

A photograph of two young children, a boy and a girl, sitting at a table and looking through magnifying glasses at colorful geometric toys. The boy is on the left, wearing a light blue polo shirt, and the girl is on the right, wearing a red top. They are both focused on their task. The toys include various colored triangles and a stack of colorful blocks. The background shows a bookshelf with books and a red decorative object hanging on the wall. A dark blue banner is overlaid on the top right of the image, containing the text 'STUDENT & FAMILY HANDBOOK 2023-24'.

STUDENT &
FAMILY
HANDBOOK
2023-24

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SECTION I:
ABOUT
OUR SCHOOLS



SECTION I: History

The University Schools is a compendium of four schools and two partnerships, operated by the University of Memphis (UofM) in cooperation with Memphis Shelby County Schools. Our four schools are:

- **Campus School:** Founded in 1912 and located at the southwest corner of the University of Memphis campus at the corner of Walker Street and Zach Curlin Road, Campus serves grades kindergarten through 5th grade. In addition to 20 classroom teachers, there are specialists for physical education, art, guidance, music and library/media. Physical education is taught in cooperation with the UofM School of Health Studies.
- **Early Learning & Research Center (ELRC):** Founded in 1947 and located off of Poplar Avenue and Deloach Street, the ELRC serves two year olds through pre-kindergarten in the Montessori and Reggio traditions of early childhood education.
- **University Middle School:** Founded in 2019 and located off of Fogelman Drive in the Orgel Education Center (formerly the Fogelman Executive Center), University Middle serves 6th through 8th grade. With a focus on Project Based Learning, U Middle has a dedicated Makerspace on campus and focuses on building student exploration and expertise through quarterly showcases of projects and learning.
- **University High School:** Founded in 2022 and also located in the Orgel Education Center, University High currently serves 9th grade and is growing to 12th grade by 2025-26. With a focus on entrepreneurship, University High students will build independence and college-readiness through dual enrollment with classes at the University of Memphis.

We also have two partnership programs:

- **Harwood Center:** Founded in 1957, Harwood Center is a private nonprofit agency that provides education, therapy and support for Mid-South families and children who have developmental disabilities. Since opening its doors, Harwood Center has helped more than 5,000 children with developmental disabilities get a better start in life. Our program consists of specialized education and therapeutic services for children age 2 years through transition to kindergarten who have a diagnosed developmental disability or are experiencing delays in their development or have behavior challenges.
- **Porter Leath University of Memphis (PLUM) Early Childhood Academy at Orange Mound:** Founded in 2022, the Porter-Leath & University of Memphis Early Childhood Academy at Orange Mound is a state-of-the-art preschool and teacher training institute that has established a continuum of early childhood education, from 6 weeks to age 5, that defines and promotes excellence for young children and their families. Porter-Leath and the University of Memphis broke ground on the facility in November 2020 and opened in February 2022.



SECTION II:
**OUR
PHILOSOPHY**



SECTION II: Philosophy**Mission Statement**

The mission of University Schools is to provide the children of our community with educational experiences that enhance their development from birth to graduation and promote dynamic research, collaborative partnerships, and innovative practices.

In partnership with our families and community, our purpose is to educate and engage our students by celebrating their individuality, cultivating their strengths, and preparing them for the opportunities of tomorrow.

Compendium Core Values

- **Celebrate:** Diversity, Growth, Innovation, Each Other
- **Cultivate:** Kindness, Courage, Connections, Love of Learning
- **Prepare:** Leaders, Responsible Citizens, Lifelong Learners, Agents of Change

SECTION III:
**OUR
POLICIES**



SECTION III: Policies**UNIVERSITY SCHOOLS POLICIES****ADMISSIONS & WITHDRAWAL POLICY**

In accordance with [Policy 200](#), Students enrolled in Shelby County Schools are assigned to schools based on their home addresses. Students at Campus School, University Middle, and University High are considered General Transfer students and are admitted based on the following order of priority: children of full-time University faculty and staff; siblings of current University School students; children living in proximity within 1.5 miles to the school. Any remaining openings will be filled through General Transfer. Applications for enrollment must be made annually. Kindergarten is required for all incoming first-graders, and children applying for first grade must be 6 years old by Aug. 31. Proof of successful completion of the previous grade is required for all new students as indicated by the word “PROMOTED” on the final report card from the previous school year. Once a child is enrolled at Campus School, University Middle, or University High, they may stay even if his/her address changes or if their parents’ employment status changes at the University.

Parents who withdraw a child/children from Campus School, University Middle, or University High constitute a loss of student placement for the remainder of the school year. The child/children will not be allowed to re-enter the school until the next school year. Readmission for a subsequent school year will be based on the admission policy at the time of application.

ATTENDANCE POLICY

All attendance decisions are governed by [Policy 203](#).

The official school day for K-9 students begins promptly at 8 a.m., and students must be in their classroom by this time. Children who are tardy must check in at the office before they are admitted to class. Children who arrive after 8:05 a.m. must be signed in at the office by the adult bringing them to school. We consider it the responsibility of the parents to have their children at school on time. Because we are a school of choice, satisfactory attendance is a requirement. Daily attendance is very important for all students. A total of 15 or more absences, or school day tardies and/or early dismissals (excused or unexcused) a year is considered unsatisfactory. Unsatisfactory attendance will result in denial of admittance for the upcoming school year. Chronic illness with prior documentation provided by a licensed MD and religious observances that occur during a scheduled school day are exempt from this policy and do not count toward this 15. If a child has a chronic illness, documentation from a physician must be provided which states the following:

1. That the child has been diagnosed with a chronic illness (which is defined as an illness requiring long-term care by a certified health professional or an illness which makes a student unable to attend classes for intermittent periods of one or more days);
2. The illness impacts the child’s ability to have timely, regular attendance.

This documentation must be provided annually, during the first nine weeks or upon diagnosis. Exceptions for chronic illness become effective from the date the medical documentation is received. Documentation regarding religious observance exemptions should also be provided

annually, during the first nine weeks of school and detail all necessary religious absences for the academic year.

