



Southern Avenue
CHARTER SCHOOL

Southern Avenue Charter Elementary School of Academic Excellence and Creative Arts

2022 - 2023

Student and Parent Handbook

K - 2nd
2221 Democrat Rd
Memphis TN 38132

3rd - 5th
2185 Democrat Rd
Memphis TN 38132

(901) 743-7335 x1

www.southernavecharterschools.org

Elise Evans, Founder & Executive Administrator

Shelia Moss, Principal



Southern Avenue CHARTER SCHOOL

Southern Avenue Charter School of Academic Excellence and Creative Arts was founded and designed by a diverse committee of community people who have a passion for every student receiving a quality education. Southern Avenue Charter School will provide an alternative route to success for K-5th grade students who are failing to reach their full potential in traditional school settings.

Mission

The mission of Southern Avenue Charter School is to educate the whole student to experience academic and social successes through a variety of research-based, data-driven teaching methods, and cognitive development activities. These activities will provide the foundation for the student to perform successfully in the middle grades. **The evidence will be the ability of a student entering the sixth grade reading on grade level and ready to further learn.** Special emphasis will be focused on the development of knowledge, skills, and abilities of the student, as determined by grade level performance on TNReady, the state's measure of accountability.

Philosophy

- ❖ We believe that every student has an obligation and a duty to learn, and we have the responsibility to teach that student.
- ❖ We believe that a student's mind is like an "empty vessel" waiting to be filled.
- ❖ We believe that every student can learn and be successful in a learning environment that is safe, non-threatening, and cognitively compatible.
- ❖ We believe that success in the early grades is critical for future success in school. A student who learns early increases his learning capacity forever.
- ❖ We believe that learning deficits can be prevented through intervention in the early grades; improved curriculum and instruction; individual attention; and support from families.
- ❖ We believe it is our responsibility to find that student, where he/she is, and provide those experiences he needs to be academically, creatively, socially, and culturally successful.

- ❖ We believe that we teach students, “not” Reading, Writing, Languages, Math, Social Studies, Science, Music, or Physical Education.
- ❖ We believe that if students have not learned, the teacher has not taught. It is the responsibility of the teacher to provide students with engaging work that ensures that they learn what is expected.

Elise Reese Evans, M.S., M. ED.
Executive Administrator/Superintendent

Educational Administrators

Sheila Moss	Principal
Manessa Parker	Instructional Facilitator / Curriculum Coordinator (K-2) / Building Testing Coordinator
Teena Smith	Instructional Facilitator / Curriculum Coordinator (3-5)
Vanessa Holmes-Covington	Math Instructional Coach/ Emergency Management
April Hibler	Professional Counselor (K-5)
Amelia Warren	Response to Intervention - Behavior (K-5)
Jabina Harris	RTI Coordinator

Central Office Administrators

M. Denise Dill	Chief Operating Officer
Lois Madison	Human Resources Specialist
Erviline Pace	Special Program Supervisor/Covid-19 Coordinator
Whitney Nelson	Central Office Administrative Assistant/ Payroll Specialist

J. Christian Evans	Director of Information Technology (I.T.)
Camille Noah-Hubbard	Financial Consultant/CPA
Arthur Eddings	Supervisor, Environmental Technology
Reginald Reese	Assistant Supervisor, Environmental Technology

SACS Faculty and Staff

Teachers

Danielle McKoy	Janice Dormer
Erica Donald	Robert Moore
Telisha Phillips	Terrell Mitchell
Ordra Anna-Westbrook	Julia Paige
Kenneshia Lattimore	Shaquita McDaniel
Amy Laws	Willedra Williams
Banetta Hicks	Varita Turner
Lorraine Chatman	TBA
TBA	

Ed. Assistants

Ameerah Franklin-Dixon	Sierra Jones
Heather Sparks	Joana Rosales
Michelle Brown	Jessika Banks

Support Teachers

Sherri Stepter.....	Director of Music
Tania Incio.....	Spanish Teacher
Jamaal Rufus.....	Athletic Director
Hibbler.....	School Counselor
Candice Carter.....	Speech Therapist

Interventionists

Anita Gayden	DeeAnna Redmond(<i>sub</i>)
Sharon Watson (<i>sub</i>)	Clonia Young
Jeraldine Davis (<i>Gifted</i>)	Sheron Banks
Linda Tate	Dorothy Ayers

Menette Morris

I.T. Department

Christian Evans.....I.T. Director
Kisha Windless.....I.T. Systems
Analyst, Manager
Rex Oatis..... I.T. Media
Specialist, Supervisor
Kelsey Briggs.....I.T. Media
Specialist
Valencia Love..... I.T Clerk

SPED Department

Felicia Moore.....Sped
Coordinator
Katheryn Smith.....Sped
Assistant

Secretarial Department

Yarkeva Littles.....Financial
Secretary
Valencia Love.....Central
Office Clerk

COVID Department

Erviline Pace.....COVID-19
Coordinator
LaTonya Salton.....COVID Staff
Noah Smith.....COVID
Staff
Dr. Sonija Stevens.....COVID Staff
Regina Wade.....COVID
Staff
TBA.....COVID
Staff

Nutrition Services Staff

Maurianna Love.....Nutritional
Staff
Latish Marshall.....Nutritional
Staff

Environmental Department

Arthur Eddings
Reginald O. Reese
Winston Daugherty

Maria Arellano
 Malcolm Pryor
 John Hughes
 Larry Hampton
 Russell Rodgers
 Sherilyn Johnson

Board of Directors

The **Governing Body/Board of Directors** for Southern Avenue Charter School is fully constituted and functioning. Below is a list of their names, titles, and experience. Each has a proven record of community involvement and concern for the education of our children. The Board of Directions is fully capable of leading this school of excellence and providing a breadth of educational opportunities for our children. The Board meets the second Tuesday of the month (quarterly – August, November, February, and May) at the Central Office or by conference call.

Gregory D. Bethel, Chairperson	HR Business Manager, Partners for City of Memphis
Anthony Amos, Board Member	Infectious Disease Control Manager, Chief Compliance Office MATA
Stanley Burton, Vice Chairperson	State of TN. Veterans Employment Representative
Arnell Morris, Board Member	COGIC Pastor, Firefighter/ Paramedic
Stephanie Walker, Board Treasurer	Retired-Federal Express Corporation Sr. Information Planning Analyst
Tania Maria Incio, Board Member	Spanish Teacher
Carolyn Godwin-Willett, Board Secretary	Entrepreneur and Owner of Kiddie College
Judge Walter Evans, Board Member	Retired-Chancellor Shelby County Chancery Court
Kathryn Smith, Board Member	SPED Assistant
Gwendolyn Boykin, Board Member	Retired Educator
Dell Stiner, Board Member	Retired-Family Law Attorney and Registered Nurse
Tyrus Perry, Board Member	Retired Educator

Calendar 2022 – 2023

First Semester

August 8	1 st Day of School
September 5	Labor Day / No School
September 8	Parent Conferences 4:00 pm – 6:00 pm
October 10-14	F A L L B R E A K
November 8	Election Day (students out)
November 11	Veteran's Day (students out)
November 21- 25	Thanksgiving Break
December 19-30	Winter Break

Second Semester

January 1	Winter Break / No School
January 2	Teachers & Students Return
January 16	MLK Day / No School
February 16	Parent Conferences 4:00 pm – 6:00 pm
February 20	President Day/Students In
March 13-17	S P R I N G B R E A K
March 20	Students Return
April 7	Spring Holiday – Good Friday
April 17- May 5	TCAP Window
May 26	LAST DAY OF SCHOOL for Students
June 22	Juneteenth Holiday

Code of Conduct for Parents and Visitors

At Southern Avenue Charter School, we are very proud and fortunate to have a dedicated and supportive parent community. Our parents recognize that educating children is a process that involves partnership between parents, teachers, and the school community. As a partnership, our parents will understand the importance of a good working relationship. For these reasons, we continue to welcome and encourage parents to participate in the life of our school.

The purpose of this policy is to provide the expectations surrounding the conduct of all parents and visitors to our school. In order to maintain an orderly, respectful, and secure educational environment with our students, faculty and staff, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this handbook.

Parents/Visitors are expected to:

- ❖ Recognize that the education of students is a joint responsibility of the parent and the school community.
- ❖ Know and adhere to school policies. Know school and classroom rules, and help students understand them.
- ❖ Support the school in its effort to maintain a positive teaching and learning environment.
- ❖ Inform the school of any issues or home situations that may affect student's conduct or performance.
- ❖ Follow the rules governing parking, carpool lane drop off and pick up procedures.

Parent/Visitor Responsibilities:

- ❖ Use respectful language towards all faculty and staff members at all times.
- ❖ No illegal drugs or weapons are allowed while on campus or school related events. (Southern Avenue has the right to search anyone and his/her belongings at any time.)
- ❖ Dress appropriately while on campus and/or participation in Southern Avenue Charter School sponsored events. (Please refrain from bonnets, wave caps/wraps, pajamas, exposed or revealing clothing, houseshoes, or slides)

- ❖ Complete 20 parent/guardian volunteer hours per family for the school year. Please make sure to sign in the main office to receive credit for volunteer hours.
- ❖ Minimize technology usage while with students, recording minors or employees for personal usage is prohibited, and posting on social media is prohibited.

School Communication

Calendars

Southern Avenue Charter School (SACS) distributes a calendar booklet at the beginning of the school year that outlines the academic year. SACS calendars and events are also posted on the school website at www.southernavecharterschools.org. Please understand the calendar is subject to change. SACS will communicate updates via social media, robotexts, newsletters, and/or the Class Dojo App.

Monthly Newsletters

The school newsletters are published monthly and sent home with students the first Wednesday of the month. These publications are the primary source of up-to-date information about the school and upcoming activities and events. Copies of the newsletter are also posted on the school website www.southernavecharterschools.org.

Conferences and Communication

Open communication between parents and teachers is critical, and parent-teacher conferences or contacts are an important component of that communication. Parents should contact teachers during the year to discuss academic or social/emotional progress of their child/children by calling, sending in a note, or emailing the teacher(s). A teacher may also request a conference during the year to discuss with the parent/guardian student's progress, behavior, and/or an area of concern.

