



2024-25
Middle School
Student-Parent Handbook



1115 College Street
Memphis, TN 38106

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



Student's Name Printed

Student's Signature

Parent's/Guardian's Name Printed

Parent's/Guardian's 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.



Middle School Student-Parent Handbook Initial Form 2024-2025

Directions: Sign your initials next to each statement confirming that you have read the corresponding information in the handbook.
(Parent initials and signature are required for registration; students are asked to sign as well, if present)

_____ 1.	I have received a copy of the Middle School Student-Parent Handbook for the 2024-2025 school year.
_____ 2.	I have read, signed, and understood The Commitment to Excellence form, Mission Statement & Core Values of Soulsville.
_____ 3.	I have read and understood the policy for plagiarism.
_____ 4.	I have read and understood the Grammy system.
_____ 5.	I have read and understood the various Grammy System Rewards my child may be academically or behaviorally eligible for as mentioned in the Student-Parent Handbook
_____ 6.	I have read and understood the Weekly Reports my student will receive every Monday.
_____ 7.	I have read and understood the Detention policy.
_____ 8.	I have read and understood the Suspension policy.
_____ 9.	I have read and understood the Bullying/ Harassment/ Intimidation policy.
_____ 10.	I have read and understood the Attendance, Tardy, Excused Absence Policy.
_____ 11.	I have read about the Referral Process and understood that any referrals my student may receive will be reflected in writing within the weekly report each Monday.
_____ 12.	I have read and understood the Uniform Policy , including rentals and rental fees
_____ 13.	I have read and understood the Cell Phone Policy
_____ 13a.	<ul style="list-style-type: none">• I understand that no student is allowed to bring a cell phone onto campus unless they have written permission from the School Director. (p. 39) If I need an application for permission to bring a cell phone, the parent/guardian should fill out either the hard copy purple form located in the registration welcome bundle and school office or the "Cell Phone Permission Application"
_____ 13b.	<ul style="list-style-type: none">• I understand that even those students who have been granted permission from the School Director must turn in their phone in the designated drop off area each morning, and may not have it outside of a bag or pocket at any time while on campus.
_____ 13c.	<ul style="list-style-type: none">• I understand that any phones and devices that are on campus in violation of the above rules will be confiscated and that confiscated phones/devices can only be picked up by a parent or guardian on a specified date. Phones confiscated on Monday, Tuesday, or Wednesday can be picked up Friday. Phones confiscated on Thursday or Friday can be picked up the following Monday.
_____ 14.	I have read and understood the student materials and resources.

_____ 15.	I have read and understood the Social Networking policy .
_____ 15a.	<ul style="list-style-type: none"> I have read and understood the student consequences in regards to inappropriate video sharing and video recording.
_____ 16.	I have read and understood the Middle School Policy regarding food items
_____ 17.	I have read and understood the Middle School Passport .
_____ 18.	I have read and understood the Arrival, Drop-off, and Dismissal procedures and that no students are ever allowed to wait or get picked up on the surrounding streets.
_____ 18a.	<ul style="list-style-type: none"> I have read the procedures involving laminated dashboard numbers (p. 48) and understood that I will receive a separate dismissal number for each middle schooler I have enrolled at TSCS and each of these numbers should be placed on my dash at dismissal.
_____ 18b.	<ul style="list-style-type: none"> I also understand that each middle school student, including those who do not expect to be picked up in a car, will receive their own dismissal number this year.
_____ 19.	I have read and understood the Aftercare Program policy .
_____ 20.	I have read and understood the TSCS Chromebooks Laptops FAQs & Handbook .
_____ 21.	I have read and understood the TSCS approach in regards to locker/student searches .
_____ 22.	I have read and understood the TSCS MS policy when it comes to restroom breaks .
_____ 23.	I understood that my child may be requested to remain at school for tutoring .

I will review the above expectations, as well as the rest of the Student-Parent Handbook, with my student.

Printed Parent Name (required)

Parent Signature (required)

Date

Printed Student Name (Required)

Student Signature (if present)

Date

Table of Contents

I. COMMITMENT TO EXCELLENCE AGREEMENT 2024-2025 7

Parent-Student Handbook Initial Form –p. 2

II. LETTER FROM SOULSVILLE 9

III. PURPOSE AND PRINCIPLES 11

Mission Statement –p. 12

Core Values –p. 12

Stance of Diversity, Tolerance, and Community–p. 12

Soulsville Creed –p. 12

Our Nickname: The Soulsville Revolution –p. 12

Our Mascot: The Tornado –p. 12

IV. ACADEMICS 13

Grading Periods 2024-2025 –p. 14

Promotion/Retention –p. 14

Grades –p. 14

Calculating Your Grade Point Average (GPA) –p. 15

MS 2024-2025 Grading Policy –15

Principal’s List, Dean’s List, Honor Roll, and Perfect Attendance–p. 15

Weekly Reports, Progress Reports and Report Cards –p. 15

Study Requirements –p. 16

Grade Level State Assessments –p. 16

Tutoring –p. 17

V. ACADEMIC CONDUCT 19

Plagiarism –p. 20

Cheating –p. 20

Honor Code –p. 20

Academic Referrals –p. 21

VI. CODE OF CONDUCT 24

Grammys –p. 24

Gold and Platinum Students –p. 26

Weekly Grammy & Academic Report –p. 26

General Behavioral Expectations –p. 27

TSCS Chromebooks Laptops –p. 30

The Soulsville Charter School Artificial Intelligence Policy 2024-25 p. —32

Rewards –p. 34

Referral Process –p. 35	
Detention –p. 36	
Suspensions –p. 37	
Manifestation Determinations p. 38	
Harassment, Intimidation, Bullying or Cyberbullying –p. 39	
Reporting an Incident –p. 40	
School Disenrollment/Disinvite Policy Explanation – p. 41	
Zero-Tolerance Issues –p. 42	
Random Student Searches –p. 42	
Using Campus Phones/Main Office Access –p. 42	
Student Protocol Tips for Handling Problems –p. 42	

VII. ATTENDANCE AND TARDY POLICY

45

Attendance –p. 45	
Absences –p. 45	
Absence Excuse Notes –p. 46	
Tardiness –p. 47	
Office Procedure when Tardy or Absent –p. 47	
Checking Students Out –p. 48	

VIII. UNIFORMS

49

Middle School Uniform Policy –p. 50	
Uniform Violations –p. 52	
Special Events Dress Code –p.52	

IX. CELL PHONE POLICY

53

X. STUDENT MATERIALS AND RESOURCES

55

TSCS Binders –p. 56	
Computers and Electronic Devices –p. 56	
Library Expectations –p. 56	
Lockers –p. 56	

XI. SOCIAL NETWORKING:PHOTOGRAPHY VIDEO TEXTING AND SOCIAL MEDIA

58

XII. FOOD ITEMS

62

XIII. SOULSVILLE PASSPORT

64

XIV. STUDENT DAILY CHECKLIST

66

Arrival Procedures –p. 67	
Dismissal Procedures –p. 67	
After Care Program –p. 70	

XV. INCLEMENT WEATHER POLICY

72

XVI. PARENT’S CORNER

74

Hierarchy for Addressing Concerns p. —75

Family Engagement Plan –p. 76

Keeping up with your Student’s Grades –p. 76

Tips for how to Support your Child’s Education –p.77

Conversation Starters –p. 78

XVII. FREQUENTLY ASKED QUESTIONS AND ANSWERS

79

XVIII. TSCS MIDDLE SCHOOL STAFF DIRECTORY

81

XIV. INDEX SECTION

83

Reason for Absence –p. 85

TSCS Complainant Statement –p. 86

**THE SOULSVILLE CHARTER SCHOOL
COMMITMENT TO EXCELLENCE
AGREEMENT**



1115 College Street
Memphis, TN 38106

I. THE SOULSVILLE CHARTER SCHOOL COMMITMENT TO EXCELLENCE AGREEMENT 2024-2025 School Year

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 Assigned Mandatory Tutoring (AMT) sessions 3:10 p.m. – 4:00 p.m. (HS) /3:15 p.m. – 4:05 p.m. (MS) 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 will work hard to keep my grades in good academic standing.
- 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 _____

Student's Signature

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 Assigned Mandatory Tutoring from 3:10 p.m. – 4:00 p.m. (HS) /3:15 p.m. – 4:05 p.m. (MS) 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 work cooperatively with the school to ensure our child maintains proper discipline and good academic standing.
- 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 _____

Parent's/ Guardian's Name (Please Print)

X _____

Parent's/ Guardian's Signature

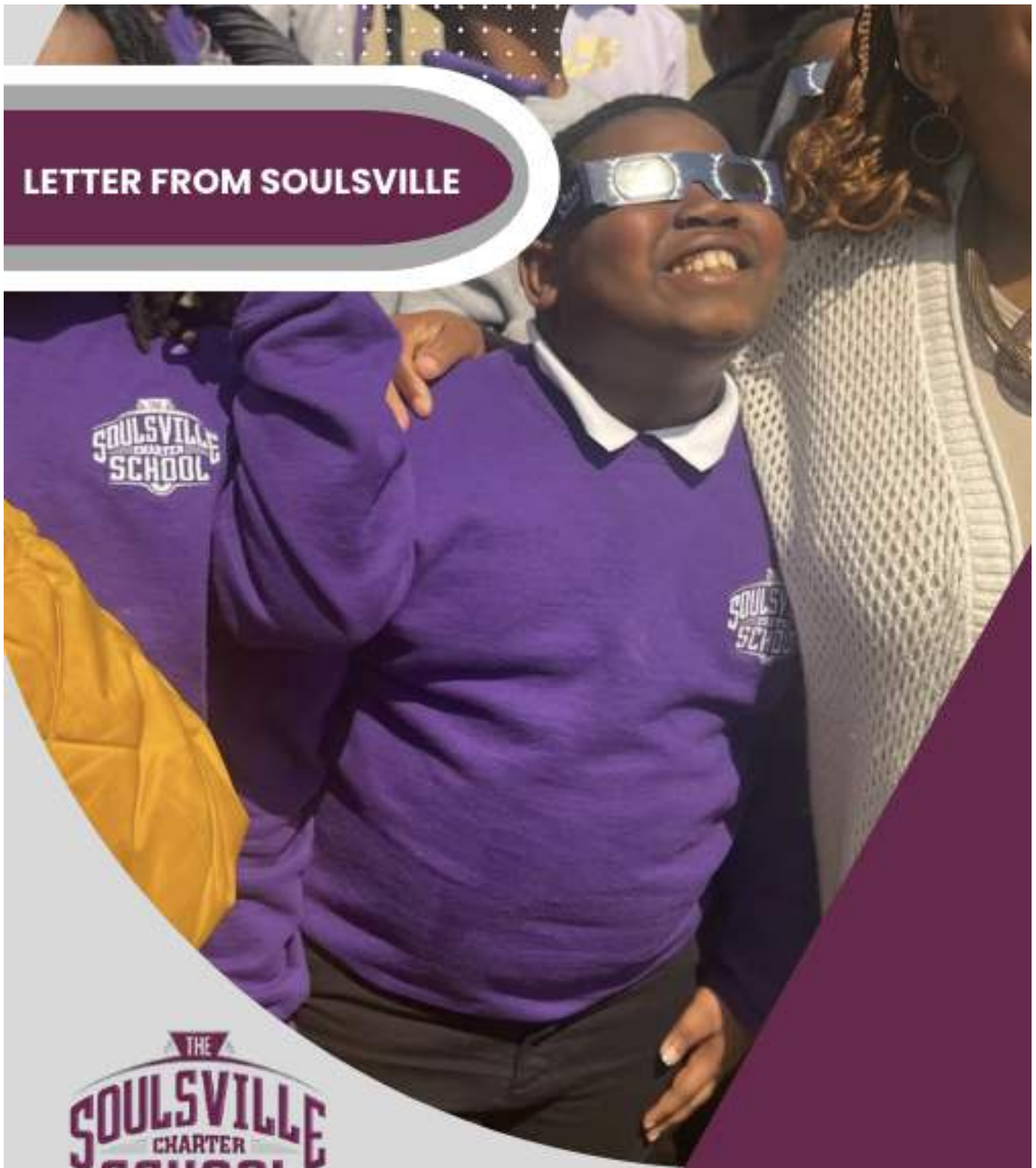
THE SOULSVILLE CHARTER SCHOOL'S COMMITMENT:

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 unique student learning exposure opportunities throughout the school year.
- We will provide consistent access to office hours/ tutoring after school hours.
- We will provide consistent academic supports and interventions during school hours
- 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.

LETTER FROM SOULSVILLE



1115 College Street
Memphis, TN 38106



II. LETTER FROM SOULSVILLE

Welcome to the Soulsville Family!

Dear Parents, Guardians, Caretakers, and Students,

We are thrilled to welcome you to the Soulsville family, a community dedicated to your education and success. Here, you'll find a wealth of resources to help you thrive academically and professionally. Our commitment to high standards and high expectations ensures that you will be well-prepared for college and beyond.

At Soulsville Charter School, academic excellence is our top priority. We encourage students to embrace a love of learning, a drive for self-improvement, and a heart for leadership and service. By upholding values of respect, integrity, scholarship, and empathy, there is no limit to what our community can achieve.