ATTENDANCE/EARLY DISMISSAL OF STUDENTS DURING THE SCHOOL DAY

If you must check your child out early, send a note to the main office requesting the early dismissal and stating the time and reason for dismissal. Parents are asked to check in at the office requesting the student for early dismissal. Appropriate dismissal forms will be completed in the office and the student will then be released to the parent. It is requested that children not be checked out between 2:45-3 p.m. Teachers are trying to wrap up the day and get the students out safely and with the attention they need. Early dismissals will be documented on the report card. To qualify for perfect attendance, a student must be present the entire school day.

ATTENDANCE/STUDENT TRANSFER POLICY

All students must attend school on all days that school is officially in operation and be on time for all classes. Unexcused absences are prohibited by law and policy. Student absences may be excused for the following reasons:

1. Illness or hospitalization of the student. The school/district may require a parent conference and/or physical verification to justify absences after the accumulation of 10 days of absence during a school year. (Notes must be date-specific and will be required for subsequent absences beyond 10 days.)
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school-sponsored activity.
4. Special and recognized religious holidays regularly observed by persons of their faith.
5. Legal court summons not as a result of the student's misconduct.
6. Extenuating circumstances over which the student has no control as approved by the principal.
7. If a student's parent, custodian or other person with legal custody or control of the student is a member of the U.S. Armed Forces, including a member of a state National Guard or a reserve component is called to federal active duty, the student's principal shall give the student:
 - a. An excused absence for one day when the student's parent, custodian or other person with legal custody or control of the student is deployed.
 - b. An additional excused absence for one day when the student's parent, custodian or other person with legal custody or control of the student returns from deployment; and
 - c. Excused absences for up to 10 days for visitation when the student's parent, custodian or other person with legal custody or control of the student is granted rest and recuperation leave and is stationed out of the country.
 - d. Excused absences for up to 10 days cumulatively within the school year for visitation during the deployment cycle of the student's parent, custodian or other person with legal custody or control of the student. Total excused absences under this section (c) and (d) shall not exceed a total of 10 days within the school year. The student shall provide documentation to the school as proof of the deployment of the student's parent, custodian or other person with legal custody or control of the student.

8. Students in pre-kindergarten, fifth grade, and eighth grade may take up to one full day or two half-days excused absence to “shadow” at another school. Additional days will be marked as unexcused.

A student who does not receive prior approval from the teacher or principal/designee for an excused absence must submit a note from a parent, custodian or other appropriate person describing the excused absence immediately upon the student’s return to school, but no later than two school days after the absence was taken. The director may require a doctor’s statement for the personal illness of a student that extends beyond three consecutive school days or when a student is repeatedly absent for fewer than three consecutive days. If no documentation justifying the absence as excusable is submitted within the three-day period, the absence will become an unexcused absence.

CAFETERIA SERVICE

Food service is available to students and faculty. Menus will follow those for Shelby County Schools, but are subject to change without notice. These are published monthly on the Shelby County Schools website. Lunch and breakfast are available at no cost for the students.

CELL PHONES

In accordance with [Policy 406](#), student use of cell phones is prohibited during the school day. We ask that visitors silence their phones and refrain from using them in the building.

CHILD ADVOCACY GROUP CONTACT INFORMATION

In accordance with [Policy 407](#), we are mandatory reporters with the state of Tennessee. Answers to many questions, as well as helpful information, may be obtained from the State Department of Education by calling 1.888.212.3162 or visiting state.tn.us/education/speced/index.htm or the ARC of Tennessee at thearctn.org. Further, all University Schools employees participate in annual training about child abuse, mandatory reporting, and keeping your child safe.

COVID-19

In accordance with the most current recommendations and guidance provided by state and local authorities and the [CDC](#), University Schools will observe the following protocols for the 2023-24 school year. Please note, as local conditions and associated guidance may continue to evolve, these guidelines are also subject to change.

COVID-19 Vaccines: School based vaccination requirements are issued by the state, not determined by the school. At this time the COVID-19 vaccine is available for all University School-aged children, however, the vaccine is not among the required vaccines for school entry.

Mask Wearing: In compliance with state and local health directives students are not required to wear a mask while at school or participating in school activities. However, parents may choose to send their student(s) to school in a mask. In accordance with CDC guidelines for COVID-19 exposure, mask-wearing may be required of individuals in the case of exposure or close contact to a positive COVID-19 case or when returning from isolation after a positive COVID-19 test result.

Symptomatic Individuals: Students, faculty, staff and families should stay home when they are sick. Children who become [symptomatic](#) during the school day will be asked to wear a mask and removed from the classroom until parents arrive. Parents will be required to pick up their child

within 30 minutes of initial contact. Students who are sent home may return to school only with a written release from a physician to return to school or after symptoms have ceased and the student has been fever free for 24 hours without medication.

If a Student, Faculty, or Staff Member Tests Positive: It is imperative to community health that the school leadership be made aware of any student or staff member that has tested positive for COVID-19. All staff and students can be assured of confidentiality and privacy when reporting their positive test results to the school director. The school will follow all current CDC, and health department guidance including observing appropriate contact tracing, isolation, and quarantine protocols. Individuals with COVID-19 should isolate for 5 days and return to school if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), followed by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter. Once the affected individual has met all the CDC criteria for ending isolation, then no additional testing is needed to return to school. We recommend the use of the CDC quarantine and isolation [calculator](#) to determine return to school dates. When the school is made aware of a positive case, parents of close-contact students will be notified so they can then follow the CDC's [recommendations](#) for close contact exposure based on their vaccination status or history of prior infection.

Quarantine Guidelines: People who come into close contact with someone with COVID-19 should follow CDC recommendations related to [quarantine](#), testing, and masking. Recommendations for close contacts depend on vaccination status or history of prior infection and are outlined on the [CDC website](#).