Southern Avenue Parents are required to attend at least one Parent Teacher Conference during the school year. (Parent/Teacher Conference Dates: September 8 and February 16 from 4pm-6pm.)

Contact Information

It is the parents responsibility to notify the Office Staff and Teachers when telephone numbers and address information changes. Parents, please keep the school informed of record changes.

School Website & Social Media

Visit our school website for information: www.southernavecharterschools.org

Like us on **Facebook**: Southern Avenue Charter School
Follow us on **Instagram**: @sacsmemphis

SCHOOL VISITATION

Office and Entrance

For the safety of all students and staff, outside doors are locked at all times. All visitors must show a state or federal photo identification. Please be mindful all visitors are subject to search while on campus. Southern Avenue Charter School may also request certain personal items be left in the car prior to entering the school. Southern Avenue also reserves the right to deny anyone entrance into the school building as it pertains to students' safety and security.

Essential visitors are defined as those whose visits are necessary to achieve the operational or educational missions of the school or school system. Everyone must enter the school through the back door (K-2) and the side door of the Academy (3-5). To gain entry, visitors will first need to push the buzzer located to the left side of the door and wait for instructions. Visitors **must** report to the office to obtain a pass, which must be clearly displayed at all times. A photo ID is required to visit within the building.

All visitors are required to wear face masks while in the school buildings. Parents are allowed to attend in-person IEP meetings or other meetings with school staff or administration to conduct official educational business, but must adhere to health of safety guidelines set forth by Southern Avenue Charter School and the Shelby County Health Department. Please contact your child's school to make arrangements or appointments.

Classroom Visitation

Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits must be arranged with the classroom teacher prior to coming to the school at least 24 hours in advance. Arriving at school unannounced may result in the inability to visit the classroom. Please be mindful that visits cannot interfere with the instructional program, and parents should refrain from discussing his or her child's progress during the observation. SACS reserves the right to limit or schedule the visit in such a way to diminish or avoid disruption to the normal operation of the school.

Arrival and Dismissal Procedures

School Hours

Monday – Friday 7:30 am – 3:01 pm
Office Hours: 7:30 am – 4:00 pm

Before and After Care Hours

6:00 am - 7:30 am (Before Care Students only may enter the building)

3:01 pm - 5:30 pm

Bus Information

Southern Avenue is primarily a parent provided transportation school. However, for the 2021-2022 school year, bus transportation will be available on a **limited** basis.

The bus stops for the 2023 school year are as follows:

Bus Transportation

Southern Avenue Charter School has the option of offering parents bus transportation.

Therefore, we will offer solely on these requirements below:

- Students must get their temperature checked before stepping onto the bus.
- Students are to wear a mask before entering the bus.
- Students are to sit one (1) to a seat.
- Students are to exit the bus one at a time.

Students will then get their temperature checked again, once arriving at school. Please note, we are only allowing half of the required capacity. For example, if the bus holds 60 students, only 30 students may ride the bus at one time while occupying their own seat. Parents may sign up for bus transportation throughout the school year. As we receive more children, we will offer more bus transportation to accommodate the students. **Please note that this reopening plan is subject to change** based on the health situation in Shelby County and changes in guidance and/or orders from the Shelby County Health Department; local, county, or state government; or state or federal law. Our mission remains to provide a safe environment for our students and teachers. Please note that it may not be possible to accommodate all transportation requests, and if we do not feel we can safely transport all students requesting transportation, we may develop an alternate schedule to determine who will receive the bus service.

Arrival

Each student will wait in their vehicle until an appointed staff member comes to remove the student from the car. Before the student exits the car, we will ask the parent and student these specific questions below:

1. Have you had a fever of 100.4 degrees within the last 14 days?
2. Have you had any coughing or shortness of breath?
3. Have you recently had pneumonia or the flu?
4. Have you traveled out of the country within the last 14 days to a level 2 or 3 countries as determined by the Center of Disease Control and

Prevention? Please refer to the website below to confirm these countries.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

5. Have you had contact with anyone who has lab confirmed Novel Corona Virus within 14 days of symptom onset? If they answer no to all questions, the student may then exit the vehicle. Before entering the building, the student will receive a temperature check and hand sanitizer at the hand sanitizer pump. There will be a hand sanitizing station at each entry way. Students may not enter if their temperature is over 100.4 degrees.

Morning Drop-Off Procedures

6:00 am Before Care Students ONLY may enter the building
7:30 am All students may enter the building

Screening

We are asking parents to check the temperatures of your child(ren) every morning before sending them to school. Any student who has a temperature at or 100.4 degrees without fever reducing medication should not attend school that day. In addition, our staff will have access to no-touch thermal thermometers and may conduct temperature screenings on any student at any time. If students have a temperature, other COVID related symptoms, or other illness, a SACS COVID-19 Team Member will call the parents to pick up the child from school.

We will follow protocols as outlined by CDC and SCHD for students who display symptoms of COVID-19 and/or may be waiting for a parent pick-up. Students will be monitored by a SACS COVID-19 Team Member at all times.

Drop-Off Location – Parents are to drop students off at the back door via the carpool line (K-2 building) and at the side cafeteria door entrance via the carpool line (3rd-5th building). *For safety purposes do not park in the carpool area nor drop students off prior to pulling up and stopping at the specified drop-off door.*

8:01 AM – Students are considered **late** and will need to be signed in by parent/guardian (over 18 years old) and will receive a late pass from the office/covid team. *Students arriving late to school **2 times** will be issued a warning for tardiness per quarter, and parents will be called for a conference with the Principal. Continued tardiness **6 or more times per quarter** will be referred to the Executive Administrator. Please note, excessive tardies could possibly impact a student's success because of missed instruction and assignments. **If you have extenuating circumstances, please contact the school's main office.***

Afternoon Carpool Pick Up Procedures & Early Check-Out

If you wish to check out your student prior to the end of instructional time and/or the end of the school day, you must do so prior to 2:30 pm. Early check outs for

illness, doctor appointments, emergencies, or other reasons that the Principal deems necessary and reasonable are **excused**. Students will not be called to the office for dismissal after 2:30pm. Changes to your child's dismissal plan must be made in writing; phone calls are only acceptable in emergency situations. These procedures ensure the safety of our students, decrease the number of classroom interruptions, and will avoid any confusion regarding dismissal. In the case of a family emergency, please contact one of our administrators. Documentation is required to excuse an early dismissal. Records will be kept to document the number of days a student checks out early. **Excessive incidents of unexcused early checkouts will be referred to the Principal, and may result in disciplinary action or other appropriate action. Having more than 3 unexcused early dismissals per quarter will result in an overnight suspension.**

Carpool Drop Off & Pick Up – Students will be dismissed each day via the school carpool line. Please follow these guidelines to ensure the safety of our students:

- Morning carpool arrival promptly begins at 7:30-8am. Students will need to arrive before 7:45 am for breakfast. After 8 am, an adult must walk in to check in his/her child in the main office. Pajamas are prohibited on campus.
- Students must remain in the vehicle until a COVID team member arrives to check temperatures. Parents thank you for your patience and understanding during this time.
- During morning carpool, please ensure all students are awake, and have backpacks, lunchboxes, and uniforms prior to exiting the vehicle.
- A carpool card will be given to parents to display in the vehicle windshield.
- As you enter the carpool line from Democrat Rd.; the card is displayed for staff members to easily see.
- 3:01 pm – 3:15 pm: Students are dismissed by name when their car arrives.
- 3:16 pm: Parents/Guardians must pick up ALL students from the K-2 building back entrance area.
- Skipping, Driving over 5mph, loud music, and distracted driving is strongly prohibited during morning or evening carpool.

*Carpool staff members are off duty at 3:16 pm. Students that are not picked up by 3:20 pm will be placed in aftercare and charged a **\$10 drop-in aftercare fee. Fee payment is due at the time of pick up.** Continued late pick-ups will be referred to the Principal.*

Inclement Weather Policy

Southern Avenue Charter Schools Inclement Weather Policy aligns with that of Memphis-Shelby County School District. Weather forecasts aid in decisions about school closing and early dismissals due to inclement weather. When inclement weather situations arise, tune in to local television stations for updates about

school closings and be sure to check our social media page on Facebook for updates as well.

Attendance

The Tennessee State Compulsory Attendance Law (TCA-49-6-3001) requires that students of legal age attend school (ages 6-17, both inclusive). This also applies to five-year old students who have attended for six weeks. Your child's learning is directly linked to being in class everyday.

Punctuality and regular attendance are necessary for academic success. Students must attend school everyday in order to keep up with the daily work and to fully grasp the concepts that are presented each day. Regular attendance also helps the student develop a sense of responsibility and discipline.

Great school attendance is crucial for student learning! No student should be allowed to miss school unless absolutely necessary.

- Excused absences may be granted for the following reasons: personal illness, death/serious illness in the immediate family, court, religious holiday, unusual cause (decided by principal), deployment of guardian/parent, or visit with parent on military rest and recuperation.
- On the day the student returns from the absence, she/he must bring a note to document the excused absence. A student's absence will be considered unexcused if a properly documented note is not turned in to the office within two days of the absence.
- TN law requires students to attend school. Students will be considered truant after five "unexcused" absences. We will adhere to the SCS Policy 6010 to deal with truant students.
- Students who are absent from school cannot attend or participate in school sporting events, dances, or any other school-sponsored activities occurring on the day of the absence, unless the Principal has given advance permission.
- Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent the principal, teacher(s), student and parent or guardian will meet to address the issue. Excessive absences will not be tolerated. If a student is absent with or without excuse for more than 10 days of the school year, unless in extreme situations, that student may be retained and unable to proceed to the next grade level.

- Any class work, homework, projects, quizzes, or exams — including midterms and finals — missed during unexcused absences will be counted as a zero and cannot be made up. During in-school suspensions, completed homework will receive credit, and all missed quizzes and tests may be completed in a timely manner.

