your child's uniform so that it follows the uniform policy.
- Make sure that they have their school binder in hand.
- Search their backpack to make sure only materials that are allowed are included.
- Remind students of questions they wanted to ask the teacher pertaining to last night's homework. This information should also be written in your student's agenda book for easy reference.

Afternoon Pick-Up

- Make sure that your child has his or her backpack and school binder.
- Ask your child how his or her day went. Allow him or her to tell you 10 things that he or she learned throughout the day.
- Have daily discussions about events that happened at school or about things your child is learning.
- If you need to check grades and you don't have access to the Internet, come into the school, sign in and get a visitor's badge, and use the school's library to check Teacher Ease and Kickboard.
- For additional questions or concerns that require a parent-teacher conference, email the teacher, or call the school office to set up an appointment.

Evening Time

- In the evening when your child gets home, review their school agenda book for important due dates and notices.

- Ask students what they have to do for homework. After the student is finished, check back over the homework to make sure the work is detailed, neat, and has appropriate headings.
- Before going to bed, check to see if the student has filed the work away neatly.
- Before going to bed, have your child tell you 5 things he or she learned from completing his or her homework and 5 things your child would like to ask the teacher about for more clarification.
- Allow your child to get at least 8 hours of sleep. This will allow students to be more alert and ready to learn for the following day.

Conversation Starters

- Tell me 5 things that you learned in each class...
- What was your biggest accomplishment today? What was your biggest struggle?
- What are your goals for the week?
- Which projects or major assignments are coming up? Tell me about them.
- Let's study for the upcoming quiz. I'll ask you some questions (use this question to review for things like multiplication/addition/subtraction quizzes, spelling quizzes, capitals of states and countries quizzes, etc).
- Who is your favorite teacher?
- Who is your least favorite teacher? Why? What do you think you can do to improve that relationship?
- What are the names of your closest friends at school? What classes do you take together?
- Which subject do you perform best in?
- How can I help you with your homework tonight?
- What was your day like?

2023-2024 TSCS Scheduled Parent Events

Open House	Wednesday, August 23rd (4pm-6pm)
Parent/ Teacher Conferences 1 & Parent Night Sessions	Thursday, September 7th (4pm- 7pm)
Parent/ Teacher Conferences 2 & Parent Night Sessions	Tuesday, February 15th (4pm- 7pm)

XX. Frequently Asked Questions and Answers

1. What kinds of extracurricular activities are available? How does my student join?

TSCS offers basketball (MS and HS), volleyball (HS), rugby (MS & HS), golf (HS), and track (MS & HS). Each year, there is the possibility of adding new sports and activities. If a student is interested in an intramural sport, they should ask a teacher to sponsor it.

There are also several clubs at our school. If a student would like to start another club that is not offered, they should find a sponsor, and submit a written proposal to the School Director. A decision will be made following the submission.

2. Do all students have to play an instrument?

At TSCS, all HS students must fulfill a fine arts credit that will involve at least one year of high school orchestra, band, or choir. Previous musical training is not required, but is valued.

3. Do I have to buy or rent a musical instrument?

No, the school provides students with a musical instrument to play and practice on during class. Students will only be allowed to take instruments home if they have permission from the Orchestra/Band Director.

4. Can I take my child out of a certain teacher's class?

We are a small school and traditionally have one grade level teacher per subject. If there is a concern for your student's academic growth in a class, please set up a parent-teacher conference or a conference with an administrator. Together, you can form a plan for how to help your child continue to grow and have success in his/her teachers' classes.

5. Do High School and Middle School take classes together?

No, High School and Middle School will share building space, but they will not have scheduled classes together.

6. Will the school provide breakfast and lunch?

Yes, the school will provide breakfast and lunch every day. Breakfast and lunch are free of charge.

7. When is breakfast time at the school?

Breakfast lasts from 7:08am-7:25am in the Multipurpose Building (MPB). No breakfast will be served after 7:25am.

8. How can I get uniforms?

Uniforms can be purchased and ordered through Cole's Screen Printing. See Uniform Policies on pages 43-45 for more details.

9. Will textbooks be supplied, or will they have a take-home book?

All required classroom textbooks will be supplied, but not all books will be used at home. They will not need to bring textbooks to school every day. If textbooks are issued, students are responsible for taking care of and returning the textbooks. Damaged, unreturned, or lost textbooks will result in a charge being added to the student's account.

10. Will students go on college tours?

Yes, students will have opportunities to go on college tours throughout the school year during special field experiences.