CONFERENCES WITH TEACHERS

The Barbara K. Lipman, Campus School, University Middle, and University High philosophy encourages active communication with parents. We request that you send a note to let the teacher know that you would like to make an appointment for a conference in advance. Teachers will be scheduling conferences with every parent after the first nine weeks of school at Campus School and as needed for ELRC, U Middle, and U High. Teachers are not available for conferences between 7:45-8:00 a.m. This time is reserved for greeting students and morning routines. In addition, all teachers who are on duty between 3:00-3:15 p.m. at Campus or 3:30pm - 4pm at University Middle and University High are not available for conferences unless scheduled in advance.

CUMULATIVE RECORDS

A record on each student is maintained throughout a child's stay at all of our schools. These records contain health information, student report cards, achievement test scores and biographical data. Parents are welcome to see this file. Arrangements for seeing it should be made in advance through the student's teacher or the guidance counselor. Requests for records require 24 hours (minimum) notice.

DEPARTMENT OF EXCEPTIONAL CHILDREN

A wide range of services to meet the needs of students with disabilities, including gifted students. A full continuum of services, including related services such as speech/language therapy, occupational therapy and physical therapy, are available within the district. Specialists are available to work with students with visual impairment, hearing impairment or behavior problems.

Detailed information regarding special education programs may be obtained by calling the Division of Exceptional Children at 901.416.5600.

Parents, teachers or administrators may refer students for evaluation for suspected disability and special education services. If parents are concerned about their child's learning or behavior in school, they may call or write their child's teacher or school director expressing these concerns. If parents suspect that their child has a disability, including a medical condition, that is impacting their education or behavior at school and wish to discuss having their child evaluated for eligibility for special education services and supports, they may request a meeting from their child's school administrator. Parents should submit this request in writing or ask a school staff member to write their request down. If a parent requests an evaluation for special education services, a school administrator may explain the student intervention and referral process and offer parents the option to see how a student responds to general education academic and behavioral interventions prior to determining whether a child should be evaluated for special education services. A school administrator may also explain supports and accommodations available under Section 504 of the Rehabilitation Act for students with disabilities whose needs may be met without special education.

DISCIPLINE AT UNIVERSITY SCHOOL CAMPUSES

All of our schools believe that all students deserve the opportunity to develop social-emotional competencies that lead to academic growth. Barbara K. Lipman, Campus School, University Middle, and University High use a school-wide behavioral support system that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive school environment.

Our schools use a research-based model that includes community building, learning goals, a clear statement of expectations, positive language, interactive modeling, life skills development, logical consequences and reinforcing positive social behavior. The students are active participants in the establishment of classroom rules and expectations. In addition, a set of schoolwide expectations and procedures are taught to the students using a behavior matrix. All students formally review our Code of Conduct in [Policy 439](#) and are expected to adhere to the policies. Our goal is to maintain a culture in which appropriate behavior is the norm and students exercise necessary judgment, self-control and accept 100% responsibility for their behavior.

All four schools follow the policies in the [University Schools Policy Manual](#). Consequences for code violations include: classroom and schoolwide interventions strategies, conferences, confiscation of items, loss of privileges, detention, supervised study, possible alternatives to suspension, suspensions and expulsion.

PREVENTION AND INTERVENTION STRATEGIES

University Schools shall develop and communicate a comprehensive prevention and intervention program. The program shall include a parental engagement component, outlining strategies for parents to support positive and prosocial behaviors in the school setting, the prevention of inappropriate and/or disruptive behavior and actively participate in intervention efforts if such behavior occurs.

DISCIPLINARY MEASURES

Several disciplinary measures may be employed to support positive and acceptable student behavior. Disciplinary measures include confiscation of items, loss of privileges, before or after school detention, Saturday school, in-school suspension, out-of-school suspension, expulsion, and alternative placement.

Except for privileges restricted by the Director or its designee and confiscation of items, University Schools shall not impose multiple disciplinary measures on a student for a single offense or violation of the Student Code of Conduct. The Director may restrict activities for students who accumulate a certain number of suspensions. Activities that may be restricted by the Director and the actions that may place students on restriction shall be communicated to students and parents by the Director and shall not impede a student's ability to meet the requirements of the school's academic program.

A. Confiscation of Items and/or Loss of Privileges

Confiscation of Items

"Confiscated items" includes any item that distracts the student or their peers in the learning environment, such as personal electronic devices, toys, or other personal property, and any other item prohibited by University Schools. The parent may pick up the item at a time and location designated by the Director. Thereafter, the parent may pick up the device by appointment. University Schools 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 University Schools.

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 Director

B. Before or After School Detention or Saturday School

Students may be required to attend school before or after the school day or on Saturday as a means of disciplinary action. The following guidelines shall be followed:

- The student will be given at least one (1) full day of notice before the requirement of attending detention or Saturday school.
- Parents/guardians will be informed before the requirement of attending detention or Saturday school takes place.
- Students will be under supervision of faculty or staff member.

- Detention will not exceed 60 minutes after the official closing of the school day but may be administered several days in succession. Teachers must have the approval of the Director before issuing detention or requiring a student to attend Saturday school.
- Students with religious exemptions to Saturday school shall be provided with an alternative disciplinary option.

C. 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 Director, including assistant director, has sole discretion to issue in-school suspensions for good and sufficient reasons as outlined in Tennessee School Discipline Regulation 49-6-3401 and for a period of up to no more than 10 days. Good and sufficient reasons for in-school suspension include, but are not limited to, behavior: (A) That adversely affects the safety and well-being of other pupils; (B) That disrupts a class or school sponsored activity; or (C) Prejudicial to good order and discipline occurring in class, during school-sponsored activities or on the school campus. The Director or Assistant Director must advise the student of the nature of the misconduct and allow the student to provide an explanation. Upon suspension of a student, a director or assistant director must notify the student's parent or guardian within 24 hours of the suspension, the cause for the suspension, and the conditions for return to a student's typical schedule, such as a meeting of the parent or guardian, student, and principal.

D. Out-of-School Suspension:

It is not the intent to remove students from the school community for first-time or for minor violations. Therefore, suspension from school should be used with caution and only in appropriate cases. The Director and assistant director, has sole discretion to issue out-of-school suspensions from one (1) to ten (10) days. Multiple suspensions shall not run consecutively; nor shall multiple suspensions be applied to avoid expulsion from school. A behavioral intervention plan shall be developed for students who accumulate more than five days of suspension during the school year.

