

Gestalt Community Schools Policies

Attendance

Research provides evidence that scholars with good attendance also perform well in school. Good attendance also includes punctuality. Scholars should be present and prepared for learning each day. A scholar's absence may be excused for the following reasons:

- Personal illness of the scholar
- Death or serious illness in the immediate family
- Recognized religious holidays
- Subpoena for court appearance
- Approved school sponsored activities

A **written notice** explaining the absence **is required** when a scholar returns to school. A doctor's notice or court notices are required for 3 or more days absent from school.

Unexcused Absences	Response and Action
2+ absences	A phone call reminder from the school.
3-4 absences	Warning letter with reference to the truancy laws and consequences of noncompliance.
5+ absences	<p>ASD parents must attend a meeting with school counselor to develop a school attendance plan. All attendance records are sent to Shelby County Schools and the Achievement School District. Further actions will be taken by the school district.</p> <p><small>*Please note that SCS truancy office will handle all SCS students at this point.</small></p>
10-14 absences	<p>ASD Office of Portfolio Management will be notified. School makes the Department of Child Services call for noncompliance. Scholars are not eligible to participate in any school athletic teams, organizations, or field trips.</p> <p><small>*Please note that SCS truancy office will handle all SCS students at this point.</small></p>
15+ absences	<p>All unexcused absences over 15 school days and/or noncompliance with the attendance plan, the case will be sent to Memphis City District Court. Scholars are not eligible to participate in any school athletic teams, organizations, or field trips.</p>
45+ absences	<p>Scholar is eligible for retention to current grade. Memphis City District Court will take further legal action. Scholars are not eligible to participate in any school athletic teams, organizations, or field trips.</p>

Tardiness

Scholars are considered tardy if they arrive after morning meeting and announcements. Scholars, who are tardy, must provide a reason for the tardiness. In addition to late morning arrival, scholars who are withdrawn from school prior to dismissal are also considered absent from their afternoon classes.

Please note that Shelby County Charter Schools will contact the families directly with any issues dealing with tardiness.

Late Arrival/Early Dismissal	Action
5 -10 tardy entries and/or early dismissal within a grading period.	A meeting with school or parent counselor and parent to develop an attendance plan.
11-15 tardy entries and/or early dismissals within a school year.	A mandatory parent meeting with a school administrator. Potential discipline actions can range from suspension from school organizations, athletics, and afterschool detention.
16-20 tardy entries and/or early dismissals within a school year.	A mandatory parent with a school administrator. Potential discipline actions ranging from afterschool detention and Saturday detention. The scholar is not eligible to participate in any school activities or organizations.
20+ tardy entries and/or early dismissals within a school year.	20 tardy entries are equal to 1 day of absent from school. The accumulation of tardies from 20+ over a school year, the school will then follow the attendance policy. Tardy entries can lead to a truancy infraction. Please see the attendance policy on the previous page. The scholar is not eligible to participate in any school activities or organizations.

Grading

GCS scholars are proficient at 85% or above. Scholars are encouraged to secure 80% or high mastery in the first semester and 85% or high mastery in the second semester.

Letter	%	GPA Points	Explanation	Proficiency Level
A	93	4	Excellent	Advanced
B	85	3	Very Good	Proficient
C	75	2	Average	Basic
D	70	1	Below Average	Below Basic
F	0	0	Far Below Average	Below Basic

K-8 Citizenship and/or Conduct

In addition to scholars operating at a high level of proficiency, conduct and citizenship is very important. GCS wants scholars to work hard and to be kind. GCS scholars do the right thing because it is the right thing to do. Our scholars act appropriately even when others are not observing their actions.

Letter	Explanation	Additional Criteria
E	Excellent	0-2 negative behavior logs and no office referrals
S	Satisfactory	3-5 negative behavior logs with no office referrals
N	Needs Improvement	6-8 negative behavior logs
U	Unsatisfactory	9+ negative behavior logs

Conduct logs from all teachers will be reviewed before a scholar's final conduct is assigned. Scholars who have 3 or more behavior logs within one teacher's class will be required to attend a parent/teacher conference.

As parents review final grades on the report card, please note that the final grade is a composite of several graded items under the following weighted criteria.

Grading Item	Percentage of Overall Grade
Weekly Quizzes or/and Assessments	40%
Classwork, Notebook Checks, and Cornell Notes	25%
Projects, Labs, and Reports	20%
Homework	10%
Active Classroom Participation, Effort, Agenda books,	5%

GCS Policies (Continued)

For the marking period, each scholar should have 20+ grades in Power School for each subject area. Grades from the previous week will be posted in Power School by the following Monday. It is expected that parents and scholars use their individual Power School log in information to access student grades.