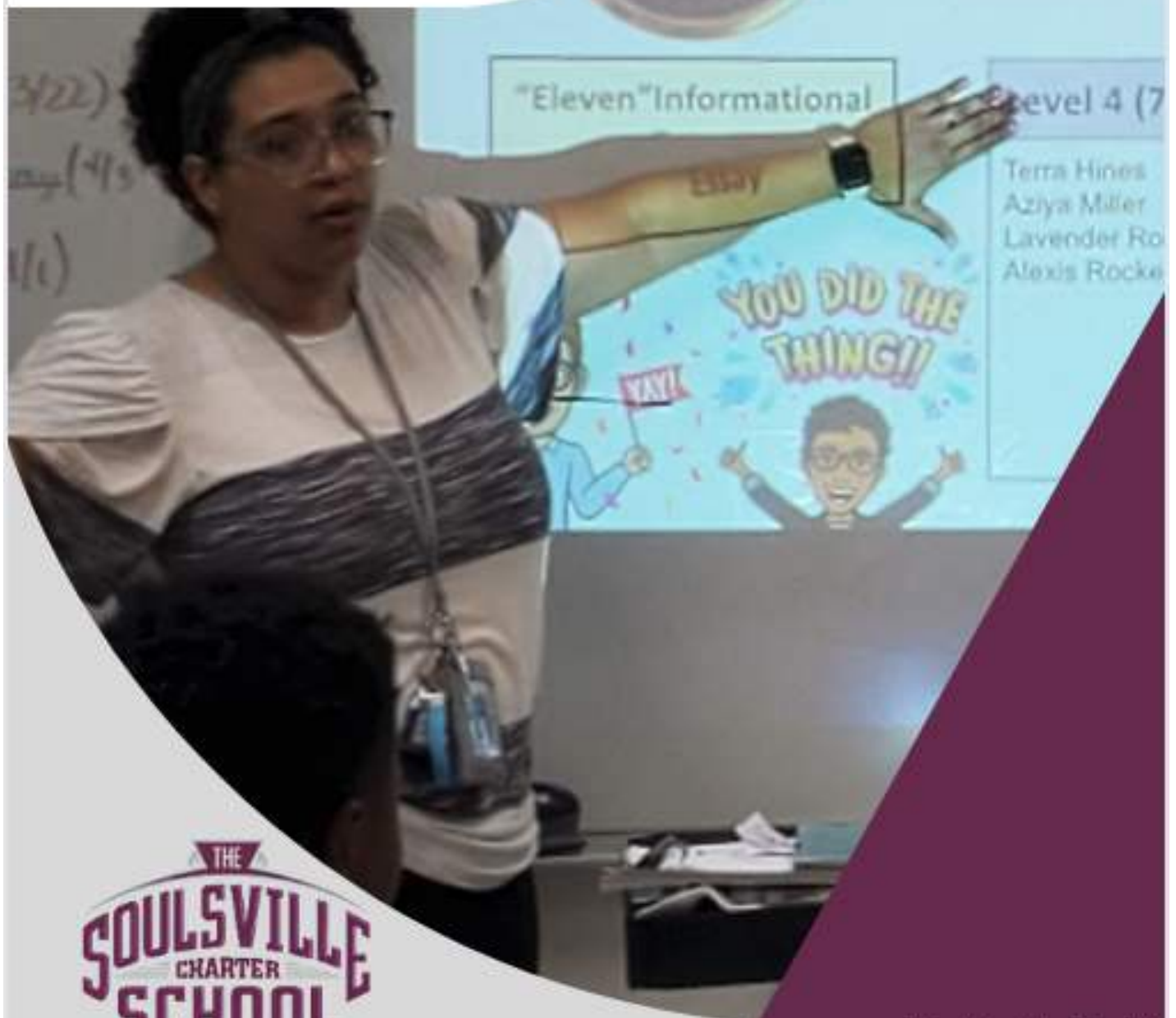
Despite being a small school, we have accomplished BIG things:

- Partnerships with prestigious organizations like Memphis Challenge, Memphis Ambassadors, Bridge Builders, Leadership Memphis, Stax Music Academy, Memphis Symphony Orchestra, Memphis Grizzlies, ROX, and Memphis Athletic Ministries.
- 100% college acceptance rates for every graduating class from 2012 to 2024, with millions of dollars in grants and scholarships.
- Recognition as one of the "Best High Schools" in the country by US News and World Report.
- Performances for music legends Stevie Wonder and John Legend.
- Features on the TODAY Show and MSNBC's "Morning Joe."
- The only middle school in Memphis visited by the C-Span bus.
- Awards for Gains in Achievement and the SCORE prize for top high school in the state.
- Various community service projects.

With your commitment to our mission, we can accomplish even more. Let's make this year awesome!

~The Soulsville Charter School Family

PURPOSE AND PRINCIPLES



1115 College Street
Memphis, TN 38106

III. PURPOSE AND PRINCIPLES

THE SOULSVILLE CHARTER SCHOOL'S 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 RISE” (**R**espect, **I**ntegrity, **S**cholarship, and **E**mpathy).

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

- **RISE** to any challenge they face.
- **RISE** above negativity and bad influences.
- **RISE** as graduates of high school, college and/or their personal chosen pathways in life.
- **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.

STANCE ON DIVERSITY, TOLERANCE, AND COMMUNITY

The Soulsville Charter School respects all aspects of an individual including race, ethnicity, gender expression, sexual orientation, socio-economic background, age, religion, and ability. We value diversity and welcome differences. As a Community, we will respect and protect the rights of all students to learn and to feel safe. Bullying, harassment, intimidation, and any other activities that make members of our Community feel unsafe or unwelcome, will not be tolerated.

SOULSVILLE CREED

The following is our Soulsville Creed. It is recited every morning in the 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.

ACADEMICS



1115 College Street
Memphis, TN 38106

IV. ACADEMICS

GRADING PERIODS

<u>Grading Period</u>	<u>Official Mid-Term Progress Report</u>	<u>Report Card Issued</u>
Quarter 1: August 5-October 4	September 4, 2024	October 23, 2024
Quarter 2: October 14-December 20th	November 13, 2024	January 15, 2025
Quarter 3: January 6- March 7	February 5, 2025	March 26, 2025
Quarter 4: March 17- May 23	April 16, 2025	Mailed Home

PROMOTION/RETENTION

Promotion shall be based on successful completion of core academic classes, as well as skill mastery. It shall be considered on the basis of what is best for the child in terms of school success.

Retention is used to help students improve their knowledge base by providing an additional year of instruction to address inadequate skills mastery. Retention will be considered on an individual basis. Deficiencies in several of the factors to be considered in deciding what is best for the student that are listed above indicate that retention shall be considered.

- Grade 6-8 - Promotion should be based on attainment of a grade of 60 or above in 1) both Language Arts and Mathematics and 2) either Science or Social Studies.

GRADES

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.

<u>Grading Scale</u>	<u>Numerical Value for GPA</u>	<u>GPA Points</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0

CALCULATING YOUR GRADE POINT AVERAGE (GPA)

- Give each of your final course grades a numerical value according to the table above.
- Take the average of these numerical values. For example, if you took five courses, you should add all of the values together and divide by five.

Example:

Numerical Grade Letter + Grade GPA Points Average = Final GPA

	76	95	88	93	72	
Numerical Grade Letter	(C)	(A)	(B)	(A)	(C)	
Grade GPA Points Average	2	4	3	4	2	$\div 5 = 3$

$$2 + 4 + 3 + 4 + 2 \div 5 = 3$$

MS 2024-2025 TEACHER GRADING POLICY

- Student grades are based on two categories: Mastery and Effort.
 - 70% of student grades comes from Mastery
 - 30% of student grades comes from Effort
- Mastery and Effort grades have a grade floor of 50%, meaning a 50% is the lowest grade that will be entered.
- Missing assignments will be entered into Powerschool as a 50%, with a note identifying the assignment as “Missing”
- Students have until the end of the unit or chapter to submit late work without penalty.

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:

- **Executive Award**- All A’s and Perfect Attendance for the entire school year
- **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

WEEKLY REPORTS, PROGRESS REPORTS, AND REPORT CARDS

Students will receive academic and behavior reports every week in their academic intervention class. In addition, parents, guardians, and students will have access to their Powerschool and kickboard accounts at all times to view their academic and behavioral data.

Quarterly Progress Reports are released mid-Quarter each quarter (see page 9 for specific dates).

Report Cards will be sent home with students at the end of each quarter. In order to get the student’s report cards, parents **MUST** come to the school on Report Card days to pick them up. Please see the school calendar for these dates. On Report Card days, parents will get additional reports of student progress on practice-standardized tests and universal screeners. The

last report card will be mailed home. All outstanding fees will need to be paid before report cards are released.

STUDY REQUIREMENTS

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

Grade Level Recommended Study Hours and Homework Time

6th grade = 1 hour per night

7th grade = 1.5 hours per night

8th grade = 1.5 hours per night

GRADE LEVEL STATE ASSESSMENTS

All middle school students, grades 6-8, take TNReady assessments in math, English-Language Arts, social studies, and science. Results of state testing are communicated via the state of Tennessee. To prepare for these assessments all students take Soulsville Scholar Interim Assessments (SSIAs) three times a year (end of Q1, Q2, and Q3). Soulsville will communicate the results of SSIAs to families in Weekly Reports.

Students also take I-Ready reading and math assessments three times a year (end of Q1, Q2, & Q4) in order to gauge progress in individual reading levels. Soulsville will communicate I-Ready reading and math assessment data throughout the year in Weekly Reports.

Academic Intervention

All middle school students, grades 6-8, take Academic Intervention from 7:40 am-8:35 am daily. TSCS believes all students deserve high quality Tier I instruction, all students can benefit from intervention and enrichment, and all students can graduate from high school with knowledge and skills to embark upon their chosen path in life. The Academic Intervention program was designed to ensure all students receive the instruction and focused time necessary to be successful. Academic Intervention follows Tennessee's framework-Response to Instruction and Intervention (RTI²) and provides enrichment opportunities based on students' needs.

What is RTI² ?

RTI² is a multi-tiered delivery approach that uses a data-driven problem-solving model that begins with high-quality, differentiated instruction throughout the day and emphasizes intervening with students when they start to struggle to avoid prolonged academic difficulties.

Students are placed in a Tier Group based on the Tennessee Mandated Universal Screener. Students in grades 6-8, will take the Universal Screener 3x a year. Intervention is implemented when data indicate a student is not making adequate gains from Tier I instruction alone to fill basic skill gaps. Tier II and Tier III intervention targets student's identified areas of deficit in small groups. Tier III is more intensive than Tier II and interventions are provided to students who have not made significant progress in Tier II, or who are more than 1.5 grade levels behind. Tier I students during Academic Intervention will participate in project-based learning to continue pushing their reading and math skills.

AMT (Assigned Mandatory Tutoring)

Our mission is, "...to prepare students for success in college and life..." We believe that all of our students deserve a well-rounded education that will give them the opportunity to achieve at very high levels. We are committed to providing the support necessary for our students to achieve at these levels, and often these supports must extend beyond the normal school day. For this reason, students will have access to tutoring throughout the week after school. Students may attend in order to receive help with any of the following:

- Organizational Skills
- Struggling Grades in particular subjects
- Targeted Reading and/or Math support
- State Test preparation*
- Missing assignments

When: Tutoring will occur Tuesday- Friday from 3:15-4:05 p.m. When students stay for tutoring, parents are expected to pick students up by 4:15 p.m. At 4:15 P.M. all remaining students will report to After Care.

- The goal of AMT is to provide students with the extra support that they need to increase their mastery and set them up for success on TNReady exams, which will in turn help them become more college-ready.
- As stated and agreed upon by all parent/guardians in the Commitment to Excellence, "We will ensure that our child attends daily tutoring sessions (3:15-4:05, Tues-Fri) when assigned."
- AMT takes place from 3:15 pm until 4:05 pm, Tuesday through Friday.
- Students are considered extremely tardy after 3:20 PM and will be considered absent after 3:25PM. Students who arrive after 3:20 will receive the equivalent discipline for skipping class.
- If students are assigned to AMT, attendance is required. TSCS considers AMT to be part of the regular school day. If a student skips AMT they will receive detention, which is the equivalent punishment to skipping a class. If a student habitually skips AMT, a Commitment to Excellence meeting will be held.
- Students are not allowed to check out early from AMT. If an emergency arises, the parent/guardian should contact the School Director.
- AMT will start on September 10th. Students will receive a passport to place in the front of their binder that reminds students of their days and location.

ACADEMIC CONDUCT



1115 College Street
Memphis, TN 38106

V. ACADEMIC CONDUCT

PLAGIARISM

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

****The Soulsville Charter School used the website "Plagiarism.org" to provide this information. (Citation below)*

"What is Plagiarism?" (n.d.) Retrieved from http://www.plagiarism.org/plag_article_what_is_plagiarism.html

CHEATING

Cheating of any kind and on any assignment is unacceptable. This practice will not be tolerated at the Soulsville Charter School. Not only is it something that could result in a student's expulsion from any college or university, but it also violates our school's honor code. Disciplinary consequences include a variety of actions, including the possibility of removal from the school. (Please see the policy for Academic Referrals.)

HONOR CODE

Soulsville students will be instructed to write this statement on some major tests to show their dedication to the school honor code, to show they will not cheat, and to show they will not plagiarize work.

“On my honor, I have neither given nor received assistance on this assignment.”

ACADEMIC REFERRALS

A student will receive an academic referral for cheating or plagiarizing. All Academic Referrals go into the student’s permanent Soulsville 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 Alert after 1 Academic Referral
 - Mandatory conference with parent and School Director
 - Home suspension
 - Disenrollment from The Soulsville Charter School
- 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

1. 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.
2. Purdue OWL defines plagiarism as “the uncredited use (intentional or unintentional) of somebody else’s words or ideas” (Stolley, Brizee, Paiz, 2013).
3. 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 50%. Students may or may not have the option to redo the assignment, pending teacher discretion.
- 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, MS Dean of Students, or the MS Director.
- A pattern of plagiarism may be grounds for expulsion, out-of-school suspension, and/or loss of other school privileges.