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 set foot on school property, attend class, take exams, or participate in school-sponsored activities while under suspension, unless otherwise allowed by law and/or University Schools policy (see TCA 49-6-3401(d))

E. 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 more than 10 consecutive

days or multiple suspensions totaling 15 days in one month is an expulsion.) The Director 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 Student Code of Conduct. The Associate Vice President of Educational Initiatives may modify a state-mandated one-year expulsion on a case-by- case basis.

When the student's infraction involves a substantive threat of harm or possession of a weapon, the student shall be referred for threat assessment by the Director of Police Services, University Legal Counsel, the Associate Vice President of Educational Initiatives, the school counselor, and the school director. The parent or guardian will be informed that the case is being held under advisement pending outcome of the threat assessment. Threat assessment findings will be utilized by the department responsible for student services in adjudicating these cases and in making appropriate placement recommendations to ensure the safety of the student and others.

F. Suspension from the School or University of Memphis Bus Transportation:

Except where prohibited by law, students who engage in bus-related misconduct may be suspended from riding the school or University of Memphis Bus to and from school. Decisions involving temporary/ permanent removal from school bus or University of Memphis bus ridership will be made by the director. In such cases, the student would typically continue their school assignment, but they would have to find another means of transportation. Truancy laws would still be in effect. Additional disciplinary actions may also apply when bus-related misconduct involves a violation of the Student Code of Conduct.

A student receiving special education services shall not be suspended from school or University of Memphis bus transportation if transportation services are required under the student's Individual Education Plan (IEP).

G. Motor Vehicle or Permit License Revocation

In accordance with state law, any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for motor vehicle or permit license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.

A student shall be deemed deficient in attendance when they drop out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. unless the absences are due to transfer or are beyond the student's control. The Associate Vice President (designee), with the assistance of the director and any other staff or school personnel, shall be the sole judge of whether unexcused absences are due to circumstances beyond the student's control. Suspensions shall be considered unexcused absences. Suspension, expulsion, or confinement in a correctional institution shall not constitute a circumstance beyond the control of a student.

A copy of the notice sent to the Department of Safety by school personnel shall also be emailed and mailed to the student's parent or guardian.

Reporting Procedures

Mandatory reportable criminal offenses shall be reported in accordance with state law and University Schools policy (see 7005 Mandatory Police Reporting). The Director shall consult with the Department of Police Services and Department of Risk Management when determining whether local law enforcement should be contacted regarding any violation of the Student Code of Conduct that does not require mandatory reporting to law enforcement or other agency.

For reporting discrimination and sexual harassment, any student or parent/legal guardian who believes they are experiencing student-to-student discrimination or sexual harassment shall report such circumstances to a teacher, counselor, or director immediately. If the report is made to a teacher or counselor, they must notify the director immediately, who is required to report any form of student-to-student discrimination or sexual harassment to the Associate Vice President of Educational Initiatives and the Office of Institutional Equity. University Schools is committed to providing an environment that is free from discrimination on the basis of sex to our campus community, in compliance with Title IX of the Education Amendments of 1972 and the Violence Against Women Reauthorization Act of 2013.

Special Education Considerations

If University Schools determines that a student who qualifies for special education services has violated the Student Code of Conduct, the student may be suspended, expelled, or remanded or otherwise disciplined only in accordance with special education laws and policies. For zero tolerance offenses, the remand of students who qualify for special education services must be based on recommendation of the IEP team.

Unless a disciplinary infraction is the direct result of a child's disability, the child will be disciplined in the same manner as a non-special education student. University Schools, the parent or guardian, and relevant members of the IEP team shall review all relevant information to determine:

1. If the conduct was a direct result of University Schools' failure to implement the IEP; and/or
2. If the conduct in question was caused by or had a direct and substantial relationship to the child's disability.

Serious safety issues involving weapons, drugs, or inflicting serious bodily injury upon another person while at school, on school premises, or at a school function will result in removal for up to forty-five (45) school days. In cases of expulsion, (suspensions longer than 10 days), the child will continue to receive educational services.

Regular education students may invoke rights under special education laws under certain conditions, including if the parent has expressed concern in writing to supervisory or administrative personnel of University Schools, or the child's teacher, that the child needs special education and related services.

University Schools will also contact the Education Specialist at the Department of Children's Services if a foster child (with or without an identified disability) has allegedly committed an offense that may result in a suspension of ten (10) or more days or has had a truancy petition filed against him/her by University Schools.

Offense and Penalties Categories

The infractions of school discipline in University Schools listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or exhaustive. For infractions not specifically listed below, the Director shall discipline students in accordance with the category that appears to be comparable to the student's infraction.

Category A – State Zero Tolerance Offenses

1. Aggravated Assault resulting in serious bodily injury upon any teacher, director, administrator, school resource officer, or any other school or university employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics on school property 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 Associate Vice President of Educational Initiatives.

Category B

1. Possession of a knife or any potentially lethal weapon, taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages on school property or at a school sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. 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;
5. 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.
6. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity.

7. Assault upon any teacher, director, administrator, school resource officer, or any other school employee.
8. Continuous and/or severe Category C Offenses

Penalty for *Category B* Offenses:

- Out-of School Suspension (1-10 days)
- Expulsion (11-180 days)
When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Associate Vice President 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. 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;
3. 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;
4. Gang activities-any gang related activity not specified in Category B;
5. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity;
6. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;
7. Stealing or misappropriation of school or personal property (regardless of intent to return);
8. Immoral or disreputable conduct
9. 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 the 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 (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPod, 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 or After School Detention or 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 without written permission of the Director;
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/Saturday School
- In-School Suspension

Student Conduct Appeals Process

Upon suspension of a student, the director or assistant director must notify the student's parent or guardian within 24 hours of the suspension, the cause for the suspension, and the conditions for return to a student's typical schedule, such as a meeting of the parent or guardian, student, and principal. This information will be documented and shared with the parent or guardian in writing. All appeals of an in-school or out-of-school suspension or expulsion must be filed in writing within five (5) days after receipt of notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by University Schools if requested by the student. The appeal shall be reviewed by the Disciplinary Hearing Authority, which consists of the Associate Vice President of Educational Initiatives, Director of Academic Operations, and a member of the University Schools Advisory Board. The Disciplinary Hearing Authority shall give written notice of the time and place of the hearing to the parent or guardian, the student, and the school director. After the hearing, the Disciplinary Hearing Authority may affirm the decision of the school director, order removal of the suspension unconditionally, or upon such terms and conditions as it is deemed reasonable, suspend the student for a specified period of time. A written record of the proceedings, including summary of the facts and reasons supporting the decision, shall be made by the Discipline Hearing Authority.