11. Why do we have an extended school day?

We have an extended school day because we value learning and we believe in spending more time on task. This additional time is used to build as many grade level skills as possible and to prepare students for upcoming grades. This allows students to compete with other students locally, regionally, and nationally.

12. Can my child be put into his or her right grade if they come here?

TSCS believes in supporting the educational needs of all children. Students will be assigned to grade levels based on the skill set they have mastered from previous grades. We also adhere to all legal and state-mandated procedures for the placement of students.

We do not guarantee anyone the right to be “pushed up” to the grade that they desire to be in without following several steps and regulations. The Soulsville Charter School reserves the right to make the final decision.

13. Does TSCS have busing?

No, we do not have a school bus system that brings students to our school. Parents are responsible for getting their child to school on time every day. Parents will choose the mode of transportation for doing this.

14. What is the policy for late or missing work?

In order to foster responsibility in students, we have a different late policy for each grade level*. Assignments that are turned in late (either the following day or even on the same day, but after the teacher's request) can receive a deduction in the grade. Please reference the teacher's syllabus for specifics regarding your student's grade level late work policy.

15. Do parents have to sign-in to check students out?

Yes. This is done for the safety of the school and for your child. Failure to sign-in, or using false information when signing in will result in security asking the parent to leave campus, and it could jeopardize your student's spot at this school. See the attendance section for repercussions of early checkouts.

16. What is a disciplinary referral?

A disciplinary referral is given to students who do not honor the school's behavioral expectations: The student has been a disruption to the learning environment and has had to be removed.

When students receive disciplinary referrals, a teacher or an administrator will notify the parent. Numerous disciplinary referrals might be grounds for the disenrollment of the student from TSCS.

Disciplinary referrals will also be reflected in the student's weekly grammy report.

17. What is a charter school?

A charter school is a public school that has a special contract that details how that school will operate (i.e., its mission, goals, academic objectives, and expectations of high performance).

Charter schools are different from traditional public schools because they have a higher level of independence as it pertains to designing rules and setting academic goals. There is also a higher level of accountability for producing results in student growth.

Our Mission: The Soulsville Charter School will prepare students for success in college and life in an academically rigorous, music-rich environment.

18. Enrollment Questions: Who is allowed to attend? How does one enroll?

TSCS is a public, tuition-free charter school. Families that live within Shelby County limits are eligible to attend TSCS. We begin accepting applications in December for the following school year. Completed applications are accepted in the order in which they are received. If we receive more applicants than we have open spots per grade level available we hold a lottery.

XXI. TSCS 2023-2024 High School Staff Directory

First	Last	Role or Subject Area	Email Address
Sumeiah	Altareb	Math III/ SDC Precalculus	saltareb@tscsmemphis.org
Colleen	Amos	Math Instructional Coach	camos@tscsmemphis.org
Tonya	Biles	Associate Dean of Students	tbiles@tscsmemphis.org
Ana	Blanton	Math II/ Math III	ablanton@tscsmemphis.org
Lynese	Brinkerhoff	Junior Seminar	lbrinkerhoff@tscsmemphis.org
Tonesia	Carter	RTI Coordinator	tcarter@tscsmemphis.org
Jennifer	Chalmers	Personal Finance	jchalmers@tscsmemphis.org
Bryan	Colbridge	Computer Literacy/ Graphic Design	bcolbridge@tscsmemphis.org
Sheba	Coleman	Charter School Assistant	scoleman@tscsmemphis.org
Jenna	Connor	Dean of Exceptional Education	jconnor@tscsmemphis.org
Casey	DeBruyn	Chemistry	cdebruyn@tscsmemphis.org
Casio	Dixon	Operations Assistant	cdixon@tscsmemphis.org
Sherita	Donald	Environmental Science	sdonald@tscsmemphis.org
Virginia	Evans	HS SPED Math	vevans@tscsmemphis.org
Jacqueline	Fields	Alumni Support Counselor	jfields@tscsmemphis.org
Samara	Gibbs	ELA Instructional Coach	sgibbs@tscsmemphis.org
Jarmeisha	Gladney	Social Studies Instructional Coach	jgladney@tscsmemphis.org
Whit	Grace	US Government/ Economics	wgrace@tscsmemphis.org