Ways to Avoid Plagiarism

Citation

- What is a citation? A citation is a 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.
 - Reach out to your teacher if you have any questions about plagiarism.

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.**

CODE OF CONDUCT



1115 College Street
Memphis, TN 38106



VI. CODE OF CONDUCT

GRAMMYS

Each day students are present, they will begin the day with 10 Grammys deposited into their personal TSCS Grammy account.

This number can change. Students who support the Core Values by displaying **Respect, Integrity, Scholarship, Empathy, and Community** in some way throughout the day can earn merit Grammys. These extra Grammys will be exhibited based on the 24 Character Strengths (see list below). If a student disrupts the learning environment or displays behavior that DOES NOT align with the core values and mission, he or she will receive a demerit Grammy.

Grammy totals will be used to determine whether students earn weekly, quarterly, and end-of-year rewards.

CHARACTER STRENGTHS & DEFINITIONS

Appreciation of Beauty & 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
Honestly	Speaking the truth
Hope	Expecting the best and working to achieve it
Humor	Liking to laugh; bringing smiles to other people; seeing a light side
Humility	Letting one's victories speak for themselves; not seeking the spotlight
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
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 the 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

GOLD AND PLATINUM STUDENTS

- **Gold and Platinum** students are those who have earned an exceptional number of Grammys.
- Middle School students are expected to meet specific benchmarks for Gold and Platinum status and for special uniform privileges. To earn **Gold**, students must earn at least 50 Grammys per week. To earn **Platinum**, students must earn at least 55 Grammys per week. Special exceptions (such as changes for short weeks) will be printed on weekly Grammy reports.
- Middle School students who earn **Gold** or **Platinum** status will receive a notification detailing their earning status in their Monday weekly report.
- Each week students will have a new opportunity to earn Gold or Platinum status.

WEEKLY GRAMMY AND ACADEMIC REPORT

- Students will receive Weekly Reports every week during advisory. In addition, parents, guardians, and students will have access to their Powerschool and kickboard accounts at all times to view their academic and behavioral data.
- The Weekly Reflection requires your student to stop and reflect on his or her own academic progress and character, and then set goals for the coming week.
- The Grammy Report will display the students' Grammy totals from the previous week. It will identify Core Value Grammys earned and behavioral patterns that need improvement. Teachers and administrators will also include special notes that will be reviewed by parents and students.
- The report will cover the days Friday-Thursday of the previous week.
- Students that turn in their weekly report by Tuesday with their parent, guardian, or caretaker's signature, will be allowed to eat their lunch outside.

GENERAL BEHAVIORAL EXPECTATIONS

- Academic Intervention (AI)
 - Academic Intervention (AI) will take place beginning at 7:40.
 - If students have not crossed the threshold of their AI door by and/or are not seated in their assigned class by 7:40 AM they are considered tardy to school and will need to follow the protocol for tardy students. (See Attendance and Tardy Policy)
 - During this time, students will hear morning announcements and mentally prepare for the day.
 - Community Base will end with students rising to say the Soulsville Creed.

- Organization Hour (Org. Hour)
 - Organization Hour (Org Hour) will take place every Monday from 7:40-8:10 for 6th and 7th grade students and 7:40-8:15 for 8th grade students.
 - This is time that has been crafted out for all MS students at Soulsville to ensure that you all are organized.
 - You will look through and clean out your binders and ensure that you are updating information in your agenda book.
 - You will also reflect on your behavior and grades during this time.

- Storage of Materials
 - Materials are always stored neatly underneath the desk. Backpacks, purses, or handbags are not permitted in the classroom. They must stay in lockers.

- Tracking
 - When someone is talking, students should give that person their undivided attention. They show this by “tracking.” Tracking means that you are actively looking, listening, and even turning your body to make sure your eyes are following the speaker.

- 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. Code Yellow is slightly above a whisper. It’s just loud enough for someone very close to hear what you have to say.
 - 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, he/she may receive a demerit which will negatively impact their Grammy score.

- Hallway
 - 6th/7th grade middle school students are on CODE RED in the hallway. They walk in straight lines with their class on the right-hand side of the hallway and stand a block away from the scholar in front of them.
 - In preparing for high school, 8th grade middle school students have an open CODE YELLOW transition in the hallway.

- MS Restroom Procedure
 - In the restrooms, students move quickly and exit as soon as they finish.
 - 6th Grade middle school students use the restroom during scheduled restroom breaks, which happen periodically throughout the day. Each student also receives two emergency passes per semester. When a student asks to use an emergency pass, the teacher should treat it as a true emergency, take the pass, discard it (so it cannot be reused) and give the student one of the laminated restroom passes from the classroom.
 - 7th and 8th grade middle school students have an open restroom policy. Meaning that they will be sent to the restroom at the least abrasive time as needed. Their restroom usage will be tracked by their grade level

teachers to ensure that the privilege is not being abused.

- Teacher/Administrator/Staff Directions
 - When a student is given directions by any member of the Soulsville Charter School staff, they should do it quickly. They should not question the authority of the teacher or make any disrespectful gestures (eye rolling, lip smacking, sucking teeth, disrespectful responses or gestures, etc.).

- Responding to Adults
 - Students should make eye contact with the adult.
 - They should use a clear and audible voice when answering the adult.
 - All interactions should be respectful.

- Grammar
 - Students are expected to use correct grammar at all times.
 - Using colloquialism terms in the classroom or in the hallway is not permitted.
 - If a student uses incorrect grammar, they will be asked to repeat their statement using correct grammar.

- Voice Codes
 - 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, to get the attention of a large group of students quickly, or in the hallways of the Middle School.

 - 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. Some of these examples include: saying “excuse me” when you are trying to pass by or when you bump into someone accidentally; saying “bless you” when someone 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 above a whisper or just loud enough to get the job done. Students will communicate to students nearby, not across the room. Students may not go on this code without explicit permission from a teacher or administrator.

 - Code Green – This code is usually used when students are being dismissed after school. It is slightly above code yellow. Since this code is generally used only after school, students do not need a teacher or administrator’s permission to transition to this code.

 - When students are asked to answer a question in class, they are expected to answer confidently and clearly to the teacher. Mumbling is not allowed.

- Shaking Hands
 - Shaking hands is a socially acceptable greeting students will use often at The Soulsville Charter School. They will be allowed to greet staff and students in this way.
 - When shaking hands, students should look the person in the eye, and give the person a firm (not tight) handshake.
 - Shaking hands should be used for the following: introduction to someone (students should introduce

themselves, and follow with a question: How are you doing? May I help you? What brings you to Soulsville?); closure to a conversation, or when they want to show appreciation for something.

- 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. 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
 - Frontal, back, and side hugs

- 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.
 - In order to be prepared, students should have at least 2-4 mechanical pencils and plenty of lead.
 - Pencil pouches are required. Only school approved items should be kept inside pencil pouches.

- Office
 - Students will not be allowed to go to the office during class unless they become seriously ill.
 - When a student arrives tardy to school, he or she must receive a tardy pass in order to be admitted to class.
 - 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 MUST have a pass signed by an administrator that states 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.
 - First Last Name
 - Date
 - Unit/Class/Assignment
 - Middle School students turn in assignments in accordance to their grade level designated locations whether written or virtual (refer to page 11). Anything turned in after 7:40 am will be considered late.

- Calling Teacher Cell Phones
 - Students can call teacher cell phones for homework and other help if the teacher provides that option..
 - 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 contact the teacher again.

*****Teachers may or may not give out their cell phone numbers. Teachers who want to give out their cell phone numbers**

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. ***

- Student Agendas
 - Whenever students receive a homework assignment or are reminded of an important date, they MUST automatically record them in their TSCS agenda book.
 - Once they get out their agenda book, they must record all assignments and important dates.
 - Parents and students should review the agenda book and its reminders on a daily basis together.
 - Students are also required to track the ins and outs of class using their student agenda book in the section allotted.

- Breakfast
 - Breakfast will be in the Multipurpose Building.
 - Breakfast will be served from 7:08-7:20 a.m.
 - Students have until 7:25 a.m. to finish eating, and should not take food from the Multipurpose Building.

- Independent Reading Material
 - Students at The Soulsville Charter School are encouraged to read as much as possible.
 - Middle School students should have an independent reading book at all times.
 - Academic magazines do count as independent reading material. If the student has a non-academic magazine, the school reserves the right to determine whether that magazine is academically appropriate or not.
 - Reading material must be age-appropriate.
 - Inappropriate reading material that has explicit sexual content or inappropriate language is not permitted.
 - The school reserves the right to determine whether reading material is appropriate or not.

SCHOOL ISSUED Chromebook

For more information regarding TSCS Chromebook please refer to the TSCS Laptop Handbook

Chromebook EXPECTATIONS for Middle School Students

As we embark on an exciting journey of learning and exploration, I would like to outline our Chromebook expectations to ensure a positive and productive digital environment for all. Chromebooks are valuable tools that empower you to engage with educational resources, collaborate with peers, and develop essential skills for the future. By adhering to the following guidelines, we can make the most of this technology while fostering a responsible and respectful digital community:

1. Care and Responsibility:
 - Treat your Chromebook with utmost care and respect at all times.
 - Keep your device clean and free from any unauthorized stickers or alterations.
 - Transport your Chromebook in the provided protective case to avoid damage.

2. Charging and Battery Management:
 - Be sure to plug in your Chromebook to ensure it is ready for the school day.
 - Use the device responsibly to conserve battery life throughout the day.
 - Notify a teacher or staff member if you encounter any battery or charging issues.

3. Logins and User Accounts:
 - Use your assigned Chromebook and account exclusively for academic purposes.

- Never share your login credentials with others or allow someone else to use your account.

4. Online Conduct and Communication:

- Engage in respectful and responsible online interactions with peers, teachers, and staff.
- Refrain from engaging in cyberbullying, harassment, or inappropriate behavior online.
- Report any incidents of inappropriate online conduct to a teacher or staff member.

5. Digital Citizenship:

- Understand and uphold our school's digital TSCS Laptop Handbook guidelines.
- Cite and credit all sources appropriately when using information from the internet.
- Respect copyright laws and avoid plagiarism in any online work or submissions.

6. Privacy and Security:

- Keep personal information confidential and avoid sharing sensitive details online.
- Report any security concerns or suspicious activities related to your Chromebook to a teacher or staff member immediately.

7. Device Management:

- Install and use only school-approved apps and extensions on your Chromebook.
- Notify a teacher or staff member if you encounter technical issues or require software updates.

8. Offline Work and Data Backups:

- Save your work regularly to avoid losing progress in case of technical difficulties.
- Create backups of important files and projects to Google Drive or external storage.

9. Responsible Internet Usage:

- Use the internet for educational purposes and adhere to any school-specific internet usage policies.
- Avoid accessing inappropriate or distracting websites during class time.

10. Classroom Guidelines:

- Respect and follow any additional classroom-specific Chromebook guidelines set by your teachers.

By adhering to these Chromebook expectations, you are actively contributing to a safe, focused, and successful digital learning environment for yourself and your peers. Your responsible use of technology will empower you to embrace new opportunities and thrive in your academic journey.

Chromebook CONSEQUENCES

- 1st Offense - Verbal Warning and a Grammy demerit is distributed
- 2nd Offense - Device is confiscated with loss of technology privileges* the remainder of the **class period**
- 3rd Offense - Device is confiscated with loss of technology privileges* the remainder of the **school day**; student conference with Dean of Students; communication outreach sent to parent(s)/guardian(s)
- 4th Offense - Loss of in-school technology privileges* for **24 hours**; conference with parents
- 5th Offense - Loss of in-school technology privileges* for **5 school days and notify parents**

***Students that continue to violate Laptop privileges may forfeit all in-school privileges

Although students will not be permitted to take school Chromebooks home, each student will have access to chromebooks while on campus based on individual teachers' technology needs.

The Soulsville Charter School Artificial Intelligence Policy 2024-25

Computer and Internet Use

All 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.

Student Internet and Electronic Acceptable and Prohibited Use Policy (amended July 2024)

Students shall take necessary precautions and be held accountable for engaging in appropriate technology behaviors when accessing and utilizing District digital and technology resources. This includes use at school, home, or other locations off campus property. Inappropriate use may result in disciplinary action with illegal use being reported to the authorities.

Incidental Personal Use

Incidental use of District digital and technology resources should be kept to a minimum and cannot interfere with teaching and learning responsibilities and/or disrupt District operations. This includes, but is not limited to, using non-TSCS issued email

accounts/addresses for personal use when accessing TSCS digital and technology resources, and/or accessing social networking sites (Facebook, YouTube, Twitter, etc.) during school hours.

Acceptable Use

Acceptable use, at minimum, shall be respectful; support curriculum and instructional policies; enhance learning opportunities; develop skills in information retrieval, research, critical thinking, communication, collaboration, and creativity; and encourage educational and career development.

Prohibited Use

The inappropriate uses of TSCS digital and technology resources, including, but not limited to, the following, are prohibited:

- Using the Internet to create, access, or transmit information that is obscene or vulgar, that advocates dangerous or illegal acts, or that advocates violence or hatred toward any group (written approval by the teacher and the parent may be required when a research project involves accessing information on the Internet relating to dangerous or illegal acts or, violence, or hatred toward a group);
- Sending or displaying offensive or threatening messages or pictures (including jokes) that are intended to offend, harass, intimidate, or demean recipients;
- Damaging computers, computer systems, or computer networks, and/or software components, (e.g., viruses or other malicious codes);
- Hacking or attempting unauthorized access to any computer;
- Plagiarizing or violating copyright or other applicable intellectual property laws, including but not limited to claiming Artificial Intelligence generated content as one's own work;
- Downloading, installing, and using programs that infiltrate computing systems;
- Using another person's username, password, or other identifier (impersonation), or accessing another's folders, work, or files without prior consent or authorization;
- Falsifying, concealing, or misrepresenting the student's email identity (spoofing);
- Using Artificial Intelligence for test taking or other assessment purposes without permission from the instructor; and
- Using District digital and technology resources in violation of existing Board policies and guidance.

