

STUDENT HANDBOOK

2023 – 2024



T-STEM ACADEMY
EAST HIGH SCHOOL



THE UNIVERSITY OF
MEMPHIS



A Better Way to Learn

Memphis East T-STEM Academy 2023-2024 Handbook

Introduction

Memphis East Academy is an elite academic institution that focuses on the rapidly changing advancements in technology and how those advancements affect transportation. With our local context in mind, Memphis East T-STEM Academy emphasizes T-STEM career opportunities within its rigorous curriculum, engages students in practical experiences shared by members of the transportation and STEM workforce, prepares students for postsecondary education and careers, and maintains a special focus on local needs and opportunities. Connections are made with STEM institutions and professionals via T-STEM partnerships to allow students and teachers the experience of participating in actual STEM work, activities and challenges related to engineering and transportation, thus piquing students' interest, building their confidence, and nurturing an appreciation for STEM and STEM careers.

It is our mission to Inspire, Challenge and Equip each scholar at Memphis East T-STEM Academy.

This handbook represents a good faith effort to present you, in writing, the policies, expectations, and procedures for students at Memphis East T-STEM Academy. Additions and amendments may be given to you during the school year when change is deemed necessary.

TEAM Memphis EAST

Administration

Dr. Pamela McKinley, Principal

**Mr. Jermaine McCaskill, Assistant Principal- 10th and 11th grade
Administrator and Accelerated Academy of Diesel Technology**

**Mrs. Yureka Pirtle, Assistant Principal – 9th Grade Academy
Administrator and Elite Academy of Aviation and Aeronautical
Engineering**

**Mr. Reginald Summerville, Assistant Principal –12th grade
Administrator and Innovative Academy of Coding and STEM
Research**

Staff

Mr. Steven Sanford, Instructional Facilitator

Mrs. Tamica Massey, Optional Coordinator

Dr. Jonie Rumph, Professional School Counselor (9th /10th)

Mrs. Natalie Humphries, Professional School Counselor (11th/12th)

Ms. Erica Johnson, Graduation Coach

Mrs. Lindy Foster, Media Specialist

Mrs. Leslie Ross, Financial Secretary

Mrs. Tyronda Jamison, Family Engagement Specialist

Mrs. Anita Day, General Office Secretary

Mrs. Monica Vaughn, General Office Secretary

Mr. Kelvin Pruitt, Plant Manager

Contact Us

Main Office (901) 416-6160

Main Office Fax (901) 416-6161

T-STEM Academy Main Office (901) 416-6200

Website: memphiseast.com

Attendance: EastHS_Support@scsk12.org

School Pledge

Invictus

**Out of the night that covers me,
Black as the Pit from pole to pole,
I thank whatever gods may be
For my unconquerable soul.**

**In the fell clutch of circumstance
I have not winced nor cried aloud.
Under the bludgeoning's of chance
My head is bloody, but unbowed.**

**Beyond this place of wrath and tears
Looms but the Horror of the shade,
And yet the menace of the years
Finds, and shall find, me unafraid.**

**It matters not how strait the gate,
How charged with punishments the scroll.
I am the master of my fate:
I am the captain of my soul.**

[William Ernest Henley](#)

Memphis East Vision Statement

The vision of Memphis East T-STEM Academy is to facilitate student achievement through a rigorous academic and positive social environment leading to innovation, strong character, and productive citizenship.

Memphis East Mission Statement

The mission of Memphis East T-STEM Academy is to foster curiosity, ingenuity and character by providing a transportation STEM focused environment; to enhance key skills such as critical thinking, adaptation, problem solving, leadership and communication.

Memphis East Motto

Mustang P.R.I.D.E. (Perseverance, Respect, Integrity, Determination, Excellence)

All faculty, staff, and students are encouraged to persevere through difficult times, always be respectful of others, exhibit integrity in all actions, be determined to succeed no matter what obstacles arise and strive for excellence.

Memphis East Pledge

- I will be **compassionate** in my thoughts and actions with my students, parents, and my peers.
- I will be a **motivated and dedicated** educator who provides engaging lessons daily for my students.
- I will be **adaptable**, and solutions oriented in every situation. I will encourage others to do so when needed.
- I will be **organized** in my classroom and model strong organizational skills for my students.

School Pledge

Invictus

**Out of the night that covers me,
Black as the Pit from pole to pole,
I thank whatever gods may be
For my unconquerable soul.**

**In the fell clutch of circumstance
I have not winced nor cried aloud.
Under the bludgeonings of chance
My head is bloody, but unbowed.**

**Beyond this place of wrath and tears
Looms but the Horror of the shade,
And yet the menace of the years
Finds, and shall find, me unafraid.**

**It matters not how strait the gate,
How charged with punishments the scroll.
I am the master of my fate:
I am the captain of my soul.**

[William Ernest Henley](#)

The Goals of the Memphis East T-STEM Academy

Goal 1: To design, implement, and evaluate a mission driven high school experience that supports engagement through the implementation of authentic, relevant experiences to ensure academic excellence and preparation for postsecondary education or careers.

Goal 2: To develop a school culture that focuses on personalizing the student experience, building relationships with scholars and parents, and character development through a responsive classroom atmosphere that promotes accountability, effective communication, respect and trust.

Goal 3: To prepare, retain, and empower effective teachers to use research-based teaching and learning strategies for problem-based learning projects in a team-based approach to provide a common thread throughout all subjects.

Goal 4: To engage scholars in science, technology, and mathematics instruction which is implemented through engineering disciplines and embedded in the arts as the students engage in a wide range of topics in order to become global and environmentally literate.

Goal 5: To use effective and innovative instructional strategies to decrease any gaps in achievement and technical skills among gender, racial/ethnic background and economic level, as measured by subgroup analysis of EOC/ACT/AP assessments, technology skills assessments, and other assessments.

Goal 6: To develop strategic partnerships with families, businesses, and the school community to develop a national model for providing innovative STEM experiences for scholars in large, urban school districts.

School Colors

Cardinal Red represents bravery

Gray represents flexibility

White represents open mindedness

School Mascot

Mustangs

Our Approach

The Scientific and Engineering Practices dimension is highly aligned with problem- based learning, which is cited as a key element for inclusive STEM schools. At the core of what we do at the T-STEM Academy will be the Framework's dimension of Scientific and Engineering Practices, which states that students should be involved in:

- 1) Asking questions and defining problems;
- 2) Developing and using models;
- 3) Planning and carrying out investigations;
- 4) Analyzing and interpreting data,
- 5) Using mathematics and computational thinking;
- 6) Constructing explanations and designing solutions,
- 7) Engaging in arguments from evidence; and
- 8) Obtaining, evaluating, and communicating information.

Common Mission of T-STEM Academy

With our local context in mind, East T-STEM Academy High School will emphasize STEM career opportunities throughout its rigorous curriculum, engage students in practical experiences shared by members of the transportation and STEM workforce, prepare students for postsecondary education and careers, and maintain a special focus on local needs and opportunities. Connections will be made with STEM institutions and professionals via T-STEM partnerships to allow students and teachers the experience of participating in actual STEM work activities and challenges related to engineering and transportation, thus piquing students' interest, building their confidence, and nurturing an appreciation for STEM and STEM careers.



A Better Way to Learn

The Memphis-based **Peer Power Foundation** currently serves as a valuable partner of East T-STEM Academy High School. Since 2005, East alum Mr. Charles McVean has personally funded an innovative educational support model at the school that combines performance-based compensation for students and student-to-student mentoring. Peer Power's model has been recognized as an exemplary out-of-school program by the U.S. Department of Education (2012 National Education Startup Challenge, Division Winner). Peer Power will continue to serve East students and will serve on the T-STEM Advisory Committee for this project. Additionally, Peer Power services will be heavily interwoven into the T-STEM Academy. Specifically, Peer Power will facilitate support for T-STEM Academy students to have access to individualized math, English, and science support based on student need, as well as after school ACT tutoring.