DISMISSAL

Appropriate drop-off and pick-up procedures and locations should be observed. Minors may not be released to anyone other than the person(s) listed on the approved list. Proper identification of approved persons should be provided to the front office at the Lipman Center, Campus School, University Middle, or University High. Please visit [this website](#) to learn more about policy AA3026 Participation of Minors in On-Campus Programs.

DRESS CODE

In accordance with [Policy 409](#), all four schools have adopted a dress code for their students. Please review your child's school's addendum at the end.

EARLY ARRIVALS

This only pertains to students in K-9th, students arriving at 7:30 a.m. will wait in an assigned area until school begins. Prior to 7:30 a.m., students are not supervised. If students arrive before the recommended time on a regular basis, parents will be contacted.

EMERGENCY CLOSURES

All University School's campuses may, due to extreme weather or other events, may need to close our physical campus for the day, or days. If this needs to happen, we will follow the guidance set by Memphis Shelby County Schools and/or the University of Memphis.

EXTRACURRICULAR ACTIVITIES

All schools offer a range of extended learning opportunities. Check with your school for specific schedules and opportunities.

ON-SITE EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

Our schools offer students the opportunity to participate in several extra-curricular programs and activities before, during and after completion of the school day at their schools. These programs are conducted by outside vendors that come to our campus to provide the Programs directly to the students. Parents understand and acknowledge that participation in any of the offered programs may expose participants to hazards or risks that may result in participant's illness, personal injury or death. Participation in any program is strictly voluntary. Our schools, the University of Memphis and its governing board, officers, employees and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from my child's negligent or intentional act or omission while participating in any program.

OFF-SITE EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

Our schools allow students to be picked up by non-parent/guardians to provide after school care and programming. Our schools are not responsible for the care and safety of children once they are picked up by the After School Provider. All After School Programs and Providers must be vetted and approved by our schools prior to coming to campus to pick up any children. Participation in any After School Program fully and unequivocally releases our schools, the University of Memphis, its governing board (The University of Memphis Board of Trustees), officers, employees and representatives, in their individual and official capacities, from any liability.

Field Trips

Written permission from a parent or custodian will be required for any trip taken off campus. Chaperones must be at least 21 years of age, have a valid driver's license and show proof of insurance. Students must use car seats as determined by the State of Tennessee as follows:

- Children age 4 through age 8, and measuring less than four feet nine inches (4'9") in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions.(Note: If the child is not between age 4 and age 8, but is less than four feet nine inches (4'9") in height, he/she must still use a seatbelt system meeting federal motor vehicle safety standards.)
- Children age 9 through age 12, or any child through 12 years of age, measuring four feet nine inches (4'9") or more in height, must be secured in a seatbelt system.

Parents who drive on field trips must be cleared by a background check every 12 months. Information is available in the office. Additional family members may not accompany the class on field trips except as adult supervisors. All adults supervising/attending field trip experiences must have an approved background check on file. Visits by students/classes to sites on the UofM campus may be taken without notification or written permission from parents.

FOOD ALLERGIES

In accordance with [Policy 411](#), we will protect students with food allergies by making teachers, staff, and families aware of all food allergies present in a given classroom during the year. Please ensure the school knows about any and all allergies your child may have.

HARASSMENT, INTIMIDATION, OR BULLYING

In accordance with [Policy 417](#), we have no tolerance for harassment, intimidation, or bullying. Please report any instances of harassment, intimidation, or bullying to your campus Executive Director as soon as possible for full investigation.

HEALTH CARE/ILLNESS

Memphis Shelby County Schools Board of Education addresses various health-related issues in the school by providing vision screening, bi-annual hearing screening and in-service for the school staff. There is an on-site nurse one day a week at Campus School and at various times at University Middle and University High. Staff members are trained in CPR and first aid. The office coordinator and the office associate are responsible for dispensing medications to students. There must be a Permission to Medicate form on file in the office before any medication is dispensed. Medication must be in the original bottle with dosage information and contain only a 10-day dosage of medicine. The name and phone number of each child's physician and hospital must be on file in the office.

Students with a temperature of 100° or more or who have contagious illnesses are not allowed to attend class. Students should be picked up from school immediately.

HIERARCHY FOR ADDRESSING CONCERNS

We follow [Policy 450, the University Schools Grievance Policy](#). We believe that a direct approach is the best way to solve a particular problem. The hierarchy for addressing concerns at our schools are as follows:

- Teacher
- Assistant Director
- Executive Director
- Director of Academic Operations
- Associate Vice President for Educational Initiatives

Information on the process for concerns/appeals is available in the school office.

HOLIDAYS AND SCHOOL CLOSINGS

The calendar is sent home at the beginning of each school year and is also available in the office and on the website. In the event of inclement weather, we follow [Policy 205](#) for school closures.

HOMEWORK PHILOSOPHY/POLICY

Our schools each have a philosophy/policy on homework in accordance with [Policy 414](#) and [Policy 415](#). Please check with your child's campus.

HOURS (SCHOOL)

Students in grades K through 9th grade are expected to be in their homerooms between 7:45 and 8:00 a.m. to get ready for the school day. This is a very important time to prepare mentally for the day, greet friends and teachers and get materials ready as needed. Our instructional program at all schools begins promptly at 8:00 a.m. We request your cooperation in getting your child to school on time as this will ensure your child has the best chance for a successful day. Students who leave school before dismissal must sign out in the main office before 2:45 p.m.