Responsibilities

- A. Students (parents/guardians) are responsible for complying with this Policy.
- B. Teachers are responsible for delivering digital citizenship training (provided by the Educational Technology department) to students, and for monitoring use of the TSCS's digital and technology resources in their classrooms to ensure student use is in accordance with TSCS and MSCS District guidelines.
- C. School Directors are responsible for ensuring all teachers have delivered and all students have completed digital citizenship training for their school.
- D. The Information Technology department is responsible for monitoring TSCS's digital and technology resources, and for answering any questions related to informational technology.
- E. The Information Technology department is responsible for management of student devices and the annual acceptable use agreement.

REWARDS

- **Weekly Rewards:**

- Rep the Revolution –All Middle School students will be eligible to wear a college t-shirt or Soulsville t-shirt of their choice on Fridays.. Clothing must be of appropriate fit and may not have writing or alterations (e.g. tears or holes). TSCS reserves the right to determine whether an article of clothing is appropriate. The rest of the uniform will follow the TSCS uniform policy. This will take place on Fridays.
- Students who have earned Gold status (at least 50 Grammys) for the previous week can wear closed-toe shoes and/or socks of their choice and celebrate at the park on Friday afternoons.
- Students who have earned Platinum status (at least 60 Grammys) for the previous week can wear closed-toe shoes and socks of their choice along with jeans on Fridays. Clothing must be of appropriate fit and may not have writing or alterations (e.g. tears or holes). Jeans may not have any holes, designs, patterns, or alterations. TSCS reserves the right to determine whether an article of clothing is appropriate.
- Students receive a paper report on Mondays containing all Grammy and behavior information, earning status (including college t-shirt, jeans or shoes, Friday Reward Gold/Platinum, and any other reward that may be on the forefront), and information on academic progress.
- Turning in your weekly grammy report. Students that turn in their weekly report by Tuesday with their parent, guardian, or caretaker’s signature, will be allowed to eat their lunch outside.

- **Quarterly Grammy Rewards**

- All TSCS Students will receive invitations to participate in exciting events for maintaining exceptionally high Grammy numbers each quarter while having no suspensions. Students will be notified of their earning status prior to the event.

- **Academic Rewards**

- At mid-quarter, students who are in Good Academic Standing (A’s, B’s, and C’s) will be recognized, allowed to dress out the following Thursday, and receive a treat during lunch.
- Near the end of each quarter, students on track to earn Honor Roll, Dean’s List, or Principal’s List, will be invited to a special event either on or off campus.

REFERRAL PROCESS

- **Behavior Notifications:**

- 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. Exceptions include when a behavior is highly disruptive, disrespectful, vulgar, or violent.
- After a student has committed two referable offenses, the student should receive a behavior notification that alerts them that the next step will be a behavior 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.

- **Referrals:**

- When a student is not following school rules, the teacher corrects that student. Each correction may result in the loss of a Grammy for the day. This will directly affect the student's Grammy total 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 offense that is highly disruptive, severely disrespectful, remotely violent, or if the student has a cell phone in class, he or she will receive an Automatic Disciplinary Referral.
- Upon receiving any Disciplinary Referral, a student must report immediately to the Office of the Student Support Coordinator. While with the Student Support Coordinator, he/she will receive disciplinary reflection assignments before returning to class. Failure to report immediately to the Student Support Coordinator will result in further disciplinary consequences.
- Disciplinary Referrals, along with the behaviors that caused them, will be reflected on Weekly reports.
- Students who earn multiple referrals will be subject to additional consequences, including possible removal from The Soulsville Charter School.
- The Dean of Students will check Google form once a day after lunch to see trends

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: o
Missing multiple homework assignments

- Excessive tardiness to school and/or absences
- Excessive sleeping during class
- Excessive disciplinary issues
- Repeat uniform procedure violators (within 5 school days) will earn detention

Detention Logistics

1. Detention will occur on Thursdays from 3:00pm-3:45pm or during student lunch.
2. In some cases, detention will be served during the student's assigned lunch period.
3. Students will be notified that they have detention each Monday on their daily Grammy Reports and on their Monday weekly reports.
4. Parents/Guardians will be notified that their child has detention each Wednesday by 5 p.m. Parents/Guardians will receive a phone call.
5. Students are not allowed to check out of school if they are serving detention.
6. 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.
7. Please note, repeat detention earners will receive further consequences not limited to, but likely including: suspensions and Commitment to Excellence meetings.
8. 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 use:

- In-school suspensions: The student is allowed to remain at school, but is not allowed to participate in class until completing all assignments. The student will complete the assignments in an isolated location and return to classes after clearing the In-School Suspension with a School Administrator. Parents will be notified when a student receives an In-School Suspension.
- Overnight suspensions: This suspension is usually issued when the nature of the infraction is serious enough that a meeting must take place between the student, the parent(s) and a School Administrator, but not so serious that the student cannot be allowed to attend classes. Overnight Suspensions usually include an assignment that must be completed before the student returns with his or her parent(s)/guardian(s) to clear the suspension. Before the meeting begins, the School Administrator will confirm that the student has completed the assignment satisfactorily. The student is not allowed to return to class until an administrator has met with a parent or guardian. Usually, the student does not miss much class time because the meetings happen early the following morning.
- 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 classes until completing the assignment and clearing the suspension in a meeting between the student, the parent(s) and a School Administrator. This meeting cannot happen sooner than the date and time printed on the suspension letter. Out-of-school Suspensions are issued for major infractions and for repeated minor infractions.

Suspension Logistics:

- The school will contact a parent/guardian to pick up their child as soon as possible.
- When a student is issued a suspension, he or she will receive the appropriate paperwork explaining: 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 assignment the student must complete.
- 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 no sooner than the date specified on the suspension paperwork.
- If a student receives an in-school suspension, the student remains at school and spends a period of time out of class. A school Administrator will hold a suspension clearance meeting with the student. Parents are not required to attend these meetings for In-School Suspensions, but they will be notified via written documentation.
- 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.
- If the suspended student has not completed the assignment(s) or if they are not satisfactory, the meeting will not proceed and the parent will have to escort the student off campus and make arrangements to return when the assignment(s) are ready.
- 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.

Due Process:

- Prior to receiving a consequence, all students have the opportunity to write a statement expressing their innocence or guilt while being questioned. After reviewing the statement, students have the opportunity to explain details and/or tell their side of the story.

Suspension Appeals process:

- In compliance with SCS policy and procedure, parents are allowed to appeal suspensions and consequences that are 10 days or fewer to the school's building principal. Principals will decide to allow parent to conference with them. Upon receiving a request to conference, the principal will do the following:
 - ◆ Provide an opportunity for the parent to express his/her concerns via email, phone call, or in person.
 - ◆ Explain the reasoning behind the decision to suspend.
 - ◆ If necessary, review the specifics to ensure that appropriate due process was provided.
 - ◆ Review the discipline policies/ categories to ensure that the consequence given coincides with those listed as penalties within that particular category.
 - ◆ Input notes from the conference into the database as a record of its occurrence.

MANIFESTATION DETERMINATION:

1. **Standard of Review** - The IEP Team must review all relevant information including evaluation results, observations of the student, the student's IEP and placement, medical information, report cards, and other relevant information supplied by the parents of the student, and determine the following:
 - a. If the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or
 - b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP and/or BIP. IEP Teams must use the district's Manifestation Determination Worksheet and Instructional Guidance found on the main page of EasyIEP when determining whether a behavior is manifestation of the student's disability.
2. **Manifestation Review Team** - Members include a school administrator, the parent, and other relevant members of the IEP Team (as determined by the parent and school).
3. **Conduct is Not a Manifestation of the Student's Disability** - If the team determines that the student's conduct is not a manifestation of the disability, the student can be disciplined the same as students who do not have disabilities; however, the student **MUST** continue to receive special education and related services and the ability to progress in the general education curriculum during the period of removal.
4. **Conduct is a Manifestation of the Student's Disability** - If the team determines that the behavior is a manifestation of the student's disability, the student may not be suspended beyond the ten (10) allowable days. The student must be returned to the placement from which he or she was removed unless the IEP team agrees to a change of placement. The school must address the student's behavior through a functional behavior assessment and a behavior intervention plan. This provision does not apply to the special exceptions listed below.

Special Exceptions

School personnel may remove students to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

1. Carries or possesses a weapon at school, on school premises, or at a school function;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or a school function; or
3. Inflicts serious bodily injury on another person while at school or at a school function. (The decision to remove a student in these situations must be made after a manifestation determination review has been completed and should only be done

following a review of the relevant definitions of “weapon” and “serious bodily injury.”)

Discipline of Unidentified Students

Schools are deemed to have knowledge that a student has a disability and is entitled to discipline protections when:

1. Parents of the student expressed concern in writing to school officials or to a teacher that the student needs special education;
2. Parents requested an evaluation; or
3. Teacher or other school personnel expressed concerns about a pattern of behavior to a school official.

Schools are not deemed to have had knowledge if:

1. The student was evaluated and determined ineligible; or
2. A referral was made, and parents refused evaluation or services.

When a student is unidentified but entitled to discipline protections, manifestation determination reviews are required

HARASSMENT, INTIMIDATION, BULLYING, OR CYBER-BULLYING

Student harassment, intimidation, bullying or cyber-bullying will not be tolerated at TSCS. The following policy and approach is the same as the Shelby County School district. 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:

- 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:
 - Physically harming a student or damaging a student's property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
 - Creating a hostile educational environment.
- 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. Any reports made to teachers and staff should be forwarded to an administrator immediately, and no later than 24 hours after the expressed concern. Anonymous reports may be made; however, disciplinary action may not be based solely on an anonymous report.

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” include, 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.

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:

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 32 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

Investigating

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

Follow-up.

The MS 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 associated, will receive consequences appropriate to their level of involvement including but not limited to expulsion. (A copy of the MSCS Complainant Statement will be provided in our index)

School Disenrollment/Disinvite Policy Explanation

Criteria for Disenrollment/Disinvite

A student may be disenrolled or disinvited from The Soulsville Charter School school if at least two (2) of the following criteria are met:

- 1. Academic Performance:** Failing Two or More Classes: If a student fails two or more classes in a single semester or for the entire school year, this will be one criterion for potential disenrollment.
- 2. Disciplinary Issues:** Multiple Suspensions: Receiving two or more suspensions during the school year constitutes a second criterion. Suspensions are serious disciplinary actions that indicate repeated violations of school policies.
- 3. Attendance Problems:** Excessive Absences: Missing twenty (20) or more school days in a semester one or thirty (30) or more school days for the school year is the third criterion. Regular attendance is crucial for academic success and consistent learning.

Review and Decision Process

Initial Review:

- Notification: When a student meets at least two of the above criteria, the school will notify the student and their guardians of the potential risk of disenrollment or disinvitation.
- Support Plan: The school will offer a support plan, which may include academic assistance, behavioral counseling, and attendance monitoring, to help the student address the issues identified.

Follow-Up Evaluation:

- Progress Monitoring: The student's progress will be closely monitored throughout the support plan implementation of the Renew Team (R-Team). If the student shows significant improvement, disenrollment or disinvitation may be avoided.
- Continued Issues: If the student fails to show adequate improvement, the school will reconsider the student's enrollment status.

Final Decision:

- Committee Meeting: A meeting will be held by the school specific (middle school or high school) administration team, which includes the student's teachers, administrators, and counselors, to discuss the student's progress and the effectiveness of the support plan.
- Guardian Involvement: Guardians will be invited to participate in a meeting with the school's leadership team to discuss the situation and provide additional support if possible.
- Disenrollment/Disinvite Notice: If the committee determines that the student has not improved sufficiently, an official notice of disenrollment or disinvitation will be issued.

Appeal Process:

- Right to Appeal: Parents/Guardians have the right to appeal the decision within 5 school days to the School Director.
- Appeal Review: The Executive Director will make a final determination.

Semesterly Basis:

- Review Schedule: The school will conduct reviews on a semesterly basis to determine if students meet the criteria for disenrollment or disinvitation.
- Continuous Monitoring: Students' academic performance, disciplinary records, and attendance will be continuously monitored each semester to ensure they meet the school's standards.

This policy is designed to ensure that students are given multiple opportunities and resources to succeed while maintaining a safe and productive learning environment for all.

ZERO-TOLERANCE ISSUES

Students may be automatically expelled from school for the following:

- possession of a weapon
- possession of an illegal drug or unauthorized prescription drug
- battery against school personnel
- gang activity of any kind (verbal, written, or physical)
- other serious behavior infractions

RANDOM STUDENT SEARCHES

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

- Periodically, The Soulsville Charter School will conduct random searches of students and their belongings.
- Campus safety personnel will be notified of the time and location for the searches.
- Teachers and/or administrators will conduct the searches along with campus safety personnel.
- All students subjected to a search will be treated with respect and care for their personal safety.
- 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/OFFICE USAGE

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 Middle School administrator.

STUDENT PROTOCOL TIPS FOR HANDLING PROBLEMS

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 the Core Values – Respect, Integrity, Scholarship, Empathy, and Community. RISE above this. We are a Community.
 - A. **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?
 - a) **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.
 - b) **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 the teacher know immediately!
 - 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 administrator.