Shelby County Schools Graduation Course Requirements

ENGLISH (I, II, III, IV)	4 CREDITS
LIFETIME WELLNESS	1 CREDIT
or ROTC I & II	
MATH	4 CREDITS
FINE ARTS	1 CREDIT
SCIENCE	3 CREDITS
WORLD LANGUAGES	2 CREDITS
SOCIAL STUDIES	3 ½ CREDITS

Memphis East T-STEM Academy High offers a unique Transportation STEM program. All students must choose a STEM track as a part of this optional program. The program offerings are:

- Aviation
- Diesel
- STEM
- Coding

Which include

• WORLD HISTORY/GEO	1 CREDIT
• US HISTORY	1 CREDIT
• US GOVERNMENT	½ CREDIT
• ECONOMICS	½ CREDIT
• PERSONAL FINANCE	½ CREDIT
PHYSICAL EDUCATION	½ CREDIT

MINIMUM OTHER ELECTIVES IN A FOCUS 3 CREDITS

TOTAL OF 22 CREDITS

Genius Days

Genius Monday is an activity that will occur once a month. Genius Hour was created by Google to inspire ingenuity. In the same aspect, The Genius Monday movement will allow students to extend and apply the concepts they have learned in the classroom to the world beyond. Students will have opportunities to access vital information from local and national CEOs via our CEO Series, work collaboratively with organizations and institutions on transportation and STEM related projects as well as increase post-secondary options by integrating college tours into the Genius Monday rotation.

Organization of the School

Daily Schedule



Skinny Monday All Classes	
Time	Event
8:15-9:00	1 st
9:05-9:50	2 nd
9:55-10:40	3 rd
10:45-11:30	4 th
1 st Lunch Schedule	
11:35-12:00	Lunch
12:05-1:00	5 th
2 nd Lunch Schedule	
11:35-12:00	5 th
12:05-12:30	Lunch
12:35-1:00	5 th
3 rd Lunch Schedule	
11:35-12:30	5 th
12:35-1:00	Lunch
Time	Event
1:05-1:45	6 th
1:50-2:25	7 th
2:30-3:15	8 th

Block Schedule Tuesday & Thursday: ODD Wednesday & Friday EVEN	
Time	Event
8:15-9:50	1 st /2 nd
9:55-11:25	3 rd /4 th
1 st Lunch Schedule	
11:30-11:55	Lunch
12:00-1:40	5 th /6 th
2 nd Lunch Schedule	
11:30-12:00	Class
12:05-12:30	Lunch
12:35-1:40	5 th /6 th
3 rd Lunch Schedule	
11:30-12:30	5 th /6 th
12:35-1:00	Lunch
1:05-1:40	5 th /6 th
Time	Event
1:45-3:15	7 th /8 th

Arrival and Dismissal

School hours are 8:15 a.m. to 3:15 p.m. Students must be seated in first period by 8:15 a.m. daily.

Dismissal will begin promptly at 3:15 p.m.

Students arriving on campus prior to 8:05 a.m. must go directly to designated grade level areas (see below) and remain there until the 8:05 a.m. bell rings. Breakfast is served from 7:45 a.m. to 8:05 a.m. daily.

9th Grade-
10th Grade-
11th Grade-
12th Grade-

Students are not permitted to remain on campus after 3:15 p.m. unless under the direct supervision of a faculty member.

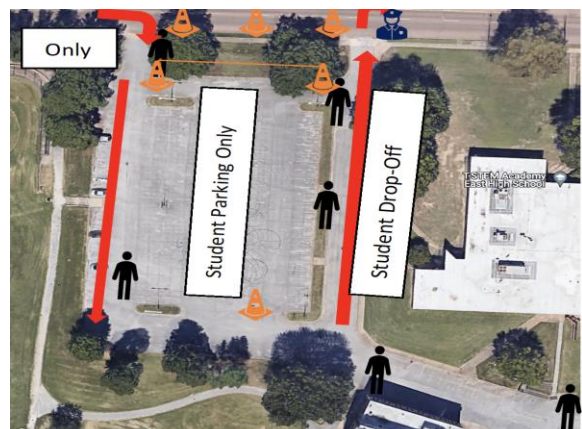
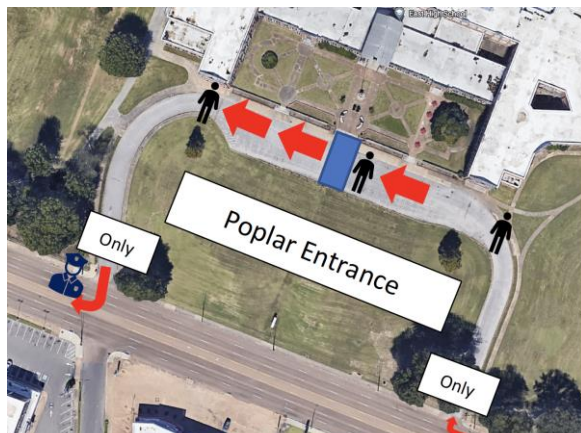
Car Riders

Please drop off students using the front entrance of the main building located at 3206 Poplar Avenue, or Walnut Grove entrance. Please follow the signs for entering and exiting the roundabout in front of the school. If you need to park, please park in the spaces in front of the school, these spaces are reserved for parents entering the building only. Morning drop-off must be a continuous flow of traffic. It is imperative that parents continue to exit the campus expeditiously after dropping off students. Please do not park in a space that is reserved for faculty and staff. Parents who choose to wait with their student until 7:45 a.m. is asked to pull their vehicle forward to the far cone located at the end of the building. When exiting the campus, the right turn only will be highly enforced on both, the Poplar Street side as well as the Walnut Grove Street side.

- Students will be allowed to enter at 7:45 am
- Students will enjoy breakfast from 7:45 A.M.-8:05 A.M
- Students may go to their lockers at 8:05am.

Drop Off/Pick Up Map

East High – Google Map



School Dismissal Procedures

- High school students will be dismissed out of the front door, unless they drive, and they will be dismissed from the Walnut Grove entrance at 3:15 pm.
- Parents may not enter the school at dismissal to pick up students.
- Students involved in extracurricular activities are dismissed to meet their coach/sponsor immediately.
- Once students leave the building, they cannot re-enter.
- All unsupervised students must be off the campus by 3:45 P.M.
- Students who participate in an after-school activity or event must be picked up within 20 minutes of the activity ending.
- Students who are not picked up in a timely manner may be removed from the after-school activity.

Student Drivers

Student parking on campus is a privilege. Students must follow all parking rules in order to maintain this privilege. The student parking lot is the parking area located in the T-STEM parking lot on Walnut Grove.

All students who park on campus must purchase a valid hangtag from the school. Please be mindful of these parking rules that you agreed to when registering your vehicle:

- You must always display your hangtag from the rear-view mirror.
- You are expected to be **alert and courteous** to other drivers and pedestrians.
- You are **responsible for your vehicle and all the items in your vehicle**. Your vehicle is **subject to search** while on Memphis East School property.
- You are not allowed to go to your car during the school day.
- You will only park in the agreed upon parking lot in your designated parking space.
- You will arrive on campus with enough time to walk to the school building.
- You must be seated by 8:15 a.m. in order to be considered present and on time.
- Inclement weather does not change your parking location.
- Arriving to school late does not allow you to park in an unauthorized parking space.
- After dismissal, students who are not participating in after-school activities must leave the campus immediately.
- Students are not permitted to loiter in or around their vehicles, reckless driving, illegal parking and loud music are prohibited during arrival and/or dismissal.

You will **forfeit your parking privileges** if:

- You skip school or leave campus without permission and without following correct check out procedures.
- You assist someone in leaving campus without permission.
- You receive 5 unexcused tardies to school per semester.
- You receive 5 unexcused full or partial absences.