Parent Responsibility

Parents of school age (K-5) are responsible for his/her child's regular on-time school attendance. All children are expected to attend school each day that school is officially in session. We recognize that illnesses and or other emergent situations may occur that may cause a student to be absent. Please follow these guidelines when your child is absent:

- ❖ Parent/Guardian will provide their child with a signed, written statement accounting for the reason and date(s) of the absence to be presented upon the child's return to school for excused absences. *If a written statement is not received in the office within two (2) days of the student's return, the absence will be considered **unexcused**.*
- ❖ **Only ten (10) handwritten notes per school year are accepted; thereafter a doctor's note is required.**
- ❖ If the student is absent 3 or more consecutive days due to illness, a note from a physician is required upon student's return to school for excused absences.
- ❖ Absences not accounted for in writing by the parent or physician will be documented as **unexcused**.

Excused Absences

- ❖ Personal Illness (excessive or extended absences will require an excuse from a medical doctor)
- ❖ Illness or death of an immediate family member
- ❖ Required court appearance for student
- ❖ Doctor or dental appointments that are scheduled during school hours (doctor's excuse required)
- ❖ Circumstances, which in the judgment of the Principal, create emergencies over which the student has no control.

All absences other than those outlined above shall be considered unexcused.

Unexcused Absences

- ❖ Attendance notices will be sent to parents of students with 3 unexcused absences. A referral will be made to the Principal and the Principal's Designee to schedule a meeting with the parent/guardian to assess the student's absences and determine strategies to address attendance. ***Two attempts will be made to contact parents/guardians in writing of attendance to date (absences, tardies, and early checkouts), potential consequences, and penalties for failure to comply.***
- ❖ A student with 4 or more unexcused absences will be considered **TRUANT**. **Schools are to notify the District Attorney General according to Tennessee State Compulsory Attendance Law (TCA 49-6-3007).**

Tardies

Any student arriving at school after 8:01 am is considered tardy. Parent/Guardian must accompany the student to the office and sign in the student. The student will receive a tardy pass to class.

Excused Tardy

A tardy resulting from events beyond the student's control is considered excuse, such as:

- ❖ An accident
- ❖ Area power outage
- ❖ Medical or dental appointment (documentation required)
- ❖ Other reasons determined by the Principal or Designee as acceptable

Unexcused Tardy

Tardies other than those outlined above shall be considered **unexcused**. Incidents such as:

- ❖ Oversleeping
- ❖ Errands
- ❖ Car trouble
- ❖ Similar reasons determined by the Principal or Designee as unacceptable are **unexcused**.

Documentation will not obligate the Principal or Designee to excuse an unexcused tardy.

- ❖ Attendance notices will be sent to students with **3 or more unexcused** tardies. Two attempts will be made to notify parents in writing or home visit of unexcused tardies and potential consequences.
- ❖ A student with **6 or more unexcused tardies and/or early dismissals per quarter** will be referred to the Principal. The Principal or Designee will schedule a meeting with parent/guardian to discuss and assess the student's attendance, potential consequences and failure to comply.

HEALTH

Each student is required to have a current (up-to-date) immunization record signed by a healthcare provider upon admission to the school. If a student's immunization record is incomplete at entry, written documentation from a certified healthcare provider must be submitted to the school. Incomplete immunization forms accepted with healthcare provider documentation will be given 15 days to submit completed immunization forms. Your child must have two MMR shots if he/she is five years of age or older. **Health immunizations are required at the time of admission and are the responsibility of the parent/guardian.** Routine student record audits are performed to ensure all student files are in compliance with state regulations. Immunization records found to be incomplete or out of compliance could result in the student being removed from school until the parent/guardian has submitted a physician signed, up-to-date immunization record.

Medication

State law governs the taking of medication by students at school. Any time prescription medication is to be given by the school nurse or school personnel, the medication must be in the original, pharmacy-labeled container. The pharmacist's label must be attached and must describe the type of medication dosage, how often the medication is to be taken, the student's name and the prescribing doctor's name. **The medication must be delivered to the office by the parent/guardian of the student along with a physician signed and completed "Medication Authorization" form.** The form should include clear instructions for administering medication. Non-prescription medication WILL NOT be administered during school unless accompanied by an authorized doctor's statement. Students are not allowed, nor will they be permitted to bring medication to school to be stored in the classroom, student's desk, student's backpack, or cubby area.

Communicable Disease

Communicable diseases are those diseases that may be transmitted person-to-person, food, water and or animals and are the most common cause of school absenteeism. The following includes the most common communicable diseases seen on school campuses:

- ❖ Ringworms
- ❖ Acute contagious conjunctivitis (pink eye)
- ❖ Chicken Pox
- ❖ Head Lice
- ❖ Influenza (flu)
- ❖ Mononucleosis

Southern Avenue Charter School is aware that infections in schools are common. However, we are dedicated to educating our faculty and staff on the signs and/or symptoms of these diseases and in preventive measures to minimize the spread of such infections. The following guidelines will be used to prevent and minimize the spread of infections in our school:

- ❖ If a faculty/staff member has reason to believe that a student has a communicable disease, he/she shall immediately report this information to the Principal or designee.
- ❖ The Principal or designee will remove the student from the classroom.
- ❖ If the School Nurse is available, the Principal or Designee will consult with the Nurse to evaluate the suspected condition of the student.
- ❖ The Principal or Designee will notify the parent and recommend the parent pick up the student and have the student see a physician.
- ❖ Upon receiving confirmation from the parent/guardian and healthcare provider that the student **does not** have a communicable disease, the student may return to school.
- ❖ **Upon receiving confirmation from the parent/guardian and healthcare provider the student does have a communicable disease, the student will not be allowed to return to school until he/she has been cleared by a healthcare provider.**
- ❖ **Upon return to school, the parent must provide documentation from the healthcare provider clearing the student.**

SICK STUDENT POLICY

Guidelines for Keeping Sick Children Home

Please note that if the student is sent home with any of the symptoms below, they will need a doctor's note to return to school.

1. **Coughing**
2. **Shortness of Breath**
3. **Running Nose**
4. **Vomiting**
5. **Diarrhea**
6. **Headache**
7. **Fever at/or above 100.4**

Parents, this school year will look different because we are operating through a Pandemic, and we are doing everything in our power to keep your child(ren), faculty and staff safe. Any symptoms listed above will result in a scholar being sent home. On behalf of Southern Avenue Charter School, we want to thank you for being patient with us and trusting us with your child(ren).

- **COVID-19:** Please keep your child at home if he/she has a fever of 100.4 or higher, is coughing, experiencing shortness of breath, has a decrease in sense of smell or taste, has a sore throat or has muscle aches or pains. A doctor's note is required for their return.
- **Colds:** Please keep your child at home if he/she has a fever of 100 degrees and higher or is experiencing discomfort that would interfere with his/her ability to perform in school. (i.e., uncontrollable coughing, severe lack of energy). If your child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your physician. A doctor's note is required for his/her return.
- **Conjunctivitis (Pinkeye):** Following a diagnosis of bacterial conjunctivitis, the child may return when eyes are clear. Children with viral infection may return when eyes are clear.
- **Diarrhea/ Vomiting:** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours. A doctor's note is required for their return.
- **Fever:** A child should remain at home with a fever of 100 degrees or higher. The child can return to school after he/she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin). A doctor's note is required for their return.
- **Head Lice:** A child with head lice should stay home until after the first treatment with a medicated head lice product. Following the treatment, parents or guardians will need to remove lice with a fine-toothed nit/lice comb.
- **Impetigo:** A child with impetigo may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is recommended.
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a healthcare provider has made a diagnosis and authorizes the child's return to school.

- **Strep Throat:** A doctor's note is required before a child who's had strep throat can return to school.

Additional Information

- **Meningococcal:** Keeping up to date with recommended vaccines is the best way to protect against meningococcal disease. Two meningococcal vaccines (MenACWY and MenB) provide protection against the five serogroups that cause most meningococcal disease in the US (serogroups A, B, C, W, and Y). CDC recommends meningococcal vaccines for preteens, teens, and people with certain medical conditions, travel plans, or jobs. The recommendations for the use of these vaccines differ:

The Meningococcal ACWY vaccine is recommended for all adolescents at age 11- 12 years with a booster dose at age 16 years.

The Meningococcal ACWY vaccine is recommended for children aged 2 months through 10 years who have an increased risk of infection due to certain medical conditions, travel, or an outbreak.

Teens and young adults (16 through 23 year olds) may also get a MenB vaccine. Preferably at 16 through 18 years old. CDC does not routinely recommend this vaccine and asks that parents and healthcare professionals discuss the risk of disease and weigh the risks and benefits of vaccination before deciding . People need multiple doses of a MenB vaccine for best protection and must get the same brand for all doses.

Meningococcal B vaccines are recommended for people aged 10 years or older who are at increased risk for serogroup B Meningococcal Disease, including people at risk because of an outbreak.

- **Influenza:** All students of Southern Avenue Charter School have the option to take the influenza vaccine during the annual influenza vaccination period. Vaccines will be offered free of charge at various times and locations.

*** If your child(ren) exhibits any of these symptoms at school he/she will need to be evaluated by a Healthcare Provider. A doctor's note is required for their return to school.**



Southern Avenue CHARTER SCHOOL

ADMISSION AND ENROLLMENT

Residence: Pupils are required to attend school between the ages of 6 – 17, both inclusive, unless withdrawn in accordance with legal requirements. (T.C.A. 49-6-3001). Educational services will be provided for homeless students in accordance with local, state, and federal guidelines.

NOTE: A homeless child (defined in McKinney-Vento Homeless Assistance Act) lacks fixed, regular and adequate residence or has a primary residence in a supervised publicly or privately operated shelter for temporary accommodations, a public or private place not designated for use as regular sleeping accommodations for humans. For further information, please contact Executive Administrator and Founder, Elise Evans, Central Office, at 901-743-7335.

Southern Avenue Charter School will gladly receive parents interested in enrolling a child in grades K – 5, who have been zoned for a Shelby County School based on their home address; however, Southern Avenue Charter School reserves the right to interview all applicants and parents to:

- ❖ Assist in grade assignment, request documents, and recommendations from other schools, medical professions, or institutions.
- ❖ Secure parental participation and cooperation in the family Support Program which includes volunteer hours, fundraising, nightly parent/child reading time, bringing their children to school on time every day, and dressed in clean uniforms and ready to learn.
- ❖ Secure cooperation from the parent and child in abiding by the school's mission, rules and regulations.
- ❖ Be assured that the child will refrain from violent acts towards himself or others or the school.