(If you are not sure how to fix a problem, or if you are in doubt about something, let a teacher know!)

If a Student Has Issues with a Teacher

1. **Step 1:** If you have an issue with a teacher, a student should not talk back or react in an disrespectful manner.
2. **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** or **before the Community Meeting** starts. 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 a 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.*



**ATTENDANCE
AND TARDY POLICY**



1115 College Street
Memphis, TN 38106



VII. ENROLLMENT, ATTENDANCE AND TARDY POLICY

ENROLLMENT

- 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.

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 if they miss class.
- Students miss important instruction and assessments and threaten their chance to perform at the highest levels on Tennessee-mandated tests.
- If a student receives a referral, they will not return to class until their referral is cleared. They will be considered absent in those classes for that day.
- Regular daily attendance is a commitment made by the **parent and student on the signed Commitment to Excellence Agreement**. Both the student and the parent have given their word to be at school every day.

ABSENCES

- Great school attendance is crucial for student learning! No student should be allowed to miss school unless ABSOLUTELY NECESSARY. **According to Tennessee law, timely, regular attendance is required. TSCS Parents/Guardians must ensure children are in school, as outlined in the Commitment to Excellence.**
- Students will be allowed **5 absences** for the school year. Excused absences may be granted for the following reasons:
 - Illness or hospitalization of student. Physician verification will be required to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
 - Death or serious illness within the student's immediate family.
 - When the student is officially representing the school in a school sponsored activity.
 - Special and recognized religious holidays regularly observed by persons of their faith.
 - Legal court summons not as a result of the student's misconduct.
 - Extenuating circumstances over which the student has no control as approved by the principal.
 - If a student's parent, custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, the student's Principal shall give the student:
 - An excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student is deployed;
 - An additional excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student returns from deployment; and
 - Excused absences for up to ten (10) days for visitation when the student's parent, custodian or other person with legal custody or control of the student is granted rest and recuperation leave and is stationed out of the country.
 - Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

(See next section: "Absence Excuse Notes")

- 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 will jeopardize their continued enrollment at TSCS.
- Students are considered truant after five “unexcused” absences. We adhere to SCS Policy 6016 to deal with truant students.

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. You may use the forms that are attached at the end of the handbook labeled “Reason for Absence.” All other excuse notes must be provided by a doctor, doctor’s office, or hospital.

Typically, if a student misses an entire day of school for a single appointment (a doctor’s excuse for an hour-long appointment for 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 keep in mind that late excused notes can affect weekly attendance reports.

Please ensure 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/Guardians Full Name (first and last)

TARDINESS (AFTER 7:40 A.M.)

- Students are expected to be at school seated in their assigned AI classroom every day on time (7:40 a.m).
- Students are also expected to arrive at each class throughout the day on time.
- Students who are tardy in the morning (after 7:40 a.m.) have Grammys deducted.
- Students who walk through the main front doors at or after 7:40 a.m. are **tardy to school** and must be accompanied by a parent or guardian. The parent or guardian must sign in the student or the student will not be allowed to report to class.
- **Students that are tardy to class**--meaning they have entered the school building’s main doors before the bell rings, but have not entered the threshold of their classroom door before the tardy bell rings-- must report to the Dean of Students office to receive a tardy to class pass.
- 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. A student tardy without parent sign-in will receive a warning the first time within a quarter. Second and subsequent times within a quarter will result in overnight suspensions followed by mandatory parent meetings.
- Accumulation of 10 tardy arrivals may result in mandatory after-school detention, required parent meetings, Commitment to Excellence Meetings, and can ultimately result in the removal of a student from The Soulsville Charter School.

OFFICE PROCEDURE WHEN TARDY OR ABSENT

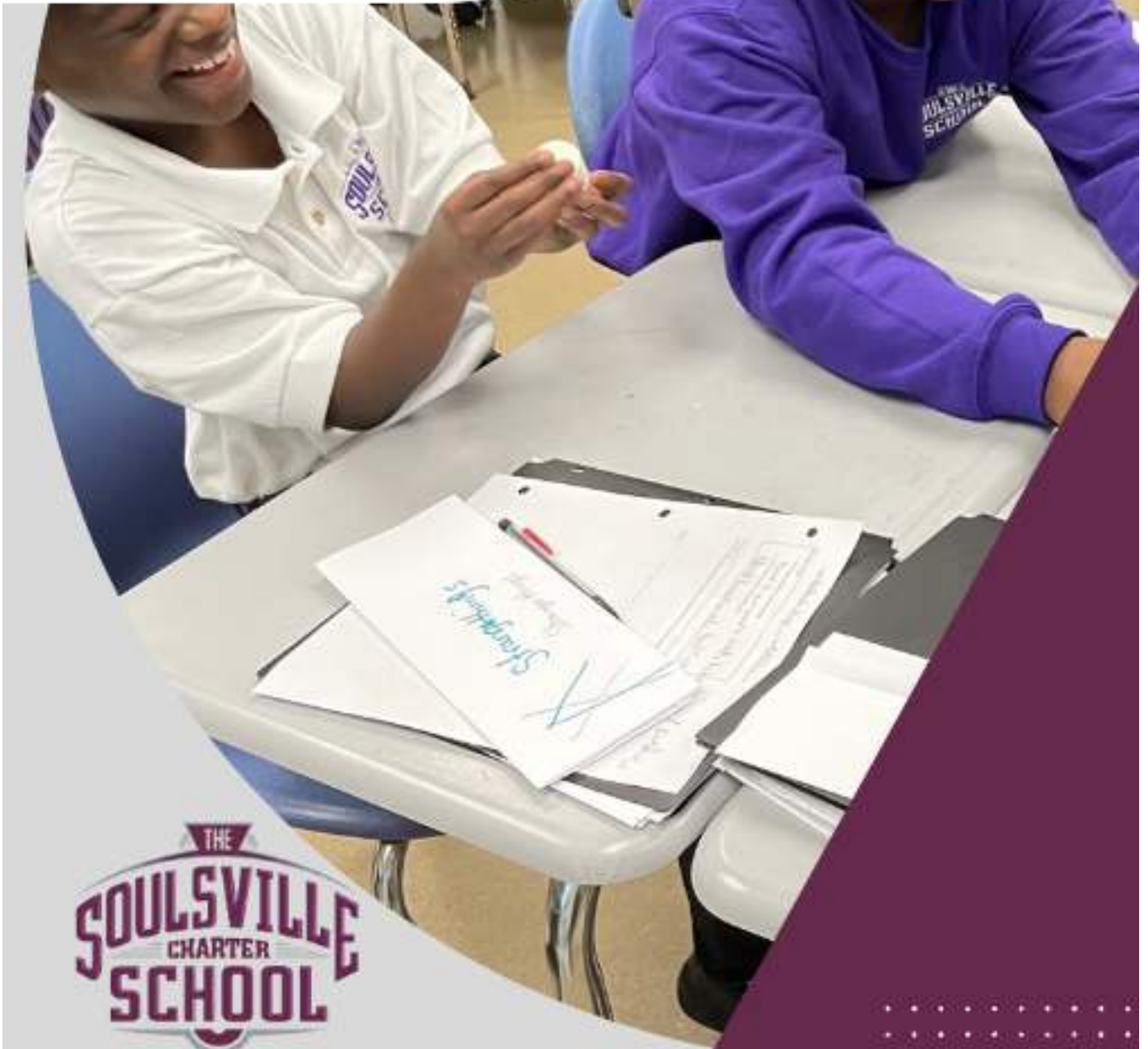
- Students who walk through the main doors at or after 7:40 am must be accompanied by a parent or guardian. The parent or guardian must sign in the student or the student will not be allowed to report to class.
- In the event that a severe accident impacts a highway or severe weather impacts transportation, the TSCS Leadership Team has the right to make a call that tardies will not be counted as usual.

- When a student is absent from school, the parent must complete an excuse note or complete and submit the 'Reason for Absence' form, available at the back of this packet, and in the Main Office. The School Director will determine whether an absence is excused or not.

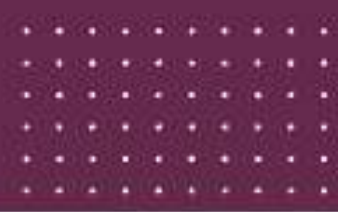
CHECKING STUDENTS OUT

- Checking students out of school early is detrimental to their academic success and is strongly discouraged.
- Any time a student is going to be checked out of school early, the parent/guardian should inform the school prior to the occurrence. 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 the School Director), deployment of guardian/parent, or visit with parents on military rest and recuperation.
- If students show an excessive pattern (10 or more) of checking out early, they will have to attend a Commitment to Excellence Review with parents. Continuing to check out for non-emergencies may result in a student being expelled from The Soulsville Charter School.
- No check-outs will be permitted within thirty minutes prior to dismissal. For example, Mondays, no check-outs will be permitted between 1:45 and 2:15 p.m., and on Tuesday through Friday, no check-outs will be permitted between 2:30 and 3:00 p.m.

UNIFORMS



1115 College Street
Memphis, TN 38106



VIII. UNIFORMS

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."
- **Uniforms increase safety.** Students wearing a particular uniform are easily identified as members of our school. Participating in uniform checks minimizes the ability for any dangerous or distracting items to be brought on to campus.

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



Uniforms

Our uniform policy is provided below for your reference. 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 7125 Riverdale Bend Dr, Memphis TN	https://colesprinting.com/collections/the-soulsville-charter-school Hours: Monday - Friday, 10AM - 6PM (901) 207 1362
---	---

Shirts:

- Official purple or white polo or button-down collared shirts with the TSCS logo. Students have the option to leave only the top button unbuttoned.
- Undershirts must be black, white, or gray. When wearing short sleeves, the sleeves must be hidden under the TSCS shirt. Undershirts worn under white TSCS shirts should not have any writing or design. Students may also wear black, white, or gray long sleeve shirts. These shirts should also not have any writing or design.
- Shirts must be tucked in at all times and be of appropriate length and fit. Shirts should fit loosely enough that buttons do not pull.
- Fridays Only: Official purple or white polo or button-down collared shirts with the TSCS logo. Students have the option to leave only the top button unbuttoned. Students may also wear other Soulsville or College-themed shirts. This includes class shirts, SPYM or SPYW shirts, or other college shirts. Students may not alter shirts in any way. All shirts must be of appropriate length and fit.

- Undergarments should never be visible.

Sweaters/Fleece:

- Soulsville shirts must be tucked in under sweaters.
- Soulsville gray or black fleece may also be worn.
- Wearing a sweater vest, sweater cardigan, or long-sleeved sweater is optional, but only TSCS sweaters may be worn.
- Purple or gray crew neck sweatshirts with the Soulsville logo may be worn during the school day. A Soulsville purple or white polo must still be worn under the crew neck.

Shoes/Socks:

- Closed-toed, plain black shoes. Solid color (no white trim, markings, decorations, Crocs, or Foam Runners)
- Boots, if worn, must be plain black with no embellishments. At no time should the top of boots come above the student's knee cap.
- Socks must be plain white, black, purple, gray, silver, or a pattern/combo of these colors..
- Tights/hose must be plain black with no markings or designs. No cropped leggings (leggings must have feet).

Pants:

- Plain black pants with no markings. No skinny leg pants, excessively tight pants, or joggers pants. No pants with elastic at the bottom. Pants should be worn on hips at all times. Undergarments should never be visible.

Skorts (optional):

- Young ladies may wear plain, solid-black skorts (shorts with a flap over the front). They must be worn no more than 1 inch above the back of the knee. TSCS reserves the right to determine whether a clothing item is of appropriate fit. Skirts are not permitted.

Shorts (optional):

- Young men and ladies may wear plain solid-black khaki material shorts. They must be worn no more than 1 inch above the back of the knee. Shorts should be worn on hips at all times. Undergarments should never be visible. No cargo shorts or sweat shorts may be worn. No shorts with drawstrings or elastic at the bottom. No excessively tight shorts. TSCS reserves the right to determine whether a clothing item is of appropriate fit.

Belt:

- Young men and women must wear black or brown belts with no embellishments when wearing pants.
- Belts must be plain black or brown. No fancy or large buckles, markings, extra holes, or designs.
- Shirts must be tucked in at all times; belts/belt loops must be visible.

Jackets/Outerwear:

- These items are not part of the school uniform. Students must take them off before entering class. If a student is cold, we recommend the purchase of a TSCS crewneck, vest, sweater, cardigan, or fleece.
- Jackets may not have any inappropriate designs or labels (designs and logos should not be associated with anything sexual or inappropriate). Jackets with inappropriate designs or logos will be confiscated and will be kept until a parent or guardian is able to pick it up.

Jewelry/Accessories:

- One simple watch and one simple necklace that is tucked into their shirt is permitted, up to two bracelets (no scrunchies), and no smartwatches or rings. Please note: if a student chooses to wear the permitted items, he/she is wearing them at their own risk. In other words, the TSCS admin will not investigate lost or stolen items.
Smartwatches of any kind are not permitted, including but not limited to Apple Watch, Michael Kors, Fitbit, and Fossil.
- No bracelets are permitted.

- Girls may wear small earrings. Ear jewelry must be no larger than a quarter and 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 (the size of an eraser on a pencil) and hoop-style earrings should not be larger than a quarter.
- Hair accessories should match the uniform (purple, silver, gray, black, and/or white).
- Purses, handbags, fannie packs, etc will need to be stored upon entering the building. Young ladies will be allowed to go to their lockers if needed.