Cellphones/Personal Communication Devices (Policy 6024)

NO cellphones, earbuds, air pods, headphones, speakers, or other electronic devices etc. are to be seen or heard between 8:00-3:15 during class, in the hallways, or any location on school campus where instruction is taking place.

Students are not permitted to record others, post about peers/teachers or school events/ personnel/ activities on social media.

- ☐ The use of cell phones is permitted during a student's lunch time only (Cafeteria or Outdoor common area).

Disciplinary Actions

- ☐ **1st Offense: Cell Phone Confiscated (24-hours minimum)**
- ☐ **2nd Offense: Lunch & Learn w/ the Behavior Specialist (2 days)**
- ☐ **3rd Offense: In-School Suspension**
- ☐ **4th Offense: Out-of-School Suspension**

NOTE: All disciplinary infractions will include a phone call to the parent, a notation in PowerSchool, and confiscation of the cell phone for a minimum of 24-hours. Continuous cell phone violations may result in the student not being permitted to bring the cell phone on campus OR he/ she may have to turn in the cell phone daily to administrators.

Cell Phone & Device Policy



East High

Students are permitted to have personal electronic devices on campus, to include, cellphones, earbuds, tablets, computers, etc. These items are permitted for use during non-scheduled academic times (i.e., lunch)

Students are **NOT permitted** to post any information, messages, pictures, videos, etc. about peers/ teachers/ school events, etc. on social media during the school day. The MSCS discipline policy will be followed in accordance with social media, bullying, and discipline guidelines.

- ☐ **NOTE:** Cell phones used in classrooms **MUST** be approved by an administrator.
- ☐ The use of cell phones is permitted during a student's lunch time **ONLY** (Cafeteria or Outdoor common area). Guidelines regarding the use of social media, video/ recording, or texting/ messaging inappropriate information will be enforced.
- ☐ **Earbuds:** In areas/ times where cell phone use is permitted, students are allowed to wear only one earbud during the use of their electronic device to ensure the safety and well-being of all.

Uniform /Dress Code Policy 6021

All students are expected to adhere to the Memphis East dress code policy.

In the event a student is determined to be out of dress code, the following progression will be followed:

- 1st referral: changes of clothes and conference with administrator
- 2nd referral: change of clothes and 2-hr Saturday School
- 3rd referral: change of clothes and assignment of in-school-suspension

Effective August 2023, students who are wearing a hat or sweatshirt with the hood up in the building will receive a consequence of 1 hr. Saturday School for failure to comply. Any further incidents will result in additional consequences.

Administrators have shirts and pants available in a variety of sizes for students to change into when out of dress code. If the student cannot change into the clothes, a parent/guardian may bring a change of clothes. The student will be assigned to ISS until he or she is able to change or for the remainder of the school day. School clothing items are washed between wears.

Dress Code

East High School Monday

***All students are expected to wear professional/ business dress attire on Mustang Monday.**

Mustang Monday Attire Below

Bottoms: grey pants or skirt ONLY **OR** East plaid slacks or skirts (**NO shorts** on Mustang Monday)

Shirts: white buttoned-down collared shirt with East plaid tie or tie tab **OR** East logo polo shirts

East Tuesday through Friday Attire

Casual to business casual attire is required.

Casual Attire:

This includes **jeans, sweaters, T-shirts, sneakers, and much more**. However, it usually excludes flip-flops, sweats or gym clothes, revealing clothes, stained clothes, heavily distressed or ripped items, and graphic shirts with offensive or controversial statements on them.

Business Attire:

This includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

East T-STEM Uniform Non-negotiables

NO tights, jeggings, leggings, spandex materials, pajamas, etc.

NO holes, rips, or tears

Skirts, dresses, and shorts must be **NO shorter than 4 inches** above the knees, which includes the side and back length.

Shirts, blouses, and dresses must have sleeves and completely cover the abdomen, back, and shoulders.

NO headgear (caps, hats, scarfs, or hoods) at any time during the school day unless for religious or medical reasons

NO flip flops, slippers, or Crocs without back straps

NO clothing with obscene language/ graphics (Ex: alcohol/ drugs)

Masks are encouraged but optional. If masks are worn, they must be worn properly.

Uniform attire consists of gray slacks (no jeans), white buttoned-down collared shirt, and the East T-STEM tie. The tie must be worn correctly the entire school day. A belt must be worn at all times. Pants are worn around the waist. Sagging will not be permitted or tolerated. Tennis shoes or dress shoes may be worn. Students are also allowed to wear plaid skirt with a white, grey, black, or burgundy polo shirt. Additional combinations to the uniform attire are grey pants (no jeans) with any colored polo shirt mentioned above as well as white button-down collared shirt with or without the tie tab.

Note: If student does not have uniform attire, the following items are acceptable

Bottoms: tan, navy, grey, or black pants or skirt- Pants must fit at the waist and be appropriately sized

Shirts: white or black dress shirt or a polo shirt in the East school colors of burgundy, grey, white, or black- All shirts must have sleeves and collars.

NO tights, jeggings, leggings, spandex materials, etc.

NO holes, rips, or tears

Skirts, dresses, and shorts must be **NO shorter than 4 inches** above the knees, which includes the side and back length.

Shirts, blouses, and dresses must have sleeves and completely cover the abdomen, back, and shoulders.

NO headgear (caps, hats, bonnets, scarfs, or hoods) at any time during the school day

Disciplinary Actions

- ☐ **1st Offense:** Removal of inappropriate attire and/ or clothing selected from the uniform closet.
- ☐ **2nd Offense:** Lunch & Learn w/ the Behavior Specialist (2 days)
- ☐ **3rd Offense:** In-School Suspension
- ☐ **4th Offense:** Out-of-School Suspension

NOTE: All infractions will include a phone call to the parent, a notation in PowerSchool, and removal and/ or attire selected from the uniform closet.

Deliveries from Off Campus

Students are not allowed to have food delivered during lunch or any other time. Any food items delivered to the school will be confiscated (MSCS District Policy-3007-you can go the MSCS website to read the full policy).

Cafeteria Special Request for Medical or Religious Reasons

In recognition of special circumstances concerning a student's diet, parents may request a special diet under the following circumstances:

Allergies: It is our policy and practice to be sensitive to any allergies on campus. Emergency forms with any health issues are maintained in main office and pertinent information is entered into our family/student management database.

Special note: Any seriously allergic individual should have a personal prescription of epinephrine or other allergy medicine available at all times and the SCS medication forms should have parental approval for administering this medication. Before the start of the school year, the classroom teacher of a student with a serious allergy meets with the parents and discusses the allergy and the necessary antidote for the allergy as specified on the medication form.

Religious Reasons: Should a dietary alteration for religious reasons be required, use the following procedure:

- The parents will notify the principal, obtain and complete a Request for Modified Diet Form.
- The completed request form must be turned in to the principal.

Library Hours of Operation

Library hours are Monday – Friday, 8:00 a.m. – 3:45 p.m.

Circulation

Overnight items such as reference materials are due back at 8:00 a.m. the next school day. Books in the regular collection may be checked out for one to two weeks with the option to renew as needed.

Attendance

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001 and T.C.A. §49-6-2007) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. This also applies to five (5) year old students who have attended school for six (6) weeks. By state law, the student's school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the board of education. (T.C.A. §49-6-3004) The annual calendar is divided into two semesters. A copy of this calendar is included at the front of this handbook.