Parent Engagement

Parental Volunteer Policy

All GCS parents are requested to commit to at least 5 hours of volunteer service to the school within one school year. Volunteer hours will be logged and awards will be given to the most active parents at the end of the school year.

Parent Data and Academy Sessions

Parents are encouraged to attend all academy and parent data meetings. If a parent is not available to attend the sessions, then they are allowed to send a representative to attend the meeting. The representative must be an adult over the age of 21.

Parent Advisory Council (PAC)

Gestalt schools have active Parent Advisory Councils (PAC). The PAC consists of parent representatives from each homeroom or grade level. Parent representatives will co-chair school-wide activities with a school staff member. We need a minimum of two PAC representatives per homeroom or 5 per grade level to ensure the success of the PAC.

Parent Grievances

Gestalt Community Schools Board of Directors has the following Grievance Policy as a guide for parents and guardians to solve possible grievance issues in the most effective manner. This policy serves as a guideline, but the Gestalt Community Board of Directors has the final decision in all matters that take place under the direction of its schools. 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 principal or his/her designee be present.

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

STEP 3: If the issue remains unresolved, the parent/guardian is requested to write a letter of grievance addressed to the Chief Academic Officer of Gestalt Community Schools. A formal letter should be sent to info@gestaltcs.org or faxed to 901-432-5443. If you are unable to fax or e-mail, then the letter can be mailed to 2650 Thousand Oaks Boulevard Suite 2370 Memphis, TN 38118.

STEP 4: If the issue still remains unresolved, the parent/guardian should present a formal letter to Gestalt Community Schools Chief Executive Officer for a final decision.

Code of Conduct

	Stages	Frequent Behaviors	Recommended Consequences
Classroom Teacher	1	<ul style="list-style-type: none"> Tardy Out of Uniform Intentional disturbance in class Not observing Study Zone transition Incomplete classwork and homework Not using the High Five +1 or SLANT Not prepared for class 	<ol style="list-style-type: none"> 1. Give a private verbal redirection to a scholar. ALL STEPS 2-6 ARE LOGGED INTO POWERSCHOOL. 2. Provide scholar second verbal redirect with a student reflection form. 3. Provide scholar with a detention and a phone call to a parent.
	2	<ul style="list-style-type: none"> Repeated Stage 1 Engaging in name calling (Please note that repeated name calling is considered bullying and should be escalated to stage 4.) Verbal argument with another scholar Possession of cell phones during instruction Being in an unauthorized area without permission Talking and low level insubordination (rolling eyes and other defiant body language) Unauthorized use of computer 	<ol style="list-style-type: none"> 4. Give scholar a second detention and host a face-to-face parent meeting. 5. Provide an office referral after steps 1-4 are completed or if the scholar escalates the behavior to stages 3-5. 6. Make a referral to the counselor for repeated behavior that is not in stages 3-5.
School Leaders	3	<ul style="list-style-type: none"> Repeated Stage 2 behaviors Cutting Class Open or continued defiant attitude or willful disobedience toward a member of school staff Cheating and Plagiarism Vulgar and profane language Immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student Inappropriate use of electronic media, including, but not limited to, all calls (land line, 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 Providing false statements Fighting no injury Theft under \$500 	<ul style="list-style-type: none"> Host a parent and administrator mandatory conference. Create a Probation and Intervention Plan. Make a referral to School Counselor or Social Worker. Hold a Saturday Detention Session. Administer an Overnight Suspension. Administer a 1-2 Days Suspension. Administer a 3-5 Days Suspension for repeated infraction.
	4	<ul style="list-style-type: none"> Repeated stage 3 behaviors Bullying, intimidation, and harassment (Cyber included) Physical or verbal intimidation or threats to other students, including hazing 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 Possession of mace or disabling sprays Fighting with injury School Property damage and vandalism (non-gang related) Sexual, racial, ethnic, or religious harassment/discrimination Possession of alcohol and tobacco Gang activities – threatening and intimidating in nature Possession of drug paraphernalia Inciting a riot Inappropriate touch or activity of a sexual nature Unauthorized use of computer with pornographic content Theft at or above \$500 	<ul style="list-style-type: none"> Administer a 3-5 Days Suspension for repeated infractions. Administer a 5-10 Days Suspension. Administer an 11+ Expulsion (Repeated offense). Local law enforcement will be involved.
	5	<ul style="list-style-type: none"> Aggravated assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity or field trip Unauthorized possession of a firearm or weapon on school property or at a school sponsored activity 	<ul style="list-style-type: none"> Administer an 180 Expulsion with Discipline Hearing at the Gestalt Central Office. Local law enforcement will be involved.