At Campus Elementary School, the school day ends at 3:00 p.m. and all students not involved in after-school activities must leave the University campus by 3:15 p.m. Parents will be notified or a conference scheduled, after a child has not been picked up by 3:15 p.m. three times during the school year. Information on after-school programs is available in the office.

At University Middle and University High, the school day ends at 3:30 p.m. and all students not involved in after-school activities must leave the University campus by 3:45 p.m. Parents will be notified or a conference scheduled, after a child has not been picked up by 3:45 p.m. three times during the school year. Information on after-school programs is available in the office.

INSTRUCTIONAL MATERIALS

In accordance with [Policy 420](#), [423](#), [433](#), and [435](#), all instructional materials are meant to provide students strong support in learning, and mastering, all Tennessee academic standards. If you have any questions about a particular instructional material, please contact your child's campus.

INTERNET

Parents are required to sign [Policy 400 Acceptable Use Policy](#) form for their child to have access to the Internet. Students also sign this form in which they agree to use good judgment and follow rules and guidelines in making contacts on the telecommunication network. Our Schools, the University of Memphis, and Shelby County Schools cannot be held responsible for ideas and concepts gained by use of the Internet.

INVOLVEMENT (ADOPTERS)

Our schools participate in the Adopt-A-School program. Our Adopt-A-School Adopters will assist our school in:

1. Activities or projects that promote academic achievement of students.
2. Activities or projects to help ensure that students are proficient in math and science in preparation for middle school, and assist in various career education activities.
3. Activities or projects that will help students to be drug-free and to help the school offer a disciplined environment conducive to learning.
4. Activities or projects that will help students become well-rounded individuals.

INVOLVEMENT (PARENT)

We encourage parents to share their talents with us by letting classroom teachers and our parent associations know how they or someone they know could present a valuable learning experience for our students. Parent involvement may take the form of a one-time visit to the classroom, an idea for an off-campus field trip, a regular visit to a particular classroom to do some individual or small group tutoring or an idea contributing to an improvement in our overall program. We ask that each family volunteer for a minimum of one event/activity. Parents who chaperone children on field trips must be cleared by a background check every 12 months. Please [download the Background Check Form](#).

INVOLVEMENT (UNIVERSITY)

As a laboratory school, we exist for the purpose of educating children, training new teachers and providing practical experiences for future teachers as we model instructional strategies. We serve as a research-gathering facility for the entire University and pilot programs impacting education

for several University departments. We have many University students coming to our campuses to work with individuals, small groups, and large groups of students. The University students are under our direct supervision and their activities are monitored.

These activities are scheduled through the assistant director's office. Parents will not be notified of such involvement. On certain occasions, a parent might be asked for written permission for his/her child to be involved in a special project.

LIBRARY CHECK-OUT

Students at Campus School have a scheduled library time to check out books each week. However, they may check out books at other times as their teachers deem necessary and may return books during the week as well. (Kindergarten and first grade teachers will determine when students are ready to check out books.) Students will be held financially responsible for books, materials and lost or damaged equipment. Information about library services for ELRC, U Middle, and U High will be made throughout the year.

LOST AND FOUND

Lost and found items will be kept in specific locations at each campus. Check with your child's campus for the exact location.

MEDICINE

In accordance with [Policy 401](#), only trained front office personnel may support the administration of medicine during the school day. Please contact your child's school for more information about setting up, storing, or administering medicine at school.

MONEY POLICY

Teachers and our schools will send home information and specific instructions when money is requested. Be sure the student's name appears somewhere on all checks or money orders. Returned check fees are the responsibility of the issuer of the check. Final report cards can be held until financial obligations are met.

PARKING

There are limited visitors' parking spaces at all of our campuses. Parking, with meters, is available on the east side of Campus School. The other spaces are purchased and reserved by Campus School faculty. Please do not park in these spaces. Violators are often ticketed. At the Orgel Center, there is a parking facility located directly next door with hourly parking available. If you need to quickly stop by the campus, please park along the drop-off lane in front of the school. Please ensure you *do not* park there before 8am and after 3:15pm as we are preparing for arrival and dismissal.

PARKING PERMITS

A parking pass may be purchased from UofM Parking Services which permits parking in the general lots only. As an FYI, the Campus School lot is reserved parking.

PARTIES

Class parties will be planned by the teachers. Exceptions to this rule might be in the intermediate clusters where children sometimes opt to plan their own parties. There will not be a party for

every special occasion. If you wish to celebrate a special event or holiday, please contact the teacher or school in advance.

PHONE CALLS

Students may use the office phone when they need to contact parents for school business or in the event of an emergency. Please help your child plan ahead so phone calls for items left at home can be kept to a minimum. Students will not be called out of class to the phone; however, emergency messages will be delivered.

PHONE NUMBERS/ADDRESSES

In compliance with FERPA, no telephone numbers or home addresses of our students are supplied by the school office. Students are encouraged to ask friends directly for this information. Each year, our parent associations will sell a school directory. Phone numbers are in the directory only when parents have given written permission.

PRE-REGISTRATION

Pre-registration for students already enrolled in our schools takes place in January of each year. New student registration information for the upcoming school year can be obtained by calling the school office or visiting our website in the fall of each year.

PROPERTY DAMAGE

Our students and parents will be held financially responsible for damage or any defacing of the school building or the UofM and/or Shelby County Schools property. Property will be repaired and/or replaced by the University. The child and parents will then be billed directly by the University of Memphis.

REPORT CARDS

Report cards are issued every nine weeks. A parent/legal guardian conference with the teacher is required at the end of the first nine-week reporting period.

In accordance with [Policy 414](#) (grades for K-5) and [Policy 415](#) (grades for grades 6-12), we assign both conduct grades and knowledge/subject area grades each quarter. In grades K-2, these grades are set at the standard level and in grades 3-12, these grades are set at the course level.