At East High School we believe that regular punctual attendance is a crucial requirement for student success and that an accurate record of their attendance must be properly documented in accordance with applicable state laws/guidelines and District requirements. All students are expected to attend school on each day that school is officially in session and remain at the school for the entirety of the school day. Our mission is to reduce tardiness and chronic absenteeism, enabling students to meet optimal school requirements. We are committed to supporting our students in achieving their academic goals by implementing the following policies:

- **Daily Attendance Requirements:** To be considered present for a full day of attendance, students must be seated for at least 195 minutes per day.
- 1. **Excused absences are:**
 - a. Illness, injury, pregnancy, homebound circumstances, or hospitalization of the student.
 - b. Death or severe injury within student's immediate family.
 - c. Approved School Events (Field trips, school endorsed activities, verified college visits.
 - d. Religious Holidays (regularly observed by persons of their faith.
 - e. Court Order/Summon
 - f. Extenuating circumstances, out of the students' control, with approval from Principal.

- g. 1-day excused absence at the departure and upon return of a student's parent or legal guardian, who has will be or has been deployed by a branch of the United States Armed Forces. 10- day excused absence for visitation if said parent/guardian is stationed out of the country and has been granted rest or recuperation leave. (Under this special circumstance 10 days (consecutively or cumulative) is the maximum allowed days/ all other days will be considered unexcused).
 - h. Participation in a non-school-sponsored extracurricular activity (with prior approval from Principal). Proper documentation is required. Parent/Guardian must submit a written request for the excused absence. To include: (1) Student's Full Name and PIN number (2) student's grades (3) Dates of absence (4) Reason for the student's absence (5) Signature of both student and parent/custodian with legal custody or control of the student. Principals hold to their own discretion the number and duration of non-sponsored activity approvals. (Please note that the principal shall excuse no more than 10 absences each school year for non-school-sponsored activities.)
 - i. To attend a released-time course in religious moral instruction for one (1) hour per school day; provided that: (1) Parent/Guardian signs written consent form PRIOR to the student's participation in the related time course (2) Released time course shall be conducted off school property (3) The independent entity maintains attendance records and makes the records available to the LEA (Local Education Authority) and local BOE. (4) Any transportation to and from the place of instruction is the responsibility of the independent entity, parent, guardian, or student. (5) The independent entity assumes responsibility for the student attending the release time course from the time that the student leaves the school until the student returns to school (6) No public funds are expended to and no public-school personnel are involved in providing the instruction for released time courses (7) Student assumes responsibility for any missed assignments (8) Principal shall determine the classes from which the student may be excused to participate in the released time course; provided, that the student may not be excused to the participate in a released time course during any class in which subject matter is taught for which the state requires an examination for state or federal accountability purposes. (9) Released time courses shall coincide with school class schedules. (ALL ABSENCES OTHER THAN THOSE OUTLINED BELOW SHALL BE CONSIDERED UNEXCUSED)
- **Absence Notification:** In the event of an absence, students are required to submit a doctor's note or a note from their parent/guardian upon their return.
1. Written Parent Notes and Doctor Notes
 - a. Written statements are required to be turned in within TWO (2) days of student's return, from parent/guardian, to include: (1) Child's Full Name (First and Last) (2) Date of absence(s) (3) Reason for absence.
 - b. If a student is seen by a medical professional, proper documentation will be required upon the student's return.
 - c. Handwritten notes WILL NOT be accepted, and absences will automatically be marked unexcused, if received after 2 school days from the student's return.
 - d. Each student is allowed up to (10) handwritten notes for absences per school year (unless otherwise approved by the school principal).

- e. Once the allotted 10 parent notes are exhausted, official documentation for absences will be required.
- f. Until documentation is submitted, absences will be marked as unexcused.
- **Attendance Tier System:** East High School operates on a 3- tier attendance system. The following actions will be taken based on the number of absences:
 - a. 5% or 9 Total Absences: A call will be made to the parent or guardian to discuss the student's attendance.
 - b. 10% or 18 Total Absences: The student will be placed on an attendance plan to address the ongoing attendance concerns.
- 15% or 20+ Total Absences: The student will be required to meet with the Optional Schools Review Board to review their attendance and discuss appropriate measures.
- **Truancy (Policy 6016)**
- If a student accumulates 5 or more unexcused absences, they will receive a SART (Student Attendance Review Team) letter. Parents or guardians are required to attend all SART meetings. If unexcused absences persist following the SART meeting, students may be issued a SARB (Student Attendance Review Board) letter and referred to juvenile court.
- **Student Drivers:** Any student who faces ongoing attendance issues may have their driving privileges and driver's license revoked.
- **Tardiness:** Students are expected to arrive on time for every class. The following consequences will be implemented for tardiness:
 - a. 3 Tardies: Saturday detention will be assigned, and a call will be made to the parent or guardian.
 - b. 5 Tardies: A parent conference will be scheduled, and an attendance plan will be developed to address the student's tardiness.

Unexcused Parent/Guardian Appeals: Parents may appeal unexcused absences to their child's school principal. The appeal must be:

- a. In writing and include documentation necessary to support the appeal; submitted within FIVE (5) school days of the receipt of official attendance letter generated by the district (6016 Truancy); based on one or more of the allowable reasons for excused absences outlined above.
- b. The appeal must be: (1) in writing and include documentation necessary to support the appeal (2) submitted within FIVE (5) school days of the receipt of official attendance letter generated by the district (6016 Truancy) (3) based on one or more of the allowable reasons for excused absences outlined above.
- c. Within five (5) school days of appeal request receipt, the principal shall review the appeal, meet with the parents to allow them an opportunity to be heard, and render a decision regarding the appeal.
- d. The decision of Principal, that is compliant with applicable law and District policy, is final.

Make-up work 6014:

- a. Students should make every effort and will be afforded the opportunity to make up the work missed due to excused and unexcused absences.
- b. Students are expected to make up work missed, within a reasonable time frame
- c. In the event of an unexcused absence, including short-term suspensions, one day of makeup time shall be allowed for each day of unexcused absence, unless otherwise extended by the school or extended based on law or policy.
- d. Students and/or parents will ultimately be responsible for communicating and working with teachers for assistance in making up work.

In case of student absences, please email Memphis East Attendance at EHS_Support@scsk12.org to notify the school of your child's absence or to submit proper documentation.

Checking In and Checking Out

Checking In: Students arriving on campus after 8:15 a.m. must check in through the Main Office.

Campus doors will be locked at 8:15 a.m.

Checking Out: Students will not be allowed to check out of school without a written note from a parent/guardian. All students must check out through the Main Office. Students are not permitted to check out after 2:45 p.m.

Illness During the School Day

If a student becomes too ill to stay at school, it is required that the parent or the parent's designee come to the Main Office to sign out the student. For their safety, students too ill to stay at school cannot leave school based on a phone call, email, fax, or note. No exceptions.

College Visits

Students wishing to visit a college must coordinate information through both the Counseling and Main Offices. At least 2 days before the trip, students must have the signature of the following: counselor, one parent, the Main Office, and each teacher. Upon returning to Memphis East, the student must bring this form and a letter from the official of the college that he/she visited with his/her name on it to the Main Office. Failure to return both will result in an unexcused absence. The Main Office will issue the student an admit slip.

Students in all grade levels are allowed 3 college visits per year. The college visits will be counted as field trips with proper documentation turned in to the Attendance Office.

Drivers Licenses (T.C.A.§49-6-3017)

Students need to sign up in the Main Office for their “Certificate of Compulsory School Attendance” prior to getting their driver’s license or permit. The attendance certification is valid for 30 days from the date that appears on the certification. Certifications will be available one business day after request.

State law requires that students who miss ten consecutive days of school or have 15 or more unexcused absences in a semester lose their driver’s license. Students who meet this criterion will not be eligible for taking the test to obtain a driver’s license.