Children will be admitted on a first-come, first served basis, except for siblings of children already attending the school. If there is available space, a child is considered enrolled when Southern Avenue Charter School receives the child's

application, report card, shot records, documentation verifying assignment to a Shelby County School, signed parent Contract of Agreement for participation in the Family Support Program, etc. Notification of acceptance will be sent to the parent verifying acceptance of the child in the school. If the parent has not completed the required registration process within a two-week period, the registration will be null and void.

If there is no space open for new enrollees when inquiries are made about registration, the child's name will be placed on a "waiting list" until space becomes available. The "waiting list" will be published to avoid any question of impropriety and a lottery will be conducted

Proof of Residence

The parent/guardian/custodian having lawful control of child will be required to provide two of the following items showing the parent/guardian/custodian's name and address, to prove residency:

- ❖ Most recent MLGW bill
- ❖ Mortgage statement or deed
- ❖ Lease or rental contract
- ❖ Public assistance / benefits documents
- ❖ Driver's license

Custody Issues

Only the residence of the parent with legal custody may be used for registration. In cases where parents have joint custody, only the address of the parent named as the primary residential parent may be used for registration. The parent whose residence qualifies the child to be registered is the parent the school personnel will consider the *custodial parent*. The non-custodial parent may receive school records when a written request is given to the school principal in compliance with T.C.A. 49-6-902 or T.C.A. 36-6-104.

Student Enrollment

Entrance Age

A child must be 5 years of age on or before August 15 for the 2022-2023 school year to be admitted to kindergarten. All children entering first grade must have attended an approved kindergarten. Any transfer student legally enrolled as a first grade student in another state, making an application for admission, shall be eligible for enrollment in Southern Avenue Charter School.

Students enrolling in kindergarten who have not previously enrolled in any school will furnish the following:

- ❖ ***Certified Birth Certificate***
- ❖ ***Proof of Immunization***
- ❖ ***Physical Examination Record:*** *Physical examinations are a requirement for entry into kindergarten or new students entering a TN school for the first time within 12 months prior to enrollment. Out-of-state physicals for entering students in kindergarten or a TN school for the first time are acceptable; however, documentation on the TN Immunization Certificate is necessary for submission to the school along with all immunizations transferred to the TN Department of Health Immunization Certificate. Proof of physical exam is required.*

Academic Information

Standards

The academic curriculum is aligned with grade level standards that have been established by the Tennessee State Department of Education. The standards define exactly what the children will need to know and be able to perform for completion of a course/content specific or grade level.

In the classroom, standards provide clear guidelines for what we teach and what the students are expected to learn. All instruction will be centered on the standards that have been aligned with criterion referenced tests and standardized achievement assessments. The standards make it easier to integrate instruction between subjects/content. The standards should be shared with parents and students to help educators to bridge the communication between school and home.

Instructional staff will communicate with parents the weekly objectives through a newsletter, Class Dojo, or school website.

Students will demonstrate mastery of standards through 3 school wide interim assessments during the school year. Students will take benchmark tests for grade level readiness in the fall, winter, and spring quarter. Students will receive grade level instructions for each content area.

Curriculum Materials

The listed materials for the Reading/Language Arts program in kindergarten, 1st, 2nd, 3rd, 4th, and 5th grade have been purchased, evaluated, and ready for classroom instruction. Curriculum materials to be utilized, in whole or part will be:

- **Reading/Language Arts:**

All grades K-5 will use the Amplify Core Knowledge Language Arts Curriculum

K-3 ELA Skills & Knowledge Base Curriculum

4th -5th ELA Knowledge Based Curriculum

This curriculum provides modules of rich informational and fictional texts for all scholars. Students will think critically about what they read. It also allows K-3 scholars to focus on phonological awareness and foundational reading skills through the skills books.

MobyMax Digital Platform (Computer Program Skills Based)

IXL.com Digital Platform (Computer Program TN State Standards Based)

- **Mathematics**

Eureka Math2 (K-5)

Envision 2.0 Pearson Realize (supplemental)

This series includes softcover practice books, manipulatives, teacher's kit, assessment tools, work mats, black lined masters, and online access.

MobyMax Digital Platform (Computer Program Skills Based)

IXL.com Digital Platform (Computer Program TN State Standards Based)

- **Science**

McGraw Hill Inspire Science Curriculum (K-5th Grade)

Foss Science Experiment Kits, Harcourt Science Kit, Kindergarten Level Materials included in this kit, Activity book, CD Activity Cards, manipulatives, teacher resource connection, big books, flip chart

- **Social Studies**

Studies Weekly

Primary Resources

Grading System

Student Assignment

The assignment of students to classes and classes to teachers is the responsibility of the Principal or Designee. Students who enter the school from another school (district or otherwise) are to be placed by the Principal or Designee in the grade or level as indicated by the records from the former school. If the student's placement

is inappropriate in the grade or level assigned, he/she may be reassigned by the Principal to another grade level. Parents shall be kept advised.

Report Card/Progress Reports

Southern Avenue Charter School follows the designated dates of Shelby County School District for progress and report cards. Southern Avenue Charter School teachers input grades and conduct in PowerSchool. Please contact the office if you need your updated information for Parent login.

Report cards are issued to students/parents at the end of each nine week term. Report cards should be signed by the parent/guardian and returned to the school within two days. Conferences may be requested at any time in an effort to improve student performance and to gain parental support.

Kindergarten

The kindergarten report card shows progress toward the state standards. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated for each skill by:

- [M] Mastery of the skill for the quarter
- [X] Non-Mastery of the skill for the quarter

Additionally, the letter grades of E, G, S, N, or U will be used to express conduct, work habits, science, and social studies.

Grades 1 – 5

Conduct Grades: All students conduct grades as E, G, S, N, or U and are to be reported at each grading period on the report card and progress reports.

Academic Grades: The basic grading system for knowledge/subject area is expressed by the letters A, B, C, D, and F according to the numerical values listed under the grading scale.

First Grade: Science and Social Studies will be expressed by the letter grades E, S, N, and U.

Grading Scale

A	90 – 100
B	80 – 89
C	70 – 79
D	60-69

F Below 60

Grading Weight Category

Homework	5%
Class Participation	5%
Classwork Assignments	40%
Projects/Presentations	5%
Assessments (Tests/Quizzes)	45%

Weekly Graded Papers & PowerSchool

Parents may request a conference with the teacher for updated grading information. Parents also have the option to check grades weekly via PowerSchool app or website. Teachers update grades weekly for homework, classwork, projects, tests, quizzes, and class participation.

Graded papers generally come home each Wednesday in the communication folder. Parents please sign and return graded papers by the next school day. If you would like to keep the graded papers longer, please email the teacher.

Kaleidoscope (Creative Arts)

Southern Avenue Charter School has developed and implemented a creative arts program that is engaging, enlightening, and supports an integrated “Kaleidoscope” of experiences. Kaleidoscope is an integral part of Southern Avenue Charter School’s holistic approach to educating the whole child.

The purpose of Kaleidoscope is to expand and elevate each child’s learning forever by providing an exciting program of creative arts as a means of self-expression through the arts. The students may participate in activities such as dramatic arts, visual arts, group piano, book clubs, arts and crafts, etc. Kaleidoscope classes will be offered during the school day. Kaleidoscope classes will be available during the first semester of the school year. Sign-up and Kaleidoscope class offering information will be made available to students after **August 17, 2022**. The sign-up / selection process is on a first come, first serve basis with a limited number of spaces per class. Kaleidoscope athletic, majorette, and cheerleading clubs are offered on a **try-out** only basis.

All students enrolled must actively participate in a Kaleidoscope Creative Arts Program. Attendance is taken weekly. The Kaleidoscope Program is a part of the Southern Avenue Charter Elementary School Charter.

Before and After School Care Program

Our Before And After School Care Program is supervised by Southern Avenue Charter School Faculty and Staff who provide a safe and enriching environment for our students. Parents/Guardians interested in utilizing our program:

- ❖ Registration fee - **\$15 per child, non-transferable and non-refundable.** Receipt of this fee and the registration form secures your child's spot.
- ❖ Before school care is available each day from 6:00 a.m. - 7:30 a.m. Before care students will transition to breakfast at 7:00 am. **Before school care fee is \$25.00 per week per child.**
- ❖ After school care is available from 3:30 p.m. - 5:30 p.m. **Monday – Friday. The after school care fee is \$40.00 per week per child.**
- ❖ Program fees are due **weekly on Monday.**
- ❖ Our program participates in the DHS Certificate Childcare Program.
- ❖ **Students that are not picked up on time after school each day will be placed in after school care and will be charged a \$10 drop-in fee.**

For more information regarding the before and after school care program, parents/guardians may contact Ms. E. Pace, Coordinator.

Parent – Teacher Organization

The Parent-Teacher Organization (PTO) is organized by the parents, teachers, and board representatives. PTO meetings are held to plan activities that enhance the school climate. The parents will elect a president, vice-president, secretary, and treasurer to provide leadership for the PTO.

The PTO will have committees and many opportunities for all parents to participate during the school year. The parents, staff and board members will work together to raise funds for the school. **The PTO membership fee is \$10 per family.**

VOLUNTEER OPPORTUNITIES

All volunteers working with minors must complete a background check. Please contact the School Principal, Principal Designee for information about background checks. Please contact Ms. Lois Madison, HR Specialist.

Class Parent	Classroom Reading Partner
Assist teacher in Classroom	Breakfast Monitor
Lunch Monitor	Field Trip Chaperone
Instructional Resource Room Assistant	
School Campus Beautification	Kaleidoscope Monitor
Tutor (during and after school)	Carpool Assistant
Library Assistant	Bulletin Board Helper
Workshop / Health Fair Assistant	School Event Sponsor
School Recruitment Assistance	School Marketing Assistant

***All campus volunteer activities will require screening before entering the building.**

Southern Avenue Charter Elementary School Code of Conduct

Southern Avenue Charter School is committed to providing excellence in education within a safe and nurturing environment. An essential part of our school culture is to promote the development of strong ethical and moral values in our students. Therefore, this Student Code of Conduct has been established to assist the school in fostering personal integrity and responsibility among our students. Southern Avenue Charter Elementary School enforces the code of conduct and offenses and penalties categorized by Memphis Shelby County School District.