Headwear/Hairstyle:

- No hats, bonnets, “do rags”, bandanas, skull caps, etc. Young ladies may wear non-religious head wraps that are school colors and that are professionally tied in style. Modest head decorations in school colors (e.g. a small purple bow) may be worn.
- Students in violation of this will have their items confiscated. Items will not be given back until it is picked up by a parent/guardian.
- No letters, words, or images may be cut into hair, eyebrows, or facial hair. Students who arrive at school with any hair violations mentioned above in their hair will not be allowed to attend classes. Their parents will be contacted to pick them up and change the hairstyle so that the design is no longer visible.

Note: We reserve the right to determine whether or not any part of a uniform is appropriate.

UNIFORM VIOLATIONS

- If students violate the uniform policy, they will receive a uniform violation sheet and are to report to the Dean of Community Engagement.
- Out-of-uniform items will result in Grammy deductions. Depending on the missing item, the student may be supplied the item. Some items, such as shirts, will need to be returned at the end of the day. Belts and socks will be purchased by students, and will not need to be returned at the end of the day.
- Socks and belts must be purchased. The cost of a pair of socks is \$1.00 and the cost of a new uniform belt is \$5.00. If a student comes to school without a belt, a temporary belt will be provided for the day. However, the borrowed belt must be returned before the end of the day. The uniform item purchase record will be maintained in the Main Office, and the parent will be required to pay any balance before picking up each report card.
- Students who are not admitted to class due to uniform items that cannot be rented or purchased (for example, wearing non-uniform shoes to school or wearing Gold/Platinum attire without earning privileges), will lose Grammys for those out-of-uniform items and will have to wait for the item to be brought to school.

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 exposing skin. If jeans are torn, students must have leggings underneath so skin is not exposed.
- All shirts should have sleeves and no alterations (added on inked writing, cuts, etc.)

EOY Trips & Other Off-campus events

- Dresses, shorts, and pants should not be excessively tight
- Shorts and dresses should be worn no more than 1 inch above the back of the knee.
- No backless, see-through shirts or dresses allowed.
- No cleavage showing.
- No visible undergarments (bras, underwear, etc.) should be seen.



CELL PHONE POLICY



1115 College Street
Memphis, TN 38106

IX. CELL PHONE POLICY

- ❖ Students will **not** be allowed to have cell phones on Soulsville property **unless** the School Director has approved the Cell Phone permission form, completed by the parent and student during registration.
- ❖ Students who are granted permission to bring their phone to school are required to turn the phone in at the collection point each morning, and to pick it up each afternoon at dismissal. They are not permitted to have the phone out at any time unless they have been given explicit permission from a teacher, in which case they must stand with that teacher until they finish using the phone. Failure to adhere to these expectations will result in confiscation of the phone and revocation of the permission to bring it to school.
- ❖ Students who do not have documented permission from the school to bring their cell phones are not permitted to have them on campus at all. Phones will be confiscated. Failure to adhere to these expectations will cause these students to be ineligible to get permission, should they want to bring their phone in the future.
- ❖ At no time should a student have a cell phone in class or in their locker. If this happens, TSCS will confiscate the cell phone, and the student will receive an Automatic Disciplinary Referral. The cell phone will not be returned to the student for any reason, and may only be picked up by the parent, in accordance with the pick-up policy, below.
- ❖ All confiscated phones, regardless of the reason for confiscation, and regardless of permission status, may only be picked up by the student's parent(s)/guardian(s) on a Friday or the following Monday, no less than twenty-four hours after the phone was confiscated.
- ❖ Students who refuse to hand over a phone (or other prohibited item) will be subject to additional disciplinary consequences.
- ❖ If students have more than 3 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 there will be additional consequences. If this happens, a parent/guardian will be notified as to when the phone will be available for pick-up.
- ❖ Any valuables, including cell phones, are brought to campus at your own risk.
- ❖ At no time should a student use a cell phone or other device to record or share a physical or verbal altercation between students at The Soulsville Charter School. Recording, sharing, or being present in a video of an altercation will result in disciplinary consequences.

STUDENT MATERIALS AND RESOURCES



1115 College Street
Memphis, TN 38106

X. STUDENT MATERIALS AND RESOURCES

TSCS BINDERS

All students are required to have a 3-inch white three-ring binder at school. A binder, class folders, and homework agenda are provided during the first week of school. Students incur a fee of \$10 for these items. If at any time the TSCS binder becomes damaged or broken a replacement can be purchased in the Main Office for \$5. Students are encouraged to keep their binders organized and to care for them gently. Teachers periodically lead students through binder clean-outs over the course of the year in order to manage binder organization.

Arriving at school without the TSCS binder will result in a uniform violation and Grammy deductions. See the Uniform Violations and Rental Fees section for more details about uniform violations.

COMPUTERS AND ELECTRONIC DEVICES

Because every student will have access to a school-issued TSCS Chromebook Laptop, students may **not** bring other personal electronic devices such as MP3 players, cameras, laptops, tablets, iPods, and cell phones (see cell phone policy). If these items are found, they will be confiscated by teachers and must be picked up by the parent(s)/guardian(s) on a Friday of that week.

Any confiscated electronics can be picked up by the student's parents on Friday, no less than twenty-four hours after the item was confiscated. This means items that were confiscated on a Monday cannot be picked up until Friday.

Any and all electronics brought to campus are bought at your own risk.

LOCKERS

Each student will be assigned a locker for the school year. The only items to be stored in lockers each day are jackets/coats, purses (if needed), and backpacks. **No food items are to be stored in lockers** (see Food and Snack Time for lunch box procedures). Combination locks are not used at Soulsville.

CLASSROOM LIBRARY EXPECTATIONS

The Soulsville Charter School is fortunate to have access to a variety of media for student research and productivity. We have to take special care of these facilities. Before students visit the TSCS classroom library, their teacher will lay out specific expectations for handling and use of materials and technology. Failure to adhere to these expectations will result in losing the privilege to use the facilities, and may also result in disciplinary consequences and monetary fees, if necessary.

On the next page is the Library Contract that every TSCS student signed when registering for the 2024-2025 school year.



TSCS Middle Classroom School Library Agreement 2024-2025

Attention Students/ Parents/Guardians,

In order for your child to visit the library and check out reading material, this agreement must be signed and returned to the school librarian before their class day to visit the library. Students will not be allowed to check out reading material until this document is returned.

For Parent/Guardian

I acknowledge that I read and received a copy of the *TSCS Middle School Library Agreement* and I agree to abide by the policies for checkout and missing and damaged books. I also agree to support my scholar(s) in their reading this year and to encourage them to read as often as possible both at home and at school.

For the Student

I acknowledge that I read and received a copy of the *TSCS Middle School Library Agreement* and I agree to follow the policies for checkout and missing and damaged books. I understand that it is my responsibility to keep up with my reading book and that I should not let anyone else borrow a book that has been checked out to me. I agree to read at least 30 minutes a day to grow my reading level but to also help me develop a love of reading and the critical thinking skills that I need in order to be successful in college and in life. I. AM. A. REVOLUTIONARY. READER.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Student Printed Name

Student Signature

Date

**SOCIAL NETWORKING:
PHOTOGRAPHY VIDEO TEXTING
AND SOCIAL MEDIA**



1115 College Street
Memphis, TN 38106

XI. SOCIAL NETWORKING:PHOTOGRAPHY VIDEO TEXTING AND SOCIAL MEDIA

The Soulsville Charter School is dedicated to creating a safe learning environment for its students. We work tirelessly to build a community of scholars who support one another. However, the inappropriate use of the Internet by students poses a significant challenge, potentially harming both students and the school. We ask for your support in addressing this issue.

The following rules apply to students, parents, and their guests and cover all forms of media, including photographs, videos, captions, texts, social media programs, third-party websites, and other online forums.

Media at School-Sponsored Events:

- Do not take media of other children as the main subject without the consent of their parents.
- Respect requests from parents or children to remove or censor media that includes other people's children and has been made publicly available.

Digital Sharing and Posting:

- It is forbidden to digitally share or post any media that includes images of other students without express consent from their parents.
- Consensual media should be for personal use only, such as recording important events and sharing privately among family and close friends.
- Media used outside the context to which the depicted individual originally consented is considered non-consensual and prohibited.

Harassment and Privacy:

- All media must comply with the school's harassment policy. Any media created, used, or shared with the intent to harass, sexually harass, or embarrass another individual is considered non-consensual and prohibited, regardless of whether it was created on school grounds or at a school-sponsored event.
- No media should be made in private facilities, such as bathrooms, or depict any area of an individual's body considered private. If it is reported that a student has such media on their electronic device, the police will be contacted, and the device will be surrendered for further investigation. School administrators are not permitted to view such media on students' devices.

Defamation and Disruption:

- Media on private social media accounts that depict the school, faculty, or other students in a defamatory manner is prohibited.

- Any media shared on social media or otherwise that tends to disrupt regular school activities is prohibited, regardless of where it was created.

Texting and Consequences:

- Students should not text during the school day. Students caught texting will face consequences according to the code of conduct.
- Any prohibited use of media will be subject to the student disciplinary policy, up to and including expulsion and/or legal action.

We advise all school community members to use good judgment when creating photos or videos outside of school hours and off school property. Remember, anything put on the internet may be permanent.

Below is the social media contract that every TSCS student signed when registering for the 2024-2025 school year:



The Soulsville Charter School Parent-Student Contract for the 2024-25 School Year

TSCS Community Commitment to a Safe Learning Environment

The Soulsville Charter School is dedicated to creating a safe learning environment for its students. We work tirelessly to build a community of scholars who support one another. However, the inappropriate use of the Internet by students poses a significant challenge, potentially harming both students and the school. We ask for your support in addressing this issue.

Media Rules and Expectations

The following rules apply to students, parents, and their guests and cover all forms of media, including photographs, videos, captions, texts, social media programs, third-party websites, and other online forums.

Media at School-Sponsored Events:

1. Do not take media of other children as the main subject without the consent of their parents.
2. Respect requests from parents or children to remove or censor media that includes other people's children and has been made publicly available.

Digital Sharing and Posting:

1. It is forbidden to digitally share or post any media that includes images of other students without express consent from their parents.
2. Consensual media should be for personal use only, such as recording important events and sharing privately among family and close friends.

- Media used outside the context to which the depicted individual originally consented is considered non-consensual and prohibited.

Harassment and Privacy:

- All media must comply with the school's harassment policy. Any media created, used, or shared with the intent to harass, sexually harass, or embarrass another individual is considered non-consensual and prohibited, regardless of whether it was created on school grounds or at a school-sponsored event.
- No media should be made in private facilities, such as bathrooms, or depict any area of an individual's body considered private. If it is reported that a student has such media on their electronic device, the police will be contacted, and the device will be surrendered for further investigation. School administrators are not permitted to view such media on students' devices.

Defamation and Disruption:

- Media on private social media accounts that depict the school, faculty, or other students in a defamatory manner is prohibited.
- Any media shared on social media or otherwise that tends to disrupt regular school activities is prohibited, regardless of where it was created.

We advise all school community members to use good judgment when creating photos or videos outside of school hours and off school property. Remember, anything put on the internet may be permanent.

As parents, you need to be aware of what your children are writing 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.

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. Please note, students often make multiple accounts on a single site. 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.

Please know that students who engage in negative behavior on social media sites and bring those issues to school may put their position at The Soulsville Charter School in danger. In addition, consequences will be given for any negative and/or disrespectful social media comment, post, or response that impacts the school day, regardless of who initiated the incident. As information is brought to our attention, we will follow District and State Policy as it relates to these matters.

Agreement

We, the parent/guardian/caretaker/student, have read and understood the above rules and expectations regarding the use of media and the internet. We agree to abide by these guidelines to ensure a safe and respectful learning environment at The Soulsville Charter School.

Parent/Guardian First & Last Name (Please Print)

Parent/Guardian Signature

Date

Student's First & Last Name (Please Print)

Student's Signature

Date

FOOD ITEMS



1115 College Street
Memphis, TN 38106

XII. FOOD ITEMS

Breakfast

- Breakfast is provided each morning for any student who arrives in time to get it (between 7:08 am and 7:20 am). Students are not permitted to eat any outside food during breakfast time.

Lunch

- Lunch will be provided for students each day; students who bring their lunches must keep them stored in a closed lunch box (**no grocery/plastic bags**) and stored appropriately in lunch bins until lunch time. Students will not be allowed to heat up their lunches or eat microwaveable lunches; therefore, they should not ask staff to heat up lunches for them. Students may only bring individual portions and may not share food. Teachers reserve the right to determine the appropriateness of any “junk” food. No food items may be stored in lockers due to issues of attracting insects and the potential for messes.

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 a sensible individual portion is. With the exception of school-approved fundraisers, students may not sell candy at any time during the school day.

Water bottles

- Water bottles are allowed for Middle School. Water bottles must be clear (**no tinted bottles allowed**) and are for water only. Please note that coffee mugs, thermoses and insulated carrying cases are prohibited.
- Outside of students' scheduled lunchtime, students should not place flavored water packets inside of their transparent water bottles.