Skipping and Out of Area

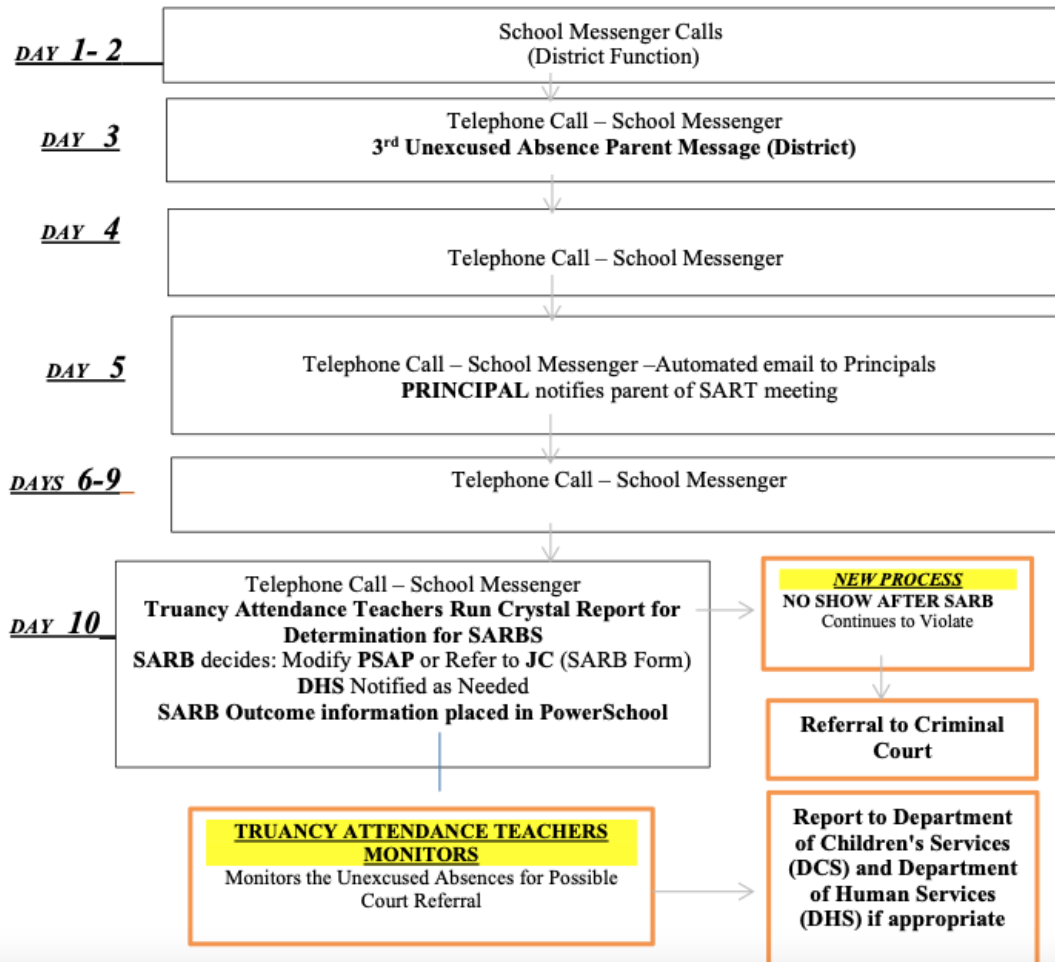
Students who arrive to class 15 or more minutes late or are intentionally not attending class (out of assigned area) will receive disciplinary consequences.

1st referral: 1 hr. Saturday School

2nd referral: 2 hr. Saturday School

3rd referral: Suspension

Attendance Flowchart



Administrative Procedures

Items Dropped Off

In the event a student leaves something at home, a parent/guardian may drop off that item on the designated shelves in the Main Office. Students will NOT be called from class to pick up the item. Memphis East is not responsible for any items left on the shelves or in the Main Office.

Medication Administration

If it is necessary for a student to receive medication during school hours and the parents are unable to administer the medication, a principal's designee will administer the medication in compliance with the following regulation:

1. Medication must be delivered to the school by a parent/guardian.
2. Enough medication should be brought for no more than a two-week period.
3. Over the counter medication may not be administered at the school unless approval is attained through the principal.
4. All medication must be in the original containers and correctly labeled with a pharmaceutical label or a label from a doctor's office which states the student's name, the doctor's name, the name of the medication, strength, and dosage amount and time.
5. A Parent Authorization Form must be completed. Copies are available in the Main Office.
6. Medicines that require refrigeration should not be brought to the school.
7. The school retains the discretion to reject requests for administration of medicine.

Visitors on Campus (POLICY 7011)

Except on occasions such as school programs, athletic events, open house and similar events at which the general public is invited, all persons with the exception of school district personnel and students entering the school buildings or schools grounds at which they are enrolled are prohibited from entering any school building or school grounds unless they have first reported to the school office and been granted permission to enter the school building or school grounds by the school principal or his/her designee. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises, or on the premises for the purpose of committing an illegal act.

Grading and Homework

Criteria for Grading

Grading Scale

In accordance with MSCS Board Policy, grades will be reported on report cards and transcript records using numerical values as indicated in the scale below.

 GRADING SCALES	
FORMER MSCS SCALE	NEW SCALE
A 93-100	A 90-100
B 85-92	B 80-89
C 75-84	C 70-79
D 70-74	D 60-69
F Below 70	F Below 60

Category Weights

Student grades will be calculated by category weights. All teacher gradebooks will be calculated in the categories as indicated below.

- 5% Class Participation
- 10% Homework
- 10% Projects/Portfolios/Presentations
- 35% Class Work
- 40% Assessments

The second semester averages in mathematics, language arts, science, and social studies shall also include the score on the corresponding section of the TN Ready weighted at 15%. Each quarter counts 42.5% and the TN Ready counts 15%.

Additional Points

Additional points shall be awarded to the grades used to calculate the semester average for students enrolled in advanced courses as indicated below.

Honors Courses	Local Dual Credit Courses Statewide Dual Credit Courses* Industry Certification-Aligned Courses	Advanced Placement Courses*
-----------------------	--	--

	Dual Enrollment Courses	
3 percentage points added to the grades used to calculate the semester average	4 percentage points added to the grades used to calculate the semester average	5 percentage points added to the grades used to calculate the semester average

*If a student does not sit for the final test, the additional points will be removed from the student's grade(s) and the semester average will be recalculated to reflect that change.

GPA Weighting

GPA weighting will be applied as indicated below.

Grade	Percentage Range	Standard Clep	Honors National Industry Cert.	Statewide Dual Credit	Dual Enrollment Advanced Placement
A	90-100	4.0	4.5	4.75	5.0
B	80-89	3.0	3.5	3.75	4.0
C	70-79	2.0	2.5	2.75	3.0
D	60-69	1.0	1.5	1.75	2.0
F	59 OR BLEOW	0.0	0.0	0.0	0.0

Retake Procedures

Students are allowed the opportunity to retake any assessment in the largest category weight (Tests/Projects) on which they score below 60%. Students may only complete one retake per failing assessment and may earn up to 60% on the retake. The teacher will enter the highest of the two scores in the gradebook. Assessments must be retaken within one (1) week of the grade being entered in the PowerSchool gradebook.

Honor Code Violations

Any form of cheating or plagiarism is considered to be an honor code violation.

Examples of dishonorable conduct and/or academic dishonesty include but are not limited to:

- Giving, receiving, or using unauthorized aid on or during assessments
- Copying or allowing someone to copy an assignment.
- Allowing another person to complete an assignment in your name.
- Possession of an electronic device (other than a calculator if allowed) for use during an exam without specific permission from the teacher.

- Quoting or paraphrasing a source or another's words without citation.
- Submitting an essay downloaded from the internet or work completed by someone else as original work.
- Writing a paper for someone else or submitting a paper written by another person
- Using a translator website or tool on a world language assessment without specific permission from the teacher

Students determined to be in violation of the honor code will receive a disciplinary referral. The following discipline progression will be followed: 1st referral:

- Documented conversation held with student.
- Zero (0%) on assignment with opportunity to redo for 60%
- Student ineligible to join honor societies or hold leadership roles during school year of offense.

2nd referral:

- Documented conversation held with student
- Zero (0%) on assignment with opportunity to redo for 50%
- Student ineligible for membership in honor societies or leadership roles during remainder of years at CHS
- Student ineligible to wear honor cords or stoles at graduation.