Students and parents are expected to accept and support school policies including this Code of Conduct. Students and parents are expected to be familiar with the school's conduct policies and to willingly abide by them. If any student or parent violates the school's conduct policies, there will be a disciplinary response by the

school. The school, in its sole discretion, will make the final determination of whether there has been a violation of the school's conduct policies.

This Code of Conduct is not intended to be exclusive or all-inclusive. For infractions not specifically listed below, the principal will assign discipline to any student for any conduct the school considers worthy of discipline, even though the specific conduct may not be listed in this Code.

- 1) Students are expected to show respect for themselves, faculty, staff, visitors, and other students.
- 2) Parents are responsible for students being, attending, and arriving at school on time everyday.
- 3) Students are expected to respect the physical and emotional well-being of other students.
- 4) Students are expected to exhibit good character and make wise choices at all times.
- 5) Students are expected to respect school property and the property of others.
- 6) Students are expected to be accountable for their own actions, behavior, and exercise self-discipline.
- 7) Students are expected to report any examples of misconduct on the part of others to his/her teacher or school officials.
- 8) Students are expected to report any dangerous and/or emergency situations to his/her teacher, principal, and/or other school officials.
- 9) Students shall not be engaged in any illegal, unethical, or immoral behavior or activities.
- 10) Students are expected to wear complete school uniforms everyday. Uniforms should not expose underwear or body parts in an indecent manner that disrupts the learning environment.
- 11) Students will not use inappropriate, offensive or profane language on school grounds.
- 12) Students are expected to respect and abide by the electronic communication devices policy during school hours. ***refer to policy on cell phone and other device usage**
- 13) Students will refrain from intentional disruptive behavior in the classroom, cafeteria and/or during school activities.
- 14) Students will not be in possession of drugs or drug paraphernalia, weapons of any kind, tobacco or tobacco products and/or alcoholic beverages on school property.
- 15) **Students are expected to comply with all rules governing behavior as well as the directives of school officials.**

Behavior

Southern Avenue Charter School establishes and maintains proper standards of discipline and behavior for each grade level. SACS also follows Shelby County School's Disciplinary and Infraction Policy (see more information below taken from Memphis Shelby County School Student handbook.)

Southern Avenue Charter Elementary School's Rules and Expectations

- ❖ HALLS (Head forward, Arms to your side, Legs 2 feet 1 square, Legs moving with a purpose, Silent Voices).
- ❖ SLANT (Sit Up, Lean Forward, Ask & Answer, Nod for understanding, and Track the Speaker).
- ❖ Noise Levels: Level 4 - Outside Voice (recess); Level 3- Loud Proud Voice (class discussion, presenting); Level 2 - Normal Voice (table talk, centers, cafeteria during breakfast & lunch); Level 1 Whisper Tone (partner activities); Level 0 - silent no talking.
- ❖ Pay attention to Non-verbal cues (Raise Hand - silence in the common area, and rhythmic claps - to get attention).
- ❖ Assemblies - Scholars are expected to sit in SLANT, be respectful, and actively participate.
- ❖ Transitions in the Common area students are expected to exhibit HALLS.

General Behavioral Expectations

- Sitting (SLANT)
During instruction, students sit up straight in their seats and show active engagement. Both feet should be on the floor (not on the desk in front of them, nor on any part of their own desk). During independent reading time, students may adjust to a reading posture that is productive (as long as not distracting).
- Storage of Materials
Materials are always stored neatly underneath the desk. Backpacks are not permitted in the classroom. They must stay in lockers or cubbies areas designated by the classroom teacher(s).
- 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. During direct instruction, teachers may ask all students to track them at certain points, track their papers, track the board, etc.
- Hallway & Moving While on Campus
Students are on Code Yellow in the hallway. Students must walk with purpose and urgency during transitions.
H-Head forward

A-Arms to our side
L-Legs two feet one square
L-Legs moving with a purpose
S-Silent Voices

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

- Voice Levels
Students are asked to answer questions in class, they are expected to answer confidently and clearly to the teacher. Mumbling is not an acceptable form of communication.

In order to ensure that the learning environment is never disturbed, Southern Avenue Charter School has created voice levels: Level 0, Level 1, Level 2, Level 3, Level 4 and Level 5.

- Level Zero - Students must be absolutely silent and have no communication.
- Level One – This level is most commonly used in the classroom during instructional time, during assemblies, when guest speakers come to the school, or to get the attention of a large group of students quickly. When students are on Level 0, they must be absolutely silent and have no communication.
- Level 2 & 3 – This level is commonly used in the classroom when students are working on group work or playing an instructional game in the classroom. This is a conversational tone. However, it should be just loud enough to get the job done. Students will communicate to students nearby, not across the room. Students will also be allowed to use this level during lunch and support at the teacher discretion.
- Level 4 & 5 – This level is usually used when students are being dismissed after school, when students are outside, or when using “presentation voice” to give a presentation in class or to a group. Yelling or screaming on campus, unless instructed to do so by an adult for intentional reasons are never appropriate.

- Public Displays of Affection
Southern Avenue Charter School is a school that respects students’ relationships with each other; however, appropriate displays of affection require good judgment and consideration of all parties. Due to COVID-19, students may greet the teacher with a fist bump, high five, or side hug. . More extensive displays of affection are not permitted on school grounds or at school events between students.

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

Language on Campus

All members of the Southern Avenue Charter School Community are expected to adhere to the highest levels of respect for one another and to use language that reflects that respect.

Language that demeans, insults, harasses, or humiliates another member of the community will not be tolerated. Using this kind of language can be, and usually is, considered using "hate speech" and consequences will be applied.

Swearing and the use of words that show contempt or disrespect for another's gender, race, sexual orientation, and/ or religion have no place in our school community.

We do not yell or shout at each other, in greeting or in conflict.

Disciplinary Referrals

- When a student is not following school rules, the teacher or staff member corrects them. These corrections will result in a loss of Class Dojo points for the day. This will directly affect the student's conduct 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.
- If a student commits a single infraction that is highly disruptive, disrespectful, involves profanity, is violent, or has a cell phone in class, they will receive an automatic referral.
- Upon receiving a referral, the student must report immediately to RTI-B. The parent will be notified that day and the student will have to complete reflection assignments before returning to class. Failure to report immediately to the RTI-B will result in further disciplinary consequences.
- Students who earn multiple and/or consistent referrals will be subject to additional consequences, including possible suspension or expulsion from Southern Avenue Charter School. Southern Avenue Charter School follows the Memphis- Shelby County School District infractions and category offenses and consequences.

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.

Behavior Notifications

- Unless an act is highly disruptive, disrespectful, vulgar, or violent offense, before writing a referral for repeated offenses, students will be notified that they are close to receiving a referral by receiving a disciplinary referral from a teacher.
- After a student has committed two referable infractions, the student should receive a behavior notification that alerts them that the next step will be a behavioral referral, which means they will have to leave the classroom setting.
- Students should not argue or debate about the receipt of a disciplinary referral, nor should they destroy, crumble, or hide it. If a student has something he/she would like to inform the teacher regarding the incident, he/she has the opportunity to do so respectfully and appropriately, and then should continue following the instructions of the teacher.

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.

Suspensions

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

- Overnight suspensions: The student is not allowed to return to class until an administrator has met with a parent or guardian. This suspension is usually issued for minor infractions.
- In-school suspensions: The student is allowed to come to school, but is not allowed to participate in class. The student will complete all assignments in an isolated location and complete any additional suspension assignments.
- Out-of-school suspensions: The student is not allowed to come to school and will serve 1-10 days out of class. The student's work is considered unexcused while on the suspension. The student will not be allowed to return to class until a clearance meeting is held with the parent and the principal and/or RTI-B to verify that they are in a place to return to class. Students are issued out-of-school suspensions for major infractions or repeated minor infractions.

Suspension Logistics:

- The school will contact a parent/guardian to pick up their child as soon as possible.
- In most circumstances, students will receive paperwork prior to leaving campus. In more severe cases, paperwork may be received after the student has left campus with the parent or guardian. Parents/Guardians will receive a phone call stating that their child must be picked up as soon as possible.
- When a student is issued a suspension, the student will receive the appropriate paperwork that explains: the reason he/she has been suspended, the type and length of the suspension, the date the student and the parent are to clear the suspension, and the reflection assignment (if serving an out-of-school suspension). Parents are notified by phone or in-person before the student serves the suspension.

- If a student receives an overnight suspension or an out-of-school suspension, the student and parent are required to report to a suspension clearance meeting the following school day to meet with the principal or designated administrator.
- If a student receives an in-school suspension, the student is required to report to school and serve a day out of class. The student is still allowed to complete school assignments but outside of the classroom setting. A suspension clearance meeting may or may not be necessary, but the parent/guardian will be notified.
- When a student is serving an out-of-school suspension, the student will receive a reflection assignment to complete. If the assignment is not completed by the date that the suspension is to be cleared, the suspension will not be cleared at that time.
- In some cases, students will receive action steps before returning to class in order to prevent the negative behavior from occurring again.
- After a student's suspension is cleared, the student is allowed to go back to class.
- All suspensions are added to the student's permanent behavior file.

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.

Bullying/ Harassment/ Intimidation Policy

Bullying or Cyberbullying, Harassment, Intimidation

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

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. Creating a hostile educational environment.

B. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Students who are harassed/ intimidated/ bullied or who are a witness to these behaviors should

report the situation to school administration immediately. Harassing behavior is subject to disciplinary consequences up to and including expulsion. In more extreme cases, the authorities may be notified.

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

***Cyberbullying means bullying undertaken through the use of electronic devices.

"Electronic devices" includes, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging and websites.

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

Reporting an Incident

Alleged victims of harassment, intimidation, bullying, or their parents or guardians shall report these incidents immediately to the school principal.. Any reports made to teachers and staff should be forwarded to the school principal 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. Southern Avenue Charter School administration commits to responding to these incidents with all due care to both alleged victim(s) and alleged accuser.