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

| | |
|---|----------|
| F | Below 60 |
|---|----------|

RETENTION

In accordance with [Policy 434](#), retention is used to help students improve their knowledge base by providing an additional year of instruction to address inadequate skills mastery. Retention will be considered on an individual basis. Deficiencies in several factors are considered in deciding what is best for the student. Retention, however, will not be used to hold a student back because of parental wishes when a student's performance does not warrant it or when the school feels retention is inappropriate.

THIRD-GRADE PROMOTION/RETENTION

A student in the third grade shall not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. However, such student may be promoted if the student participates in a Memphis Shelby County Board of Education - approved, research-based intervention prior to the beginning of the next school year. This provision shall not apply to students who have IEPs pursuant to 20 U.S.C. §1400 et seq.

Promotion and Retention Standards (Revised 4/30/19)

1. Grades 1-5 – Promotion should be based on attainment of a grade of 60 or above in both Language Arts and Mathematics for all students in grades 1-5.
2. Grade 2 – Additional Promotion Standards (effective beginning 2020-2021 school year):
3. Grade 6-8 - Promotion should be based on attainment of a grade of 60 or above in 1) both Language Arts and Mathematics and 2) either Science or Social Studies. X
4. Grade 9 - Students below a 60 in ELA or Math, or in more than two classes will be retained in the current grade without earning high school credits for those courses and be recommended to move to their MSCS zoned school for best fit. Students maintaining 60-69 in ELA or Math, or in more than two classes will be promoted and earn the high school credits for those courses and be allowed to stay at UHS on a probationary basis, pending growth in the following year, and regular attendance in support blocks (LAB, FLEX, tutoring, etc).

Success Criteria

In addition to the general promotion standards required for all students in grades 1-5, to be promoted to the third grade, students in grade 2 must also meet prescribed success criteria.

Required Second-Grade Retention

Any student who does not meet the Success Criteria will be retained in second grade. The student will be required to participate in interventions with a specified program of work during the summer prior to third grade (i.e., the district's official summer school program).

Monitoring and Intervention for Students Retained in Second Grade

Students retained in second grade due to failure of meeting the Success Criteria must be closely monitored by the school and provided with structured intensive interventions (for example, RTI,

before/after school interventions, etc.). If a student meets the remaining Success Criteria within 45 days of the start of school, the student may be promoted to the third grade.

SALES

University Schools does not endorse the sale of any specific type of educational materials by outside sales personnel. Parents are encouraged to notify the director of any salesperson claiming to be identified with any University School.

SCHOOL SUPPLIES

Individual teachers, grade levels, or schools will send home a supply list at the beginning of the school year.

SEARCHES & INTERROGATIONS

Please review [Policy 437](#) about the University Schools policy related to searches and interrogations of students.

SOCIAL MEDIA

In accordance with [Policy 430](#), we ask that all families, and their guests, respect the following while engaging with any form of media: 1) please do not take any media of other children as the main subject without expressing the content to the other child's parents, 2) it is forbidden to digitally share or post any media that includes the images of other students, 3) all media must be in compliance with the school's harassment policy, 4) no media should be made in any facilities considered "private" where an individual has a reasonable expectation of privacy, 5) media on private social media accounts that depict students, staff, or the school in a defamatory manner are prohibited, 6) any media that may have a tendency to be disruptive of the school day is prohibited. We ask that our entire community of students, families, and staff members use good judgment when producing, providing, or curating media content that involves our University Schools community.

STUDENT EQUAL ACCESS

"Limited public forum" means public property that is provided for students as a place for expressive activity which may impose reasonable, content-neutral time, place, and manner restrictions on certain groups or topics of speech; provided, that the restriction is necessary and narrowly tailored to serve a compelling state interest.¹

If the school chooses to establish a limited public forum, the school's policy shall ensure that the school does not discriminate against a student's publicly stated voluntary expression of a religious viewpoint, if any, and to eliminate any actual or perceived affirmative school sponsorship or attribution to the school of a student's expression of a religious viewpoint, if any.²

- (1) All students and/or groups of students have the right to organize meetings and express viewpoints;
- (2) All meetings must be requested and approved by the Director of Academic Operations.
- (3) The meeting must have a stated requested duration and topic.

¹ T.C.A. § 49-6-1801

² T.C.A. § 49-6-1803(b)

- (4) The Director of Academic Operations and student/student group will establish the parameters for time, place/facilities, and manner of student meetings;
- (5) University Schools will advertise, based on neutral criteria, the selection of student speakers at school events and graduation ceremonies;
- (6) The school and its administrators and staff will ensure the civil engagement of discourse in the meeting and that the meeting stays within time, topic, and other parameters.
- (7) University Schools will monitor to ensure permissible and prohibited content of student expression, including ensuring that a student speaker does not engage in speech that is obscene, vulgar, offensively lewd, indecent, or promotes illegal drug use.

STUDENT RIGHTS AND DUE PROCESS

Every student has the right to due process guaranteed by the Constitution of the United States of America. The student is, in all except the most minor disciplinary cases, to be granted a hearing before the school director with every precaution being taken to ensure that the rights of the student are protected. Before any disciplinary action is taken, the director or the teacher must advise the student of his or her right to a hearing. Students are to be reminded that in exercising their rights they must not interfere with the rights of others, disrupt the educational process, or violate the laws of the Federal, State and local government or the policies of University Schools in accordance with The University of Memphis.

SUICIDE PREVENTION

In accordance with Policy 448, University Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Faculty and staff of all schools are expected to be proactive in maintaining a safe and supportive learning environment and to immediately report to the school leader any indications that a student may be in danger of harming self or others. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or are in need of help. The school shall provide students with information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK).

TEXTBOOK RESPONSIBILITY

Students are responsible for textbooks checked out to them and will be required to pay the replacement cost for lost or damaged books.

TRANSPORTATION

University School students must provide their own transportation to school. Several after-school day care programs provide pick-up at our schools. Arrangements should be made by parents for their child to participate in these programs. The school should be notified, in writing, if a child is to ride one of the day care buses. Your child's teacher must also be notified if there is a change in plans and the child will not ride on a given day at ELRC or Campus and you must notify the main office at U Middle or U High for transportation changes.