3rd referral:

- Documented conversation held with student
- Zero (0%) on assignment with no opportunity to redo.

Student Name _____

Academic Integrity

Students at East High School are expected to adhere to the highest standards of academic integrity. Plagiarism, whether intentional or unintentional, violates the established expectations for East High School students and is subject to disciplinary actions that could include dismissal from the Optional Schools program.



While collaboration is encouraged and even expected in many courses, collaborative work must be completed collectively.

Academic dishonesty includes, but is not limited to:

- Copying work from the internet and passing it off as one's own
- Using unauthorized notes on a test, quiz, or assignment
- Copying another student's answers with or without permission
- Allowing another student to copy your answers
- Obtaining test questions or answers from a teacher's test, answer sheet, computer, or other personal property
- Using the Internet to share or receive answers before, during, or after completing an assignment
- Collaborating on an assignment or portion of an assignment without permission
- Stealing, distributing, or receiving stolen test questions or answers
- Changing or altering grades for oneself or for others
- Knowingly misleading a teacher in order to gain extra time or extra credit

Consequences

First Violation: Any student involved in violating the Academic Integrity policy will receive a zero on the assignment. Additionally, the teacher will contact the parents of all students involved. Lastly, students may lose eligibility for Beta Club, National Honor Society, or any other academic honors.

Second Violation: Any student who violates the Academic Integrity policy for a second time will receive a zero on the assignment. Additionally, the student will be referred to an administrator. Lastly, the parent will be notified and the student will receive an N in conduct for that class.

Third Violation: Any student who violates the Academic Integrity policy for a third time will receive a zero on the assignment. In addition to being referred to an administrator, the student will receive an N in conduct and an out-of-school suspension. Lastly, a parent conference will be held before the student will be allowed to return to school.

Any student who violates the Academic Integrity policy more than three times will be dismissed from the Optional Program at East High School and reassigned to their zoned school.

Student Signature _____

Date _____

Parent Signature _____

Date _____

By signing this form, I agree to the terms of the Academic Integrity policy at East High School.

Final Exams

MSCS Board Policy 5015 Grading System for Grades 6-12 is as follows: “A student having a 90 or higher average for the two terms/quarters in a specific course and having three (3) or fewer excused absences in that same course will be exempted from the semester exam if the student desires. The minimum number of excused absences allowed under this provision may be adjusted by the principal in extenuating circumstances (e.g., long-term illness or hospitalization). When a student is exempted from the examination, the semester average will be the average of the two term/quarter grades and any state-mandated exam as outlined above. ANY UNEXCUSED ABSENCE IN THE COURSE WILL DISQUALIFY THE STUDENT FROM ALL EXEMPTIONS. EXEMPTIONS APPLY ONLY TO TEACHER-MADE SEMESTER EXAMINATIONS. Twelfth (12th) grade students are eligible for exam exemption during both semesters. All other students in high school courses who meet the above requirements may be exempted for only the second semester exam.”

Parent Grievances

The following procedure will be followed whenever a parent/guardian has a particular grievance:

STEP 1: The parent/guardian is to set an appointment to meet with the teacher or staff member involved in the grievance. The teacher and/or the parent/guardian may request that the assistant principal be present.

STEP 2: If the issue is not resolved, the parent/guardian may ask for a meeting with the assistant principal.

STEP 3: If the issue remains unresolved, the parent/guardian is requested to send an email to the principal addressing the grievance. The principal may reply to the email or request a meeting with all parties as appropriate.

Honor Rolls

The honor roll is determined from student report cards and is set by Memphis Shelby County School Board of Education policy.

Principal's List

Academic Subjects Numerical equivalent of all A's

Conduct All E's

Distinguished Honor Roll

Academic Subjects GPA of 3.6 or above No Grade below 75

Conduct E or S

Honor Roll

Academic Subjects GPA of 3.0-3.599 No Grade below 75

Conduct E or S

Citizenship

Conduct All E's

National Honor Society

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of character, service, leadership, and scholarship. Potential membership is reserved for 10th, 11th, and 12th grade students.

SEMESTER 1 IMPORTANT NOTES:

The fall application process is reserved for Seniors only.

11th graders who received a letter of non-acceptance in the spring of their Junior year are encouraged to reapply when announcements are made in August of their Senior year.

If accepted into NHS, the fall induction ceremony is usually scheduled for September or October in the evening.

SEMESTER 2 IMPORTANT NOTES:

10th & 11th graders are encouraged to apply in January when the application process is announced. If you are unsure of your GPA, but think it may be close, go ahead and apply. GPAs will be verified by guidance during our selection process.

11th graders who receive a rejection in the spring of their junior year are encouraged to reapply in the fall or spring of their senior year.

12th graders may apply in the spring whether they received a rejection in the fall or not.

If accepted into NHS, the spring induction ceremony is usually scheduled for February in the evening.

Special Note:

IF YOU WERE ACCEPTED AND INDUCTED DURING A PREVIOUS SEMESTER OR SCHOOL YEAR, YOU NEED NOT APPLY AGAIN. YOU ARE STILL A MEMBER UNLESS YOU WERE OTHERWISE NOTIFIED DUE TO A FAILURE TO ABIDE BY THE NHS BYLAWS AND NATIONAL NHS CONSTITUTION.

Transfer students:

Please ask the NHS sponsor from your previous school to email one of our sponsors to verify you are, indeed, a member in good standing. We will add you to our roster and email group.

National Beta Club

Requirements for National Beta Club include cumulative GPA of 90.0 or higher, teacher recommendations and a good discipline record. The application process takes place during fall semester. There are one time club dues collected upon acceptance. Twenty service hours must be completed by a deadline set by sponsors during your senior year in order to wear a Beta stole at graduation.

Course Selection Changes

Course selections should be made with careful consideration during the course selection period. Memphis East will build its master schedule based on student course requests and staff availability. The registration process helps determine which courses the school will staff and offer in the upcoming academic year. Once the master schedule is established, students are obligated to take the courses they requested.

Students may request a valid schedule change to correct a scheduling error made by the school, incorrect placement due to missing prerequisites, or summer school credit(s) necessitating a different placement. These schedule corrections must be made during the first 5 days of the semester. Students will not be added to a new course after the fifth day of class for that course.

In an effort to appropriately place students in courses which will lead to academic success, prerequisite requirements are listed for any Dual Enrollment, or Advanced Placement (AP) courses. Student and/or parent/guardian requests to drop a Dual Enrollment, or AP course will only be considered if the student is found by the teacher to be academically misplaced based on performance after ten (10) days of instruction. In addition, this request must be approved by the principal or the principal's designee.

When difficulties in a class occur, the following procedures should be followed:

1. The student should seek assistance from the course instructor. The student is expected to engage in the solutions offered by the course instructor.
2. If student difficulties persist in the course, the parent/guardian should communicate with the teacher. Communication may occur by email, phone, or parent/teacher conference.
3. If the student continues to experience difficulties, the parent may request a school meeting that includes the teacher, student, parent(s)/guardian(s), appropriate counselor, and appropriate administrator. The team will form an appropriate plan of action to address the concerns.

Intervention

The school is responsible for ensuring that anyone experiencing academic difficulties is identified by his teachers and reported to the grade level administrator as early in the school year as possible. The school is also responsible for ensuring that appropriate intervention services and programs are used to assist each child in reaching academic benchmarks. Academic interventions shall be required for students who meet the following criteria:

- at risk of failing the current school year
- not meeting State standards for grade level performance
- at risk for non-renewal of Optional transfer.