Dee	Gregory	School Nurse	dgregory@tscsmemphis.org
Anna	Handley	SDC American History	ahandley@tscsmemphis.org
Sophia	Hardy-James	English IV	shardy-james@tscsmemphis.org
Cinnaeya	Hicks	FH&O/African American History/APUSH	chicks@tscsmemphis.org
Ilesha	Hogue	Charter School Assistant	ihogue@tscsmemphis.org
Dylan	Hooper	H. Spanish I/ Spanish II & Spanish Instructional Coach	dhooper@tscsmemphis.org
Joy	Irvin	6th-12th School Social Worker	jirvin@tscsmemphis.org
Justin	Jabbour	Tech Support/TSCS Help Desk	jjabbour@tscsmemphis.org
LaTerryan	James	9th/10th Counselor & SGE Director	ljames@tscsmemphis.org
Staci	Johnson	Alumni Support Counselor	sjohnson@tscsmemphis.org
Maylon	Jones	AP Calculus/SDC Statistics	mjones@tscsmemphis.org
Johnathan	Justice	Science Instructional Coach	jjustice@tscsmemphis.org
Anna	Krueger	Physics/ AP Computer Science Principles	akrueger@tscsmemphis.org
Janna	Laubscher	Reading Specialist	jlaubscher@tscsmemphis.org
Ashley	Lowe	Interventionist	alowe@tscsmemphis.org
Matthew	Marseille	High School PE/ Fitness & Conditioning/ Creative Writing	mmarseille@tscsmemphis.org
Shaman	McGowen	MS & HS Band/ Percussion	smcgowen@tscsmemphis.org
Lexie	Naber	Math I/ Math II	lnaber@tscsmemphis.org
Aaron	Noble	English III/H. English I	anoble@tscsmemphis.org
Alandria	Phillips	English I	aphillips@tscsmemphis.org
Jalen	Phillips	World Geography	jphillips@tscsmemphis.org
Veronica	Raynor	Education Service Provider	vraynor@tscsmemphis.org
Darryle	Rogers	Lifetime Wellness	drogers@tscsmemphis.org

Peter	Rosenberger	12th Counselor/Senior Seminar	prosenberger@tscsmemphis.org
George	Saxton	Charter School Assistant	gsaxton@tscsmemphis.org
Matthew	Shelton	12th Counselor/Senior Seminar	mshelton@tscsmemphis.org
Belveth	Simon	MTR Resident- 10th Grade Math	bsimon@tscsmemphis.org
Jordan	Smith	MS & HS Choir/Piano	jsmith@tscsmemphis.org
Bryce	Snyder	Biology/Honors Biology	bsnyder@tscsmemphis.org
Amber	Thomas	School Counselor	athomas@tscsmemphis.org
Ernesto	Torres	H. Spanish II/ H. Spanish III/ H. Spanish IV	etorres@tscsmemphis.org
Heather	Trussell	MS & HS Orchestra	htrussell@tscsmemphis.org
Angela	Watson	HS SPED Reading	awatson@tscsmemphis.org
Arthella	Williams	MS & HS General Music	awilliams@tscsmemphis.org
Marchelle	Williams	English II	mmwilliams@tscsmemphis.org
Mark	Winburne	Math I	mwinburne@tscsmemphis.org

TSCS High School 2023-2024 Leadership Team

Emmanuel	McKinney	<p>HS Director Role involves:</p> <ul style="list-style-type: none"> • Class schedules • HS staff concerns • Graduation requirements • Report cards/ Transcripts • Enrollment 	emckinney@tscsmemphis.org
Ashley	Little	<p>9th & 10th HS Dean of Students Role involves..</p> <ul style="list-style-type: none"> • Detention • Uniforms • Grammy reports • Student/Parent/Teacher conferences 	alittle@tscsmemphis.org
Shanina	Franklin	<p>11th & 12th HS Dean of Students Role involves..</p> <ul style="list-style-type: none"> • Detention • Uniforms • Grammy reports • Student/Parent/Teacher conferences 	sfranklin@tscsmemphis.org

TSCS Whole School 2023-2024 Leadership Team

Carlton	McClelland	Executive Director	cmcclelland@tscsmemphis.org
Maya	Robinson	Managing School Director	mrobinson@tscsmemphis.org
Shericka	Blair	Director of Operations	sblair@tscsmemphis.org
Kelly	King	Director of Academics	kking@tscsmemphis.org
Alexia	Young	Director of RTI & Internal Assessments	ayoung@tscsmemphis.org



Reason for Absence Form

This must be completed by the parent and submitted to the School Director, who will determine whether the absence is excused or not.

Student Name:

Grade:

Date(s) absent:

Reason for absence:

Parent/ Guardian's Signature

Date

(Please staple any related documentation to this sheet.)



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