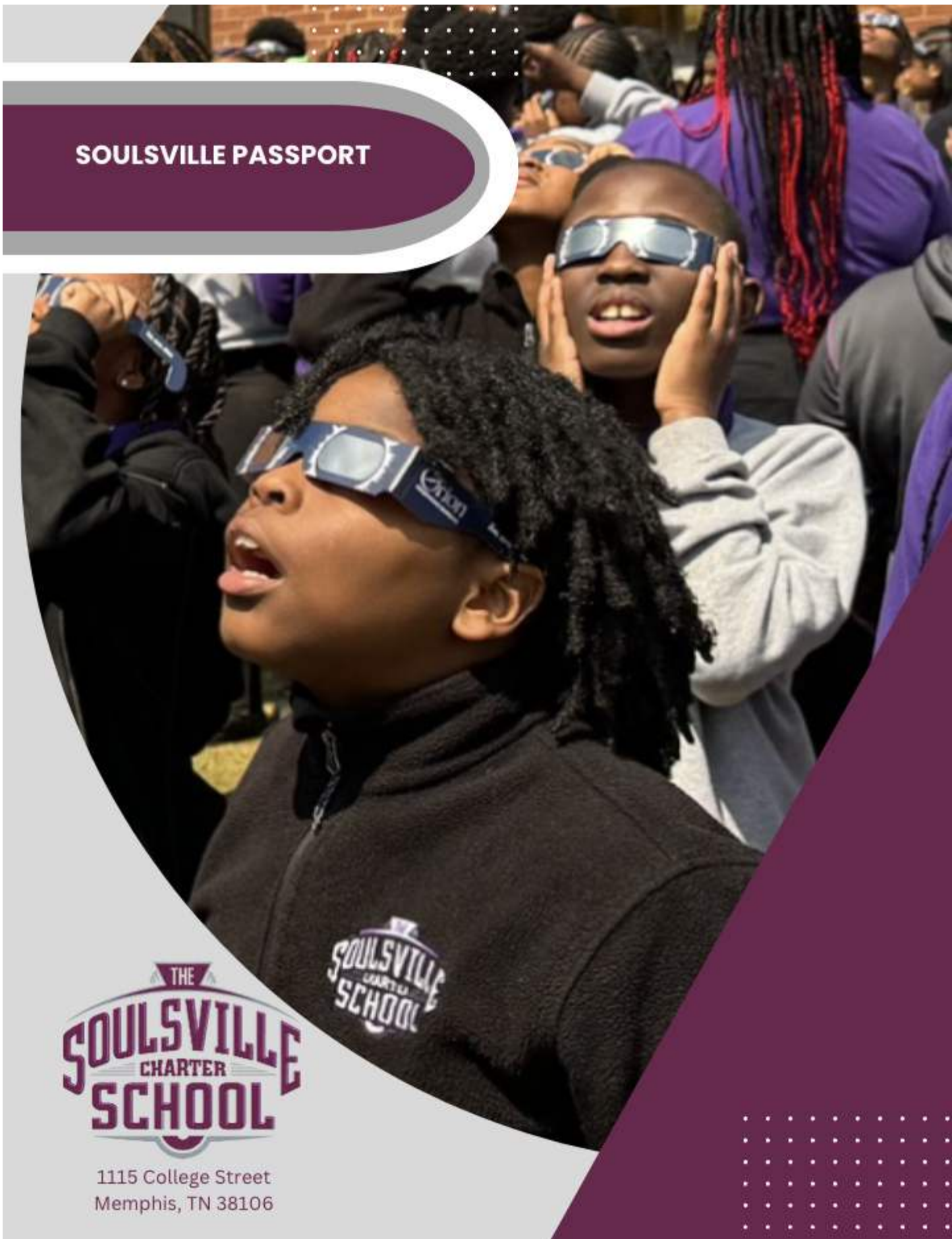
Selling food/other items on campus

- Students are 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. Food from home must be kept on the MS lunch cart and should be inside of the student’s personal lunchbox (no plastic or paper bags). 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.

SOULSVILLE PASSPORT





1115 College Street
Memphis, TN 38106

XIII. SOULSVILLE PASSPORT

Every 4-6 weeks students will receive a printed sheet called the Soulsville Passport. It will have important information about individual tutoring schedules, extracurricular activities, dismissal procedures, etc. Each student is required to keep the most recent version of this document under the plastic on the front of his or her binder at all times.

Locker Number: «Locker_number»
 Reading: «Reading_level»
 Community Base: «CS»



PASSPORT FOR «Student_First» «Student_Last»
 October 17 – November 18, 2016

ASSIGNED MANDATORY TUTORING: Report by 2:30PM			
MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS
«AMT_Mon»	«AMT_Tu»	«AMT_Wed»	«AMT_Thu»

AFTER-SCHOOL DESTINATIONS		
DISMISSAL INFORMATION	ATHLETICS/CLUBS	CELL PHONE APPROVAL
«Dismissal_Purpose»	«Athletics_Club»	«Cell_Phone»

This section shows after-school information for your student. If your student has approval to walk or ride the bus home, that will be listed under "After School Destination." If your student is on a sports team, that will be listed under "Athletics." Students who have AMT will see their schedule printed under "Assigned Mandatory Tutoring."

CALENDAR AND DEARMY TRACKER
Note: Any other after-school destinations and dismissal times must be listed below and signed on the specific date by the member.

October 17 - 21					GOLD/PLATINUM
MONDAY (10/17)	TUESDAY (10/18)	WEDNESDAY (10/19)	THURSDAY (10/20)	FRIDAY (10/21)	
		Score 1 Report Card 800 Reward #2 Garden		# Score Bridge Student Workshop	
October 24 - 28					
MONDAY (10/24)	TUESDAY (10/25)	WEDNESDAY (10/26)	THURSDAY (10/27)	FRIDAY (10/28)	
				# Score Bridge Student Workshop	
October 31 - November 4					
MONDAY (10/31)	TUESDAY (11/1)	WEDNESDAY (11/2)	THURSDAY (11/3)	FRIDAY (11/4)	
				# Score Bridge Student Workshop	
November 7 - 11					
MONDAY (11/7)	TUESDAY (11/8)	WEDNESDAY (11/9)	THURSDAY (11/10)	FRIDAY (11/11)	
		800 Reward #2 Garden Colored		Student's Day - Report Card Day 800 Reward #2 "Reflection"	
November 14 - 18					
MONDAY (11/14)	TUESDAY (11/15)	WEDNESDAY (11/16)	THURSDAY (11/17)	FRIDAY (11/18)	
Score 2 Progress Report					

Students can use this calendar to keep track of the Grammys they earn each day. They can also use this calendar to make note of important upcoming events, like major tests, school events, and deadlines. If students earned Gold or Platinum, they can place their sticker in the gray column.

STUDENT DAILY CHECKLIST



1115 College Street
Memphis, TN 38106

XIV. STUDENT DAILY CHECKLIST

BEFORE LEAVING HOME

- Make sure you wake up early enough to get to school ON TIME! (This means in your seat in the Community Base **before** the late bell rings at 7:40 a.m.)
- Check your clothing to be sure you are in proper uniform from head to toe.
- Check for at least two pencils, with lead, to ensure you are prepared for the day.
- GET YOUR BINDER! Open the binder and turn to your agenda book. Check for events or tasks that must be completed that day.
- Organize your binder and check for neatness.
- Check your backpack to make sure it only has items that are allowed at school.
- Make sure lunch is in a lunch box (no grocery/plastic bags allowed).
- Leave your home with plenty of time to get to school.

ARRIVAL TO SCHOOL (**SCHOOL STARTS AT 7:40 a.m.**)

- Before getting out of the car, check to make sure that you have your purple TSCS binder and pencils.
- Check to make sure that you have no unapproved electronic devices. These will be confiscated (except cell phones for those who have written permission from the school- see Cell Phone Policy).
- Check your backpack again to make sure you only have acceptable items placed in it.
- Before going into the building, check your uniform and get out your homework for your classes.
- Breakfast is served in the Multipurpose Building each day from 7:08 am-7:20 am.
- All students who arrive on campus before 7:20 am will report to the Multipurpose Building.
- All students must have their items stored and be seated in class by 7:40 am. If your child is dropped off after 7:35 am, he or she is likely not to make it to class on time.
- At 7:40 Community Base begins! Prepare for a wonderful day!
- Students should **not** be dropped off before 7:00 am.

DISMISSAL PROCEDURES

Note to parents and families: We have developed the following dismissal procedures to minimize traffic congestion at the end of the day, and more importantly, to minimize dangerous situations our students might face without a controlled dismissal. We understand that many of these procedures are new and that they require more coordination than in the past. We ask for your patience and thank you for helping to make this work. We welcome parents who are interested in volunteering to help with dismissal in the afternoons.

Bus Riders and Walkers

- Students who ride the bus or walk home will only be allowed to do so once their parent has completed the appropriate permission form and it has been approved by the School Director (See below). After the form has been approved by the School Director, the student's dismissal status will be included on his or her Passport. Students who do not have this permission documented on their Passport will not be allowed to leave the main pick-up area at dismissal. Parents can complete the request for permission during registration. You can also obtain a copy of this from the Main Office.
- Bus riders and walkers will dismiss at 3:00 p.m. (2:15 p.m. on Mondays).



Dismissal Permission Application for Walkers and Bus Riders

This form must be submitted along with other paperwork at registration. If your student has to ride the bus or walk to a specific location, he or she will receive a walking pass during the first week of school. Otherwise, no student is permitted to leave the main pick-up area for any reason. **FOR SAFETY REASONS, STUDENTS MAY NOT BE PICKED UP IN ANY LOCATION OTHER THAN THE MAIN PICK-UP AREA.** If your student normally walks or rides the bus, and you expect him or her to be picked up on a given day, you must contact the school office, where staff will relay the message that your student needs to remain in the main pick-up area.

Student Name: _____

Please Print (First and Last Name)

Grade Level for the 2019-2020 School: _____

Please check one:

My child will be riding the bus. I understand that this means he or she will go directly to the bus stop at dismissal and wait there until the bus arrives. I will contact the school if my child should not ride the bus on a given day.

Please circle the bus on which your child will be riding:

Mata

Immanuel Center

Girls Inc.

Other please specify:

My child will be walking. I understand that this means he or she will leave campus at dismissal and walk directly to this location. I will contact the school if my child should not walk home on a given day.

Please write the specific address of the place where your child is walking to below:

I will make sure that my child understands these expectations as well.

Parent's/Guardian's (First and Last Name) Please Print _____

Parent Signature _____

Student Signature (if present) _____

Car Riders with High School Siblings

- Middle school students with high school siblings will be dismissed like other car riders in 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 student will be dismissed. High school siblings will already be present outside to look for their ride in the middle school dismissal line.

Car Riders who DO NOT have High School Siblings

- Middle School students who are not attending an individual teacher's tutoring session will dismiss as early as 2:15 p.m. (Monday) 3:00 p.m. (Tuesday- Friday).
- **Middle School Students will not dismiss until their ride has checked in at the appropriate location in the parking lot. When school ends at 3:00, they remain in their classroom until they are called.**
- **During registration, families will receive three copies of a laminated dashboard placard. This placard must be clearly displayed in the passenger-side dashboard of the vehicle picking the student up. For safety and privacy, we use numbers instead of student names.**
- **Each vehicle drives past the designated check-in, where school personnel look for the number displayed on the dashboard and relay it to teachers in the building.**
- **After passing the designated check-in, the vehicle pulls up to the next open spot in the parking lot.**
- **Once the number has been relayed, your child is called to exit the building.**
- **If a student's ride arrives without the school-issued placard, the person picking that student up will be required to check the student out from the office.**

Car Riders who are attending individual teacher's tutoring sessions

- Middle School students who are attending individual teacher's tutoring sessions will dismiss at 4:00 p.m. (Tuesday-Thursday). There are no scheduled tutoring sessions on Monday.
- These students will be dismissed directly from the individual teacher's tutoring session to the front of the building, where they will wait for their rides.

Students participating in extracurricular activities

- Middle School students who participate in extracurricular activities remain in their classroom until 3:15 p.m., at which time they must report directly to their coach or supervisor.
- These students dismiss at the discretion of the adult who is coaching or supervising the activity. Students who are waiting to be picked up following an extracurricular activity are held to the same behavioral expectations as usual.
- Following an extracurricular activity, students must be picked up in a timely manner (within 15 minutes of the end time communicated by the coach or supervisor) and in the parking lot in front of the Main Building.
- Students who fail to meet behavioral expectations, or who repeatedly remain after the fifteen-minute window for timely pick-up, may not be allowed to continue the activity.

Other Dismissal Expectations

No students should be dropped off or picked up on McLemore Ave. or on College St.

- *If students are caught in violation of these expectations, disciplinary consequences will be issued.*
- Once a student leaves campus, he or she will not be allowed to return.
- No student will be allowed to leave the main pick-up area without written permission from the School Director.
- Students who have a bus-rider pass will be expected to walk to and wait at the bus stop immediately upon dismissal.
- Students who have a walking pass will be expected to walk to the designated location immediately upon dismissal.

- 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, Tuesday-Friday all students dismissing at 3:00 p.m. are expected to be picked up no later than 3:30 p.m. All students dismissing at 4:00 p.m. due to attending individual teacher's tutoring sessions should be picked up no later than 4:15 p.m. On Mondays, students dismissing at 2:15 p.m. should be picked up no later than 2:45 p.m. Students who are assigned to Thursday detention (which ends at 3:45 p.m.) must be picked up no later than 4:00 p.m. Students who are not picked up on time will go to After Care. [see After Care Program]

AFTERCARE PROGRAM

In order to make sure that students are safe even if their parent(s)/guardian(s) cannot pick them up until after 3:30 p.m., The Soulsville Charter School has an **After Care program**. The program runs from 2:45 p.m.-4:45 p.m. on Monday and from 3:30 p.m.-6:00 p.m. (Tuesday-Friday). **Even though not enrolled in aftercare, children whose parents/guardians have not picked them up by 2:45 p.m. (Monday) and by 3:30 p.m. for the first dismissal, 4:15 p.m. for the second dismissal (Tuesday – Friday) will automatically be signed into After Care and charged an After Care fee. Students will not be allowed to remain on campus without direct staff supervision.**

- Students should be picked up at their dismissal time. The absolute latest time a student can be picked up without incurring an After Care fee is within thirty minutes of 2:15/3:00 dismissal and within fifteen minutes of 4:15 dismissal.
- Students who are not picked up from extracurricular activities within fifteen minutes of the official end may not be allowed to continue to participate. The teacher who sponsors the extracurricular activity reserves the right to disqualify students who are not picked up on time.
- Students will have homework time, a snack, and interactive time.