The school shall notify the student and his/her parents of the student's academic progress and advise them of recommended intervention opportunities. Intervention services and programs may include, but are not limited to:

- additional structured instruction outside the standard school day (structured before, after school, and week-end instruction)
- one-to-one, small group, or subject-specific tutoring programs
- excusal from electives for tutoring

Homework Policy

Homework will be assigned to serve the following purposes:

- To develop and strengthen skills
- To train scholars in good study habits
- To promote growth in responsibility
- To prepare the student for the expectations of the next grade level

Students are expected to complete 100% of homework assigned and submit this work to the teacher on time. There are age-appropriate consequences for non-completion of homework.

Parents and students are responsible for informing the teacher of any concerns. Teachers will then develop a plan to assist the child for a successful homework experience.

STUDENT CONDUCT (POLICY 6022)

Discipline Procedures and Daily Expectations

The mission of Memphis Shelby County Schools is to provide each student with experiences, activities, and forms of instruction that will cultivate and develop to the fullest possible extent the understanding, skills and habits of mind that are necessary to contribute to and benefit from citizenship in our society. To fulfill this mission, we must have an academic environment that is safe, secure, and conducive to learning. Good discipline is the foundation of a successful educational program.

The Board of Commissioners is responsible for using reasonable steps to promote a positive learning environment by ensuring the protection of the rights of each student to benefit from their educational experiences. If a student breaks a zero-tolerance rule, this action will result in immediate suspension or expulsion.

Detention

Teacher-assigned detention will be held every Tuesday and Thursday from 3:35pm to 4:35pm. Students who are assigned detention will receive an email from the teacher and the detention coordinator confirming the date to serve.

Guidance for Teacher Assigned Detention	
Offense	Consequence
Tardies	1st tardy: teacher verbal warning 2nd tardy: teacher warning and parent contact 3rd tardy: teacher assigned detention and parent contact 4th tardy: teacher assigned detention and parent contact 5th tardy: administrator referral
Inappropriate Language	1st incident: teacher verbal warning 2nd incident: parent contact 3rd incident: teacher assigned detention and parent contact 4th incident: teacher assigned detention and parent contact 5th incident: teacher assigned detention and parent contact 6th incident: administrator referral
Violation of Classroom Rules (sleeping on phone, etc.)	1st incident: teacher verbal warning 2nd incident: parent contact 3rd incident: teacher assigned detention and parent contact 4th incident: teacher assigned detention and parent contact 5th incident: teacher assigned detention and parent contact 6th incident: administrator referral

Saturday School will be held every Friday in one-hour or two-hour increments.

1-hour Saturday School: 9:00am – 10:00am

2-hour Friday School: 9:00am – 11:00am

Students who are assigned Friday School will receive a referral from an administrator with their scheduled date and time.

Out of Class

No entry or exit for the first 15 minutes or the last 15 minutes of any class period. Students who are out of class must have a teacher's permission and a maroon hall pass in their possession when in the hallway.

Transitions to Class Policy

East T-STEM

- ☐ Students have 5 minutes for transitions to classes.
- ☐ Students will be considered as tardy to the 1st block class at 8:15 a.m.
- ☐ If a student(s) is not in-class when the tardy bell rings, he/ she will be marked absent by the teacher. If a student arrives to class late/ tardy, the attendance will be updated accordingly by the teacher.
- ☐ Students should not wander around the building and MUST report directly to class. Students caught in unauthorized areas of the building are subject to disciplinary actions by an administrator.

Food or Item Sales or Delivery Policy

East T-STEM

- ☐ Students are not permitted to sell any items not approved by the school at school.
- ☐ No homemade items ever.
- ☐ All items will be confiscated.
- ☐ UberEats, GrubHub, or any other food delivery services are not permitted on school campus per MSCS policy.
- ☐ Parents can bring food items to students; however, this service is not recommended per MSCS policy.

The above consequences apply to each class period. Offenses will reset each quarter.

Textbooks & Instructional Materials (Policy 6029)

During the first weeks of school, scholars are assigned textbooks. The textbooks are assigned to one single ID number.

Students are responsible for maintaining the condition of each textbook. As such, students are not allowed to write in textbooks. Parents are responsible for paying for the cost of any lost, stolen, or damaged textbooks.

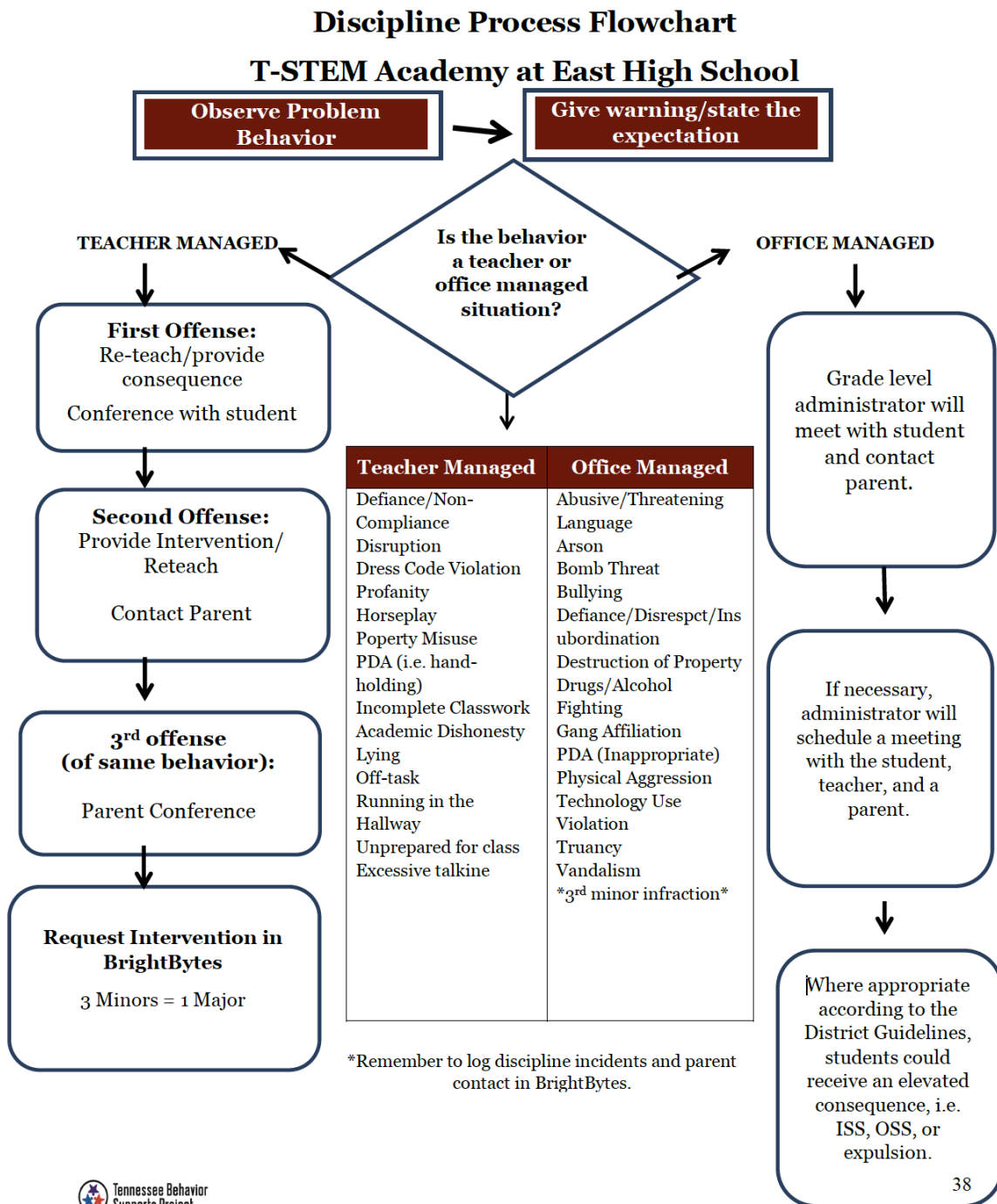
Textbooks are periodically checked during the school year. Textbook inventories take place in December and May. Students with textbook fines will not receive report cards.