VALUABLE POSSESSIONS

Please have your child refrain from bringing valuable articles to school, such as iPods, cell phones and video games. unless used as a hands-on demonstration approved by the supervising teacher. Electronic equipment, including laser pointers, is not allowed on public school campuses. Anything of monetary or sentimental value should be left at home.

VIDEO POLICY

The video policy for Campus School is:

1. Videos will be used to support the curriculum and extend learning.
2. Videos will contain appropriate content. (rated G and/or have SCS Board and/or parent approval)
3. Videos will be used appropriately for motivation and reward for student accomplishments.

VIDEO RECORDING OF STUDENTS AND/OR TEACHERS

Public events (including, but not limited to Family Gatherings and 5th Grade Celebration, 8th grade celebration, or any public event) may be recorded. Recording in individual classrooms, with the exception of class parties, requires administrative approval.

VISITOR TO SCHOOL/CHECK-IN

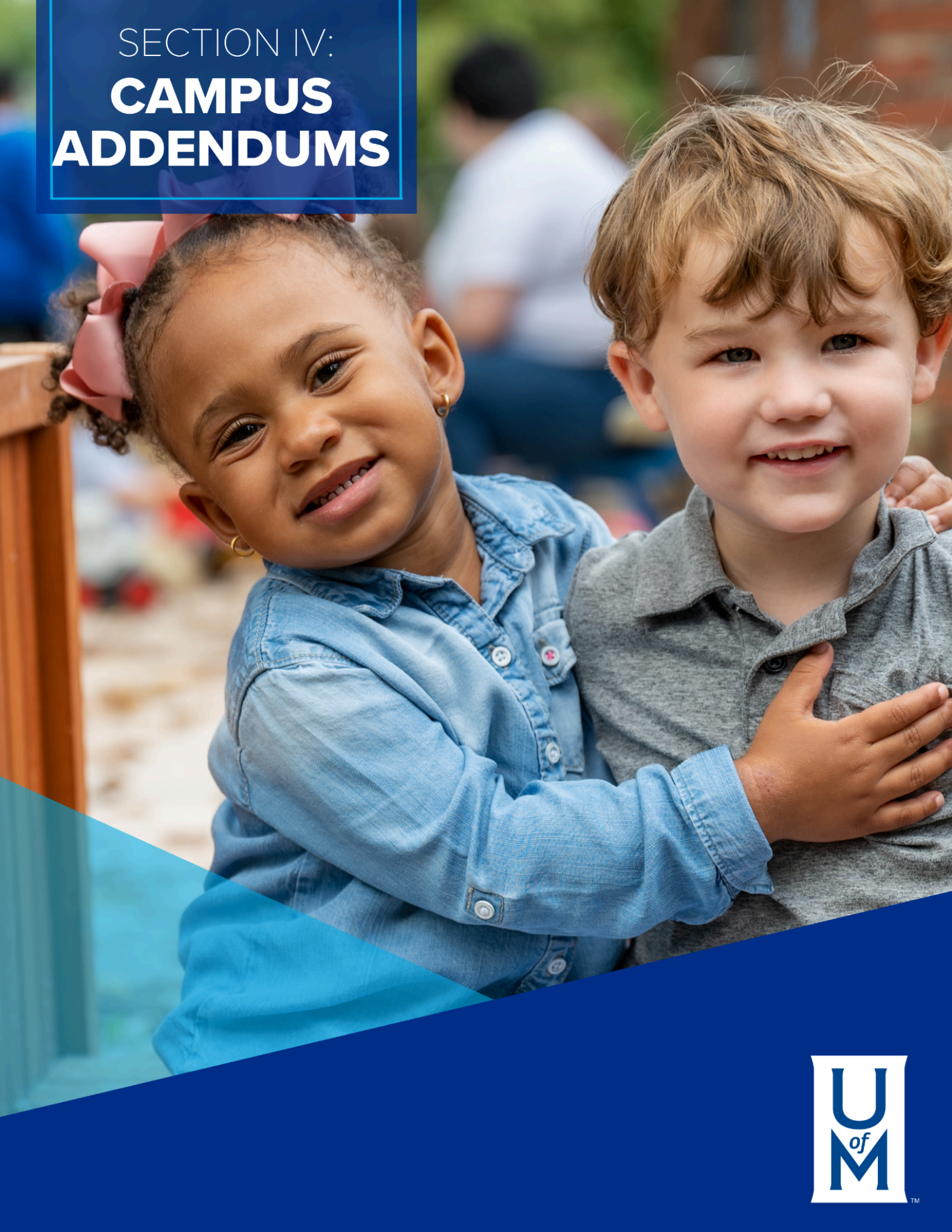
Except on occasions such as school programs, athletic events, open house and similar events at which the general public is invited, all persons with the are prohibited from entering any school building or school grounds unless they have first reported to the school office and have been granted permission to enter the school building or school grounds by the school principal or his/her designee. Exceptions allow school district personnel and students entering the school buildings or school grounds at which they are enrolled to enter. 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.

Anyone entering the school must first stop by the main office to check in and receive a badge. It must be worn and be visible at all times while inside the building. This badge must be returned to the office when the visitor checks out. When visiting students, permission must be requested and received through the main office to minimize interference with planned class activities.

VOLUNTEERS

University Schools welcomes volunteers. All volunteers must have a TBI background check on file. Please [download and follow the instructions in the Background Check Form](#).

SECTION IV:
**CAMPUS
ADDENDUMS**





SECTION IV: Campus Addendums

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EARLY LEARNING & RESEARCH CENTER

UNIVERSITY OF MEMPHIS

SCHOOL BACKGROUND

ELRC HISTORY

The Early Learning & Research Center has been a resource to the Memphis community for over 75 years. Students from ages 2-5 are engaged in creative questioning and problem-solving. They learn to understand and share with each other through interpersonal communication skills while discovering and expanding their world through an interactive environment. Students who attend a pre-kindergarten program are three times more likely to attend a