- School rules and the Commitment to Excellence Agreement still apply.
- Students who fail to meet expectations will be at risk of being disenrolled from The Soulsville Charter School 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 After Care the following week would pay \$25 by Wednesday of the week before. Example 2: A parent who wanted 3 days of After Care would pay \$15 by Wednesday of the week before.

****Students brought to Aftercare due to canceled tutoring or athletic practices will not be charged.***

INCLEMENT WEATHER POLICY



1115 College Street
Memphis, TN 38106

XV. INCLEMENT WEATHER POLICY

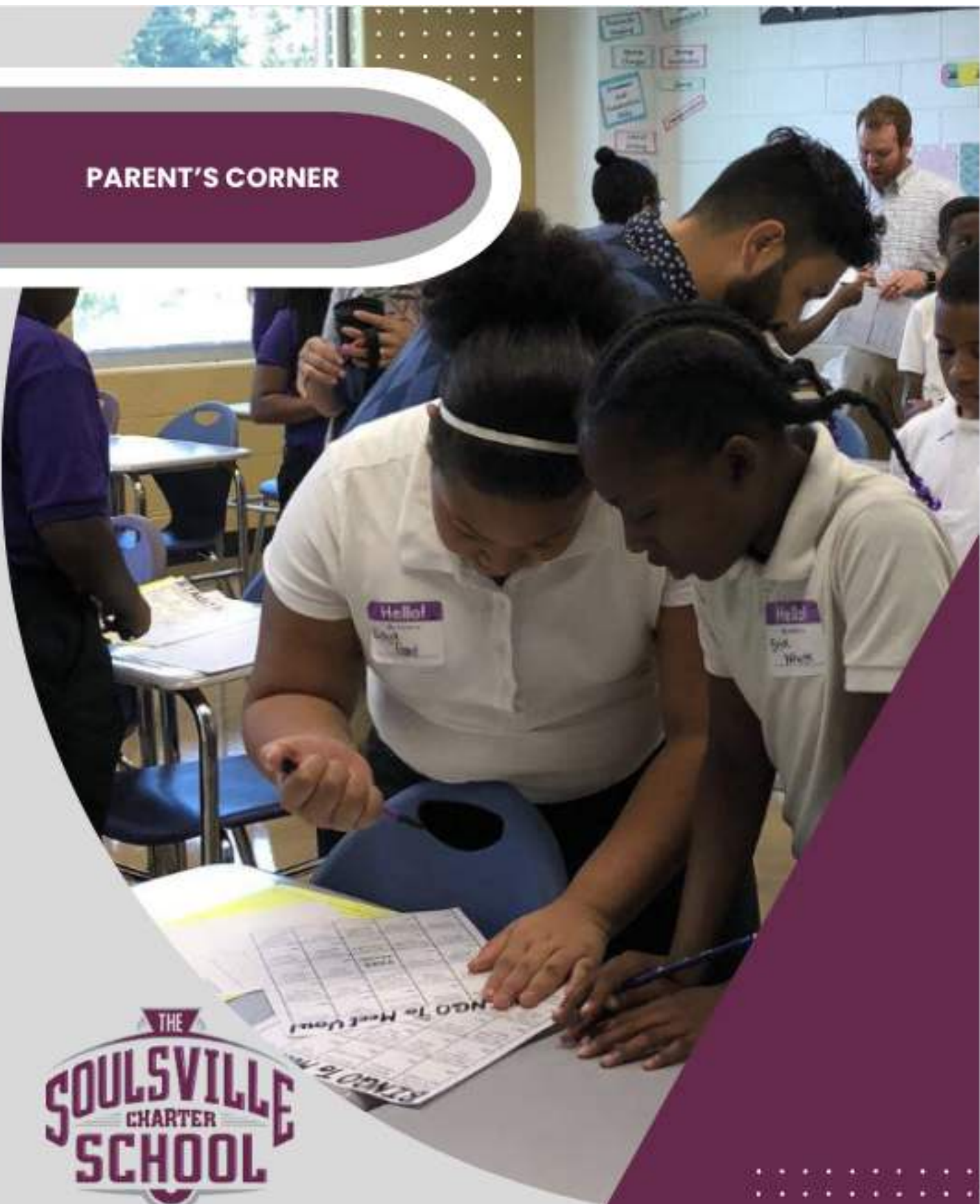
During the School Week:

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

(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.

PARENT'S CORNER



1115 College Street
Memphis, TN 38106



XVI. PARENT'S CORNER

HIERARCHY FOR ADDRESSING CONCERNS

Efforts should be made to resolve grievances at the lowest level possible. If a student or their parent/guardian has a formal grievance, it must be submitted in writing to the student's supervising teacher within ten (10) business days from the date of the grievance or knowledge of the event causing the grievance. For this policy, "Business Day" refers to any weekday not marked as a holiday or administrative closure by The Soulsville Charter School (TSCS). The day the event occurs is excluded when calculating the time period of Business Days.

If the grievance involves the supervising teacher, it can be submitted directly to the school assistant director. The grievance should clearly detail the situation and explain why the action taken was inappropriate or incorrect, including the requested remedy. The Supervising Teacher or Assistant Director will respond in writing within ten (10) business days of the submission.

TSCS allows a grievance to be routed through a maximum of four levels. At each level, a TSCS representative will review the grievance and provide a written response. A grievance may be escalated to the next level in writing following these steps:

- a. Supervising teacher
- b. School Assistant Director
- c. School Director
- d. Executive Director

These grievance procedures do not apply to suspensions/expulsion decisions or other school specific code of conduct violations, admissions decisions, or grade disputes.

SETTING UP PARENT-TEACHER AND PARENT-ADMINISTRATOR MEETINGS

- We welcome respectful communication and 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 a meeting will be able to 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, lunch must arrive before that student's lunch period begins. If lunch is brought after a student's lunch period begins the lunch will not be delivered to the student.

FAMILY ENGAGEMENT PLAN

2024-2025 School Year

The following family engagement plan has been jointly developed and agreed upon by the Soulsville Charter School parents, students, and school staff:

Parent Involvement Plan:

At the Soulsville Charter School, we believe that parental support is vital for the academic and social growth of our students, and we want parents to be involved in an organized, ongoing, and timely way. Therefore, we will make all appropriate efforts to include parents in the life of the school and will encourage parents to support our efforts at home.

Involvement Strategies:

1. Just before enrollment, all students are required to attend a mandatory introduction meeting. This meeting will include the parent, an MS Admin, and possibly the incoming student.
2. Signed Home/School Compact agreement.
3. Parental support with homework.
4. Multiple parent meetings are planned for the year. Any parent informational meetings will be held at regular and flexible meeting times. Parents may also request meetings as needed.
5. Parents will be invited to an annual Title 1 meeting to provide them with information concerning their rights to be involved in the school, Title 1 requirements, and the Soulsville Charter School's participation in Title 1.
6. Parents will be involved in the development of the Home-School Compact.
7. Appropriate documents and information will be distributed to parents in a timely manner (i.e. via monthly newsletters, weekly progress reports, and quarterly conferences).
8. Parents will be provided information regarding curriculum, academic assessments, and the student proficiency goals. Parents will be provided with weekly updates on student progress as monitored by classroom teachers.
9. Parents will be asked to assist during other school-related events and activities.
10. Special accommodations to assist with reasonable parent involvement will be provided as requested by the parent.

KEEPING UP WITH YOUR STUDENT'S GRADES

PowerSchool

This web-based program allows parents to access information for their child regarding their academic performance in 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

- **PowerSchool**
 - Maintain regular contact with your student’s teachers through PowerSchool. Email them through the system. Set up an account on PowerSchool as soon as possible and look for teacher updates, assignment lists, and postings.
- **Weekly Report**
 - Review your student’s weekly reports. It will be sent home every **Monday!**
 - Discuss this report with your student. 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** and follow the security procedures, which are outlined at the security desk. After which, you may check in to the main office. The office will contact the classroom to let them know a visitor is on the way.
 - When signing in, please write your name, date, time-in, time-out, and reason for the visit. Before going to class, you must wear observation identification provided by the school office. If any of the information you record and provide 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 a 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.
- **Teacher Suggestions**
 1. Review the teacher syllabus for each subject.
 2. Ask individual teachers for tips on how to support your child in a particular subject area.
 3. Use websites suggested by teachers to reinforce learning for your students.
 4. Use the TeacherEase email system and the Kickboard Parent Portal to keep in contact with teachers regarding your child’s progress.
 5. Parents should not call teachers or administrators before 7:00 am or after 8:00 pm.

Use a Morning, Afternoon, and Evening Checklist (see Daily Checklist)

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?

SCS Scheduled Parent Events

Parent & Staff Meet and Greet Details surrounding an Open House will be communicated at a later day.

Parent/ Teacher Conferences 1	September 7th, 4pm-7pm
Parent/ Teacher Conferences 2	February 15th, 4pm-7pm

FREQUENTLY ASKED QUESTIONS AND ANSWERS



1115 College Street
Memphis, TN 38106

XVII. FREQUENTLY ASKED QUESTIONS AND ANSWERS

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

- TSCS has basketball (MS and HS), track (MS and HS), volleyball (MS and HS), Cheerleading (MS and HS), Rugby (MS and HS), Football (HS) and golf (HS and 8th grade). 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. 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.

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

- No, High School and Middle School will not have scheduled classes together, but might share the Gym/MPB building from time to time.

4. 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.

5. Can my child be put into their 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.

6. 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.

7. 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.

8. Do all students have to play an instrument?

- At TSCS, all MS students must fulfill a fine arts credit that will involve at least one year of orchestra, band, general music, or choir. All MS students take a music elective at least weekly. Previous musical training is not required but is valued.

9. 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 Director.

TSCS STAFF DIRECTORY



1115 College Street
Memphis, TN 38106

XVIII. TSCS STAFF DIRECTORY

First & Last Name	Subject Taught	Email Address
Jeremy Griffin	6th English/ Language Arts; Team Leader	jgriffin@tscsmemphis.org
Nathan Shelton	6th English/ Language Arts	nshelton@tscsmemphis.org
Kaitlon Yarbrough	6th English Resident	kaitlon.yarbrough@memphistr.org
Alexandria Donald	6th grade Math	adonald@tscsmemphis.org
Ariana Hall	6th grade Math	ahall@tscsmemphis.org
Jahneesha Williams	6th grade Science	jwilliams@tscsmemphis.org
Idella Bass	6th grade Social Studies	ibass@tscsmemphis.org
Jeremy Cunningham	7th English/ Language Arts	jcunningham@tscsmemphis.org
Ambernesha Johnson	7th English/ Language Arts	asjohnson@tscsmemphis.org
Robin Brice	7th grade Math	rbrice@tscsmemphis.org
Emily Dobesh	7th grade Science	edobesh@tscsmemphis.org
Isabella Hogue	7th grade Social Studies	ihogue@tscsmemphis.org
Kelsey Matthews	8th English/ Language Arts	kmatthews@tscsmemphis.org
Sidney Shields	8th English/ Language Arts	sshields@tscsmemphis.org
Mary Cowart	8th Grade Math	mcowart@tscsmemphis.org
	Science 8th Science	
Lawrence Overton	8th Grade Social Studies; Team Leader	loverton@tscsmemphis.org
Angela Parker	MS Physical Education & Health	aparker@tscsmemphis.org
Teresa Weaver	Special Education (ELA)	teweaver@tscsmemphis.org
Shetona Edwards	MS Reading Specialist	sedwards@tscsmemphis.org
Dion' Hammond (Smith)	Special Education (Math)	Dhammond@tscsmemphis.org
Shaman McGowen	MS and HS Band	smcgowen@tscsmemphis.org
Jordan Smith	MS and HS Choir	jsmith@tscsmemphis.org
Heather Trussell	MS and HS Orchestra	htrussell@tscsmemphis.org
Arthella Williams	MS General Music	arwilliams@tscsmemphis.org
Kimani Subber	MS Education Service Provider	ksubber@tscsmemphis.org
Nadia Barnard	MS Director	nbarnard@tscsmemphis.org
Alyssa Brown	MS Assistant School Director	abrown@tscsmemphis.org
Parker George	MS Dean of Students	gparker@tscsmemphis.org
Maya Robinson	Executive Director	mrobinson@tscsmemphis.org

INDEX SECTION



1115 College Street
Memphis, TN 38106

**SHELBY COUNTY SCHOOLS
Complainant Statement**

This form **MUST** be completed by the complainant when reporting an incident of alleged bullying and harassment.

COMPLAINANT FULL NAME _____ GRADE _____

SCHOOL _____ TODAY'S DATE _____

Date of Incident / / Location of Incident _____
Month Day Year

Description of Bullying Behavior (Include in detail who, what, where, when, how)

(Attach additional pages if necessary.)

List all witness names and grade levels.

Name _____	Grade _____
Name _____	Grade _____
Name _____	Grade _____

List evidence of bullying behavior (threat or message – written or electronic): Attach if possible

Please answer the following questions regarding the incident.

Have you been involved in previous bullying incident with the same student? Yes No

Did you suffer a physical injury as a result of the incident? Yes No

If yes, did your injuries require medical attention? Yes No

To the best of my knowledge, all of the information on this form is true and accurate.

Name of person filing this complaint _____ Date _____

_____ Check and print name if someone other than complainant is completing this form _____