Lockers Policy

Lockers with built-in locks are available for all scholars. Lockers are school property and may be opened by authorized personnel at any time. It is the scholar's responsibility to keep the locker

clean and secured at all times and to report locker problems to the homeroom teacher or to the main office.

Behavior Flowchart



Memphis East Probationary Period

Memphis East Probationary Period (MEPP) Is designed to provide support and interventions for students who receive failing grades during the interim report and end of the quarter, ensuring they have an opportunity to improve their academic performance.

- **Failing Grade at Interim Report:** When a student receives a failing grade at the interim report, the following actions will be taken.
 - a. The student will be required to attend tutoring sessions until their grade is at a satisfactory level.
 - b. The teacher will contact the parent/guardian to communicate the student's performance, highlighting the need for intervention and the availability of tutoring sessions.
 - c. The teacher will provide progress updates to the parent/guardian on the student's academic improvement during subsequent meetings or communications.
- **Continued Failure at the End of the Quarter:** a. If a student is still failing the same class at the end of the quarter despite attending tutoring sessions, the following steps will be taken:
 - a. The guidance counselor will contact the parent/guardian to discuss the student's academic performance and determine additional interventions that may be necessary.
 - b. The guidance counselor will collaborate with the parent/guardian to develop a plan of action, which may include adjustments to study habits, additional tutoring, or other academic support resources.
 - c. The parent/guardian will be informed about the option to meet with the grade level administrator and the optional school's coordinator to discuss the student's probationary status.
- **Meeting with Grade Level Administrator and Optional Schools Coordinator:** In the event of continued failure in the same class at the end of the quarter, the following meeting will be scheduled:
 - a. The parent/guardian will meet with the grade level administrator and the optional school's coordinator to discuss the student's academic probation status.
 - b. During the meeting, the parent/guardian, grade level administrator, and optional school's coordinator will review the student's academic performance, interventions implemented, and explore additional strategies to support the student's success.
 - c. A plan will be developed, outlining specific expectations and interventions for the student during the probationary period.
 - d. The parent/guardian will be informed of any additional resources or support services available to assist the student.
- **Probationary Period:** During the probationary period, the student, parent/guardian, grade level administrator, and optional school's coordinator will work collaboratively to

monitor the student's progress and implement the agreed-upon interventions. b. Regular check-ins will be scheduled to review the student's academic performance and adjust the support plan as needed. c. At the end of the probationary period, a comprehensive evaluation will be conducted to determine the student's eligibility to continue in the current academic program or explore alternative educational options.

Note: The Academic Probation Plan is subject to the policies and guidelines established by the educational institution and may vary based on specific school or district requirements.

Memphis East Optional Review Board

At Memphis East, we strive to create a safe and inclusive learning environment that promotes academic growth and personal development. As part of our commitment to fairness and equity, we have established the Memphis East Optional Review Board. This board plays a vital role in addressing offenses that could potentially lead to a student's non-renewal, suspension, or other significant consequences.

The purpose of the Memphis East Optional Review Board is to ensure that all disciplinary actions taken by the school are fair, just, and consistent. It serves as a means for students to have their cases reviewed and considered in a thoughtful and impartial manner. The board is composed of trained professionals, educators, and administrators who are dedicated to upholding the principles of due process and providing a fair hearing to students involved in serious disciplinary matters.

When a student is involved in an offense that could result in suspension or non-renewal, the following procedures will take place:

1. **Referral to the Memphis East Optional Review Board:** The case will be referred to the Review Board by the appropriate school personnel who have investigated the incident thoroughly and collected relevant evidence.
2. **Review and Assessment:** The Review Board will carefully review the case, considering all available information, statements, and documentation pertaining to the offense. The board will assess the severity of the offense, the student's disciplinary history, and any extenuating circumstances that may exist.
3. **Student Participation:** The student will be given an opportunity to present their perspective to the Review Board. They may provide a statement, bring witnesses, or submit any evidence they deem relevant to their case. The board will give fair consideration to the student's input.
4. **Deliberation and Determination:** After thorough review and deliberation, the Review Board will determine the appropriate consequences, if any, for the offense. The board will consider the best interests of the student, the school community, and the principles of fairness and equity.
5. **Notification and Appeal Process:** The student, along with their parents or guardians, will be informed in writing of the Review Board's decision and the rationale behind it. If the

student or their parents/guardians disagree with the decision, they may request an appeal process in accordance with the school's established guidelines.

It is important to note that the Memphis East Optional Review Board is an integral part of our commitment to maintaining a just and inclusive community. By providing a platform for students to have their cases reviewed, we ensure that disciplinary actions are determined through a fair and equitable process.

We encourage all students to familiarize themselves with the school's Code of Conduct, as it outlines the expectations and standards for behavior within our community. By adhering to these guidelines, students can contribute to a safe and supportive learning environment for themselves and their peers.

Memphis East remains dedicated to fostering an atmosphere of respect, fairness, and growth. The Optional Review Board plays a crucial role in upholding these values and ensuring that all students receive fair treatment when facing disciplinary consequences.

Memphis East Appeal Process

At Memphis East, we recognize the importance of providing a fair and transparent appeal process for students and their parents or guardians who disagree with the decision rendered by the Memphis East Optional Review Board. We understand that there may be circumstances where additional review and discussion are necessary. Therefore, the following steps outline the appeal process:

1. **Drafting a Written Response:** Upon receiving the written notification of the Review Board's decision, parents or guardians who wish to appeal must prepare a written response outlining the reasons for their disagreement. The response should be addressed to Dr. McKinley, the designated appeals officer at Memphis East.
2. **Scheduling the Appeal Meeting:** Once the written response is received, a meeting will be scheduled with Dr. McKinley within 48 hours of the notification. The purpose of this meeting is to allow parents or guardians to present their case, share any additional evidence or information, and engage in a meaningful discussion regarding the decision made by the Review Board.
3. **Appeal Meeting:** During the appeal meeting, parents or guardians will have the opportunity to express their concerns, provide any relevant documentation or testimony, and discuss the reasons they believe the decision should be reconsidered. Dr. McKinley will carefully consider the appeal and review all pertinent information before making a final determination.
4. **Notification of the Appeal Decision:** Following the appeal meeting, Dr. McKinley will notify the parents or guardians in writing of the appeal decision. The decision made by Dr. McKinley will be final and binding, concluding the appeal process.

We want to emphasize that the appeal process is designed to ensure a fair and thorough review of the decision made by the Review Board. Dr. McKinley, as the appeals officer, will approach each appeal with impartiality, objectivity, and a commitment to upholding the principles of fairness and equity.

It is important to note that the appeal process is solely for addressing concerns regarding the

decision made by the Review Board and does not extend to challenging the underlying policies or procedures established by Memphis East. The focus of the appeal is on the individual case and the application of those policies and procedures.

We encourage parents or guardians to make use of the appeal process if they believe it is necessary. By engaging in open communication and dialogue, we aim to reach fair and informed resolutions that prioritize the well-being and best interests of the students and the Memphis East community as a whole.

Please refer to the student handbook or contact the school administration for further information regarding the specific guidelines and deadlines associated with the appeal process.

At Memphis East, we remain committed to fostering an environment that values accountability, integrity, and fairness in all aspects of student discipline.

Student Handbook

Signature Page

Printed Name:

I hereby acknowledge receipt of the T-STEM Student Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in the document. My signature indicates I have read, understand, and will comply with the Student Handbook. I understand that non-compliance may result in disciplinary action consistent with Board Policies and state law.

The information in the handbook is subject to change. I understand that changes in Shelby Schools' policies may supersede, modify, or eliminate the information summarized in the booklet. As MSCS provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand I have the responsibility to contact the principal if I have questions or concerns or need further explanation regarding the Student Handbook.

Student Signature

Date

Parent Signature

Date