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

1. Reporting.

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

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

2. Investigating.

- a. If the complainant is not the parent or guardian, the parents/guardians of the alleged victim shall be notified of the reported conduct by phone or in person prior to the end of the school day upon which the conduct was reported.
- b. The principal will promptly and fully investigate allegations of harassment,

intimidation, bullying/ cyberbullying. The principal will revisit statements and evidence presented regarding the incident and all follow-up efforts conducted will be appropriately documented.

- c. After a complete investigation, if the allegations are confirmed, immediate and appropriate disciplinary action will be issued to the accused student.

3. Follow-up.

The principal 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 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.***

Random Student Searches

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

1. Periodically, Southern Avenue Charter School will conduct random searches of students and their belongings.
2. Campus safety personnel will be notified of the time and location for the searches.
3. Teachers and/or administrators will conduct the searches along with campus safety personnel.
4. All students subjected to a search will be treated with respect and care for their personal safety.
5. If a banned item is confiscated (e.g. a cell phone, weapon, or illegal drugs), the student will be referred to the appropriate authority (e.g. the principal, RTI-B, the school director). Southern Avenue Charter School is not responsible for any lost, damaged, or stolen confiscated items.

Daily School Uniform

Dress Code/ Uniform

Southern Avenue Charter Elementary School has a dress code that is designed to maintain a modest and appropriate appearance for school. It is also intended to de-emphasize outward appearance and faddish dress. All students are required to dress in uniform. The Uniform Dress Code will be strictly enforced.

Daily School Uniform

Red Polo Shirt with School Logo

Navy Bottom (at or below knee)

Black, White, Red, or Navy socks or tights (solid colors only)

Solid colors shoes (Tennis Shoes and Mary Janes are acceptable)

Black or Brown Belt (solid color...if pants have belt loops)

School Logo Jacket are permissible on campus

Boys' shirt must be tucked at all times

Clear backpacks & Clear lunch boxes Only

*******LABEL ALL CLOTHES WITH A PERMANENT MARKER ON THE TAG*****

Unacceptable Attire

Nonclear backpacks and lunch boxes

Leggings, striped and colorful socks – boys and girls

Hats and Scarves

Trendy Shoes (i.e. Jordan's, light -up, flip flops, sandals, knee boots/tennis, Crocs, decorative shoes)

Dangling or Hanging Jewelry (Earrings, Rings, Necklaces, and Bracelets)

Sagging Pants

Coats, hoodies, jackets, and sweaters are not permissible during the instructional day

Shirts under uniform shirts (no colorful, long sleeve shirts, nor turtle necks under uniform shirts) white t-shirts only

School t-shirt (prior approval by administration only)

Consequences

Students must immediately correct the problem. Students will be given a uniform violation slip each time there is a uniform infraction; that will result in consequences after the 2nd offense

FIRST OFFENSE

Contact Parent

SECOND OFFENSE

Behavior Interventionist will contact parent
Uniform violation slip sent home

THIRD OFFENSE

In school suspension (1 day)
Parent conference with Principal and Behavioral Specialist

Dress code violations are viewed as insubordination. Numerous violations may result in a parent meeting with the discipline committee. If uniform violations continue this may result in student being sent home for OSS (Out of School Suspension)

If students arrive at school without the proper uniform shirt or pants, the student will be allowed to buy a uniform shirt for \$12 . The parent will be notified and the student will receive a uniform violation.

If students arrive at school without proper socks, tights, or stockings, appropriate socks will be given to the student for a \$2 fee.

Students who are out of uniform due to pants or shoes will be asked to call home to get the missing item. If the missing item is not brought, the student will miss class and the absence would be considered unexcused. Not being admitted to class because of uniform will result in a loss of Class Dojo points for missed class periods and an accumulation of unexcused absences. Students will lose valuable class time.

Special Events Dress Code

At School (professional dress day, etc.)

- When students are allowed to wear jeans, they should not be wearing tight, tapered pants. Jeans should also not be torn or ripped above the knee exposing skin.

Cell Phone Policy

- Students will not be allowed to bring phones to school.
- At no time should a student have a cell phone in class.. If this happens, Southern Avenue Charter School will confiscate the cell phone, and the student will be referred. The cell phone will not be returned to the student, but must be picked up by the parent on the following Friday at dismissal.
- For first-time violators, parents will be notified of confiscation, and the phone will be returned to the student on the upcoming Friday.
- For 2nd and 3rd time violators, The parent or guardian will only be allowed to pick up confiscated cell phones on Fridays after school from the Principal or RTI-B Coordinator. Fridays after 2:15PM, parents and guardians should go to the Main Office in order to retrieve the confiscated cell phone. No cell phones will be given before that time. If the phone is confiscated on a Friday the phone will be allowed to be picked up the following Monday. If the office does not have the cell phone, they will reach out to an administrator who will follow up when they are available to do so.
- If a student refuses to surrender their cell phone or smartwatch to a teacher or administrator they will receive an automatic out of school suspension. All work and assignments will be considered unexcused and will not be allowed to be made up.

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

Other Electronic Devices

- Students may not bring electronic devices such as Smartwatches, MP3 players, tablets, and iPads to campus. If these items are found, or out and used during the school day, they will be

confiscated by teachers or administrators. Parents will be notified of the confiscation.

- For first time violators, the confiscated digital electronic device will be returned to the student at the end of the school day.
- For 2nd and 3rd time violators, the student will receive a referral and the confiscated “other electronic device” will be returned to the parent or guardian afterschool.
- For students who violate the policy more than 3 times, the item will not be returned to the student until the end of the semester.
- Students may not wear earphones on campus (the only time this expectation may be different is in a class period where a teacher has explicitly stated that earphones will be needed for certain exercises). Students may bring earphones, but they should not be visible unless being used with permission (meaning, students should not wear headphones during transitions or outside).

Computer and Internet Use

- 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, Southern Avenue Charter School 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 Principal or Executive Administrator.

XII. Social Networking

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

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

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

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

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

Avoiding Issues on Social Media

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

T - Is it TRUE?
H - Is it HELPFUL?
I - Is it INSPIRING?
N - Is it NECESSARY?
K - Is it KIND?

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

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

Thank you for your support of our school's mission and your student's education.

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

School-Wide Intervention Behavior Plans

Southern Avenue Charter Elementary School strives to promote and support appropriate behavior in students at the school by implementing behavior programs that integrate school behavior intervention strategies with all aspects of a school's support services. To this end, each school shall develop a School-wide Behavior Plan that is consistent with district policies and applicable laws.

At a minimum, the School-wide Behavior Plan outlines the school's operating procedures for utilizing various prevention and intervention strategies and utilizing progressive discipline within the school. Disciplinary measures may be employed to support acceptable student behavior. Disciplinary measures include parent/administrator conference, confiscation of items, loss of privileges, detention, suspension from the bus, in-school suspension, out-of-school suspension, expulsion, and remand/alternative placement. With the exception of privileges restricted by the principal, suspension from the bus and confiscation of items, schools shall not impose multiple disciplinary measures on a student for a single offense or violation of the Code of Conduct.

The principal may restrict activities for students who accumulate a certain number of suspensions. Activities that may be restricted by the principal and the actions that may place students on restriction shall be communicated to students and parents by the principal. Confiscation of Items and/or Loss of Privileges.

1. Confiscation of Items: "Confiscated items" include beepers, telephone pagers, laser pointers, and cellular phones, prohibited electronic devices, and any other item prohibited by the school. Unless the school board extends the return time of confiscated items because the item or its contents may be evidence of violation of law or policy, the parent may pick up the item at the time and location designated by the principal at the close of the next school day following the day that the parent

received notification of confiscation or earlier at the principal's discretion. Thereafter, the parent may pick up the device by appointment.

Southern Avenue Charter Elementary School does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the district.

2. Loss of Privileges: Students may lose privileges including, but not limited to, the following:

- Loss of classroom privileges
- Loss of extracurricular/athletic or other school-wide privileges
- Privileges restricted by the Principal Before/After School Detention: Students

may be detained before or after the school day or required to attend Saturday School as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one (1) full day of notice before detention/Saturday School.
2. Parents/guardians will be informed before detention/Saturday school takes place.
3. Students will be under supervision of certified staff members.
4. Detention will not exceed 45 minutes after the official closing of the school day but may be administered several days in succession. MSCS Student Handbook 24 2022-2023.
5. Teachers must have the approval of the principal before issuing detention or requiring a student to attend Saturday School.
6. Students riding school buses will be provided an alternative to detention, or, in collaboration with the parents, assigned a later detention date.
7. Students with religious exemptions to Saturday School shall be provided with an alternative disciplinary option.

In-School Suspension

The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment. The Principal has sole discretion to issue in-school suspensions.

Out-of-School Suspension

Out-of-school suspensions vary in length from one (1) to ten (10) days. It is not the intent of the system to remove students from the school society for minor violations. Therefore, suspension from school should be used with caution and only in appropriate cases. The Principal has sole discretion to issue out-of-school suspensions from one (1) to ten (10) days.

1. A behavioral intervention plan shall be developed for students who accumulate more than five days of suspensions during the school year.
2. Multiple suspensions shall not run consecutively; nor shall multiple suspensions be applied to avoid expulsion from school. Reasonable effort shall be made to

contact the parent/guardian immediately regarding any suspension. If contact with the parent/guardian cannot be made, the student will remain at school until dismissal time except in cases of police arrest or an emergency, such as when the student's continued presence poses a danger to persons or property in the school or an ongoing threat of disrupting the academic process. Students on suspension must not be permitted to enter school property, attend class, or participate in school-sponsored activities while under suspension, unless otherwise allowed by law and/or Board policy (see TCA 49-6-3401(d) and the policy 6055 Alternative Schools) or when scheduled with the school administration to take exams.

Expulsion

Expulsions vary in length from eleven (11) days to the remainder of the school year or one (1) calendar year for state-mandated expulsions. [Any single suspension in excess of ten (10) consecutive days or multiple suspensions totaling 15 days in one month is an expulsion.] The Principal may issue expulsions subject to student legal due process rights regarding appeals of expulsions [suspension of more than ten (10) days] and in accordance with the district-wide Student Code of Conduct. The superintendent may modify a state-mandated one-year expulsion on a case-by-case basis.

Safety Assessment Associated with Expulsion

When the student's infraction involves:

- a credible/substantive threat of harm;
- possession of a dangerous weapon (firearm, knife, taser, explosive, etc.);
- assault resulting in serious bodily injury to staff/student(s); or
- off-campus felony with a firearm,

The Principal/Assistant Principal or Designee shall:

- 1) consult with appropriate district staff responsible for IDEA (i.e., SPED and 504) to determine whether a student has an identified or suspected need for services under IDEA and hold a manifestation determination meeting if necessary; and
- 2) immediately refer the student for a safety assessment. The department responsible for safety assessment shall provide the names of students referred for safety assessment to the department responsible for attendance and discipline.

Expelled students who either chose to appeal or chose not to appeal their expulsions may, at the discretion of the parent and upon assignment by the district, participate in alternative school or may attend other appropriate educational settings during the remainder of the expulsion. The office responsible for alternative schools will inform the parents that the placement decision is being taken under advisement pending the outcome of the safety assessment. Safety assessment findings and recommendations will be utilized in making the placement decision and in the implementation of the safety plan of the student. Students with a confirmed identified or suspected need for services under IDEA shall be exempted from this advisement period and may receive immediate alternative school placement or

other appropriate accommodations. The safety assessment advisement period must be completed within ten (10) days of the original incident. If extenuating circumstance exist preventing the completion of the safety assessment within ten (10) days of the incident (e.g., failure of parental/family participation in the safety assessment), then the department responsible for alternative schools shall convene a district administrative committee to discuss and make a recommendation regarding the appropriate placement of the student and the educational services (e.g., safety plan) available for the student. The district administrative committee shall include representatives of the departments responsible for alternative schools, attendance and discipline, and coordinated school health safety assessment, 504 implementation, special education services, and, when applicable, legal services. Upon consideration of the discussion and recommendations of the administrative committee, the department responsible for alternative schools shall make the placement determination and provide a justification if alternative placement is not made.

STUDENT CODE OF CONDUCT (Offenses and Penalties by Category)

The infractions of school discipline in the Memphis Shelby County School District and Southern Avenue Charter Elementary School are listed below. They are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category. (For assistance determining the appropriate category for an offense, schools should contact the district office responsible for student discipline.)

Category A – State Zero Tolerance Offenses

1. Aggravated assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity.
3. Unauthorized possession of a firearm on school property or at a school-sponsored activity.

Penalty for Category A Offenses:

- Expulsion/Suspension for 180 days Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.

Category B

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activities.
2. Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony and the student's continued presence in school poses a danger to person or property or disrupts the educational process (see full Policy 6022);
4. Issuance of a criminal complaint charging a student with a violent felony or issuance of a violent felony delinquency complaint against a student if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (*Out of school suspension is not permitted for this offense. Remand or expulsion is required - See full Policy 6022);
5. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
6. Being under the influence of and/or evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization;
7. Possession, use or distribution of counterfeit money on school property or at any school-sponsored activity;
8. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee;
9. Continuous and/or severe Category C Offenses.

Penalty for Category B Offenses:

*Out-of School Suspension or Expulsion (11-180 day). When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.

Category C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. False accusations against school personnel;
3. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;

4. Smoking and/or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;
5. Gang activities - any gang related activity not specified in Category B;
6. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity;
7. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;
8. Stealing or misappropriation of school or personal property (regardless of intent to return);
9. Immoral or disreputable conduct;
10. Continuous and/or severe Category D Offenses.

Penalty for Category C Offenses:

- In-School Suspension
- Out-of School Suspension

When appropriate, notification will be made to law enforcement authorities.

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless, in accordance with state law, the Principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (landline, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, intimidation, and harassment;
10. Refusal to produce an object identified by metal detectors;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C;
12. Continuous and/or severe Category E Offenses.

Penalty for Category D Offenses:

- Parent-Principal Conference
- Before/After School Detention/Saturday School

- In-School Suspension
- Out-of-School Suspension

Category E

1. Habitual and/or excessive tardiness;
2. Class cutting;
3. Intentional disturbance of class, cafeteria or school activities;
4. Leaving school grounds without permission;
5. Being in an unauthorized area without permission;
6. Tampering with grades or report cards;
7. Possession of lighters or matches;
8. Possession of and access to beepers, cellular phones or other electronic communication devices during school hours
9. Inciting, advising or counseling others to engage in any acts in Category D.
10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

Penalty for Category E Offenses:

- Parent-Principal Conference
- Before/After School Detention
- In-School Suspension

To read Policy 6022 in its entirety, please visit:
[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BI9V2S7EAC1E/\\$file/6022%20Student%20Conduct.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BI9V2S7EAC1E/$file/6022%20Student%20Conduct.pdf)

Cell Phones and Other Electronic Devices

Cell phones and other electronic devices are PROHIBITED ON CAMPUS.

- ❖ **1st Violation** – Cell phone and other electronic devices will be taken and held by the Principal or designee for parent notification. Parents may pick up the device at the end of the day. Thereafter, the parent may pick up the device by appointment.
- ❖ **2nd Violation** – Cell phones and other electronic devices will be taken and retained until the end of the next school day following the day the parent received notification. Parents may pick up the device by appointment with the Principal or designee.
- ❖ **For subsequent violations of this policy, the student shall receive additional consequences in accordance with the Southern Avenue Charter School discipline policy.**

Southern Avenue Charter School does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of Southern Avenue charter School. The Principal (or Designee) is responsible for administering this policy.

Additional Information About School Wide Behavior

S.A.C.S DEMERIT SYSTEM

Dear Parents/ Guardians and Students,

The Demerit System here at Southern Avenue Charter Schools has been created to increase the structure, culture, and the productivity of the school, students, teachers, and staff as a whole. Adjustments have been made so that the system would fit the needs of our students and be developmentally appropriate for our school's grades kindergarten through 5th grade. Here at SACS we have to ensure that learning is occurring, students are safe, and that appropriate behavior is being displayed at all times and the implementation of the Demerit System will assist with that.

Parents please note that this is a copy of the Southern Avenue Charter School's Demerit System Policy in its entirety. We are requesting that both students and parents sign the Demerit System Policy. The signatures will indicate that parents and students alike have received the Demerit System Policy, understand it, and accept it will be fully implemented and begin on Monday, August 22, 2022. See the Parent/ Student Handbook for additional information. We look forward to working with you to help our student(s) have an exciting and successful year!

DESCRIPTION OF DEMERITS

• BEHAVIORAL DEMERITS

Students will receive a demerit consequence when they behave in a manner that violates classroom rules and our school's code of conduct. The behaviors that demonstrate a significant lack of judgment are:

- Failure to follow directions
- Classroom disruption
- Direct disobedience or defiance
- Talking without permission
- Play fighting/Horseplaying
- Vulgarity (obscene gestures, etc.)
- Disrespectfulness and disrupts in the learning environment

• NON-BEHAVIORAL DEMERITS

Students will receive a demerit consequence when they violate classroom rules or are physically or mentally unprepared for class. This behavior may or may not disrupt the learning environment of the class, but isn't acceptable.

- Unexcused tardy to class (after the 2nd tardy for each 2 quarter)
- Missing classroom materials (after the 2nd warning notated on the conduct)
- Failure to attempt assignment (homework, class work)
- Appearance of cheating (homework, class work)
- Chewing gum without the educator's permission
- Eating food/drinking beverages without the educator's permission
- Possession of items not related to learning (toys, electronics, etc.)
- Possession of a cell phone
- Purposefully damaging property of school or others

- Sleeping

- **UNIFORM DEMERITS**

Students will receive a demerit consequence when they violate our dress code policy. The dress code and the expectations are stated clearly in the hand book and we will not deviate from the dress code policy and it will be enforced daily.

- Out of uniform
- Missing items from uniform
- Items from uniform not worn properly
- Unacceptable accessories added to uniform
- Coats/jackets worn over uniform

- **HALLWAY DEMERITS**

Students will receive a demerit consequence when they violate hallway rules and procedures. Student class transitions should be orderly and represent our school's code of conduct and our school's culture.

- Talking without permission
- Out of line
- Not traveling with class (in a timely manner)
- No hall pass

- **ZERO TOLERANCE OFFENSES**

Students who commit these infractions do not receive a demerit consequence. Due to the severity of these infractions students will receive an immediate referral to the office where the situation will be handled on a case by case basis.

- Fighting
- Possession of a weapon
- Unlawful possession, sale, or evidence of use of drugs/tobacco
- Possession or evidence of alcoholic beverages
- Bullying/Instigating
- Cyber bullying
- Gang activities
- Making a threat (personal or school wide)
- Cursing/profane language (faculty and peers)
- Stealing of school or personal property
- Excessive defiant attitude/insubordination
- Inappropriate contact/sexual harassment

DEMERIT CONSEQUENCE LIST

Teachers and instructional staff members will use the demerit system in the classroom, common areas of the school, and hallways. When rules are broken Demerits will be earned by students over the period of the school week and start over every Monday. The earning of demerits will result in the following consequences:

- **First demerit** is a verbal warning issued to the student by a teacher or staff member
- **Second demerit** student teacher conference
- **Third demerit** parental contact via phone call and/or a letter from SACS instructional staff in the class the infraction occurred
- **Fourth demerit** 2 days of silent lunch - parent will receive notification
- **Fifth demerit** 1 day of detention/ parent, student, SACs conference (referral to RTI-B coordinator)
- **Sixth demerit** referral to office/additional parental contact/1 day of ISS
- **Seventh demerit** referral to office/ parental contact/2 additional day of ISS/Behavioral Action Plan
- **Eighth demerit** referral to office/parental contact/overnight suspension

SAMPLE

Please **SIGN** and **RETURN** the bottom portion of this page to show you have read the Demerit System with your child.

I understand and accept that Southern Avenue Charter School’s Behavioral/ Demerit System Policy will be implemented and fully effective August 8, 2022.

Student’s Name _____ Date _____
 Student’s Signature _____
 Parent’s Name _____ Date _____
 Parent’s Signature _____

Additional Parent Information

SACS Rewards for Student Achievement

Southern Avenue Charter School believes that students should be recognized and rewarded for their excellent behavior, academic achievement, and overall growth as a SACS scholar. Below are a few ways SACS celebrates for student achievement:

- Academic Monthly Pep Rally (showcases all achievements and double digit growth)
- Raffle for Monthly Perfect Attendance (Memphis Grizz family tickets, items from the Spirit Store, SACS gear, etc.)
- STAR Student of the Month (exhibiting the character trait for the month)
- Honors Society (excellent attendance, good behavior, Principal’s List or Honor Roll for the entire school year.)
- Super STAR Subject Hall of Fame
- STARS in the Sky for grade level and homeroom classes
- Earn points to purchase from the SWAG (Students With Awesome Grades) Store.

- Honors Program & Activities as Assistant Principal for the Day/or Week

Payments / Fees

Payments to the school for field trips, school fees, fundraisers, etc. may be made in **CASH, CREDIT/DEBIT CARDS, CASH APP: \$SouthernAveSchool, and MONEY ORDERS ONLY**. Please follow payment procedures as they apply to each event or activity.

Field Trips

In an effort to extend learning activities, teachers may schedule field trips. When a field trip is scheduled, the teacher will send home detailed information, permission slips, requests for payment, and chaperone information. Volunteer **Chaperones must complete a background check prior to the field trip**. It is imperative that the permission slip be signed by the parent/guardian and returned with any money needed to cover the cost of the trip. **If your child is absent on a field trip day, we are unable to reimburse the field trip fee**. However, we can apply the field trip fee to a future field trip if applicable. *If a student does not have a signed permission slip on file on the day of the field trip, the student may not be permitted to go on the field trip*. Please be advised, money due for a field trip will be accepted during the timeline to pay only. Teachers will make every effort to plan and provide enough time to allow all parents/guardians the opportunity to return the necessary items to the school (monies, permission slip, etc.)

Social Media and Scholars

Students/Parents are prohibited from recording and posting any negative videos and/or messages that pertain to Southern Ave Charter School.

Birthday Celebrations

All birthday celebrations and family visitation during birthdays celebrations are prohibited at this time due to COVID-19.

***At the teacher's discretion, the last twenty (20) minutes of the school day may be allotted for birthday celebrations in the classroom.**

Meal Times

Fast food or restaurant food is prohibited during breakfast, lunch, and snack times. Students may bring their own lunch or healthy snacks. However, a free breakfast, lunch, and 2 snacks are provided to every scholar during designated times. . Please complete a dietary restriction form and keep the main office updated or any restrictions or food allergies.

At 4pm all children under the age of 18, may participate in the after school supper program. All meals are eaten while on campus. Students are not allowed to take any food home or from the cafeteria or meal areas.

Lost and Found

All lost and found collections are maintained in the school cafeteria. Items not claimed at the end of each nine weeks period will be purged and donated to charity. Please label your child's clothing, lunch bag/box and backpack for easy identification and return. Lost eyeglasses and keys are held in the main office.

Withdrawals

If you are moving or withdrawing your child from school, please call or notify the school in person three **(3) days prior** to the withdrawal date. This will give the school sufficient time to complete the necessary paperwork, and schedule an exit interview with the Principal or designee. **Please note that all fees must be paid in full for any type of record release.**

Student Verification

A student verification letter request will require a 24-hour notification period. This will allow our administrative team adequate time to properly document and verify your child's enrollment, attendance, etc. during the requested time period.

Change of Information

Please notify the school immediately if there is a change in your address, telephone number, emergency contact, etc. It is important that our records are kept up-to-date in the event that your child becomes ill or injured.

Bus Information

SOUTHERN AVENUE CHARTER SCHOOL

TRANSPORTATION RULES
General and Special Education

The following student behavior and safety standards have been established as a guideline for all students eligible for transportation.

BEHAVIOR EXPECTATIONS

1. Students in grades K through 5 shall display their transportation bus pass to the driver upon boarding the bus both morning and afternoon.
2. Students in grades K through 1st are required to be supervised by an adult parent or guardian when delivered to the bus stop. These students will not be allowed to exit a school bus if a parent, guardian, approved adult, or a sibling 11 years or older are not present to receive the student.

3. Special education students must have a parent or guardian at their residence to receive them when dropped off. If there is no one present, they will be returned to their school for supervision until picked up by a parent or guardian.
4. Cooperate with the driver. Students shall be respectful and not use obscene and/or abusive language.
5. Use of aerosol sprays, perfumes, etc. is prohibited.
6. No screaming or yelling on the bus.
7. Students will not throw items in or out of the bus. This behavior can cause serious safety consequences
8. No fighting, bullying, harassment or horseplay on the bus or at the bus stop.
9. Students will not deliberately stand on private property while waiting for the bus.
10. Students will load and unload the bus in a safe and timely manner. Be at your bus stop at least 5 minutes prior to your assigned pick up time.
11. Students must stay seated and not turn around in their seat. Nothing should ever block the aisle.
12. Smoking and use of tobacco and/or drugs on the bus or at the bus stop is prohibited.
13. Students will not extend hands, arms, heads or any body parts out of the windows.
14. Students will not tamper with equipment or vandalize the bus. Parents/students will be charged for repair to damage of the interior/exterior of the school bus.
15. Students should keep the bus clean. Eating and drinking on the bus is prohibited.
16. Students may not use electronic devices including cell phones, cameras, iPods/MP3 players, etc. on the school bus. Cell phones and electronic devices may not be used for phone calls, texting or taking pictures at any time while on the bus.
17. Students may only ride the bus which serves their home address and may only board or de-board at assigned stop unless approved by the school principal and/or Central Office.

SAFETY

1. Students who ride the school bus are required to wear a mask.
2. Students will stay out of the streets while awaiting the arrival of the bus.
3. Students must remain seated until the bus has come to a complete stop and the stop arm has been extended.
4. Students shall cross the street in front of the bus and under the direction of the driver. Look both ways then proceed to cross when the driver signals to them and the bus stop arm has been extended.

Remember: School Bus Transportation is a Privilege

I hereby agree that I, as a parent or guardian of the child/children receiving transportation services, will discuss the above rules with my child/children. Furthermore, my child/children will comply with the rules for transportation established by Southern Avenue Charter School.

Parent's Name:

Parent's Signature:

Date:

Student's Name:

Student's Signature:

Date:

Grade:

Teacher:

Southern Avenue Charter School

Bus Routes Bus #100

2022-2023

BUS STOPS AM

6:15 AM	Jeffrey & Smithaven
6:22 AM	Carrington & Haynes
6:37 AM	Sam's Club (Getwell)
6:44 AM	Rich Enhancement (1807 John Paul)
7:07 AM	Raintree Apartments
7:12 AM	Hermitage & Lehr
7:23 AM	Bent Tree Apartments
7:30 AM	Southern Avenue
7:35 AM	Discovery Learning Academy

BUS STOPS PM

3:20 PM	Discovery Learning Academy
3:30 PM	Bent Tree Apartments
3:35 PM	Hermitage & Lehr
3:42 PM	Raintree Apartments
4:03 PM	Jeffrey & Smithaven
4:10 PM	Carrington & Haynes
4:25 PM	Sam's Club Getwell
4:32 PM	Rich Enhancement (1807 John Paul)

Parental Involvement / Family Support Program

Parent participation is a cornerstone of Southern Avenue Charter School.

- **Parents are required to volunteer ten (10) hours per family each semester – a total of 20 hours per school year.**
- **Parents are encouraged to participate in school fundraising activities and/or corporate contributions. Volunteer hours will be recorded and maintained in the main office of each building.**
- **Parents may schedule and perform volunteer hours daily between the hours of 7:00 am – 5:30 pm.**
- **Teachers will provide each volunteer with a list of areas of need and/or tasks.**
- **Parents are responsible for ensuring their child gets the proper amount of sleep each night to make sure the student is rested and ready to learn each day.**
- **Parents are responsible for reading to their children a minimum of 30 minutes each night, 4 nights a week (Mon - Fri). Other family members may also read to the children.**
- **Parents are required to sign Family Support Program contract and agree to participate as a condition of enrollment at Southern Avenue charter School**

Parent participation is MANDATORY.

Family Support Contract

- **I agree to support my child's academic performance by communicating regularly with my child's teacher and/or academic support team members, and by attending parent/teacher conferences.**
- **I agree to attend parent orientation, parent meetings, and other school- sponsored events as scheduled and/or required.**
- **I agree to volunteer a minimum of ten (10) hours per semester.**

By signing this contract, I understand that I am agreeing to the aforementioned guidelines and responsibilities. I also understand that if I do not adhere to these guidelines, future enrollment of my child at Southern Avenue Charter School of Academic Excellence and Creative Arts may be affected.

Parent/ Guardian Signature

Date

Parents as Reading Partners

Southern Avenue Charter School has adopted **Parents as Reading Partners**, a program designed for parents and children to spend time reading together everyday. Southern Avenue is focusing on literacy and the importance of children developing good reading and communication skills. Each child and parent(s) at Southern Avenue Charter School will be given a **Reading Partners Agreement** and asked to set aside at least **30 minutes each day** (Monday-Friday) to read a story or book together. Parents will be able to watch their children develop good listening skills, comprehension skills, and build a broad reading vocabulary. The children will develop a love and appreciation for literature, while becoming lifelong readers. Every child needs a **Reading Partner**, who is one of the parents, a grandparent, another relative, or guardian.

The children will check out books from the classroom **Lending Library** and bring them home to read with a Reading Partner. The teacher will keep a log of the books when they are checked out and when they are returned.

Southern Avenue students are required to read 20 books for the school year – 10 books during the first semester and 10 books the second semester. We also encourage parents and children to visit the public library to check out books. Remember that **Reading is Fundamental** for lifelong learning.

Please read and complete the **Reading Partners' Agreement** below and return it to your child's teacher.

Parents as Reading Partners Reading Agreement

The **Reading Partners** named below agree to spend time reading together for a least **30 minutes every day**. We will read 20 books for the school year (10 books

Parent's Signature _____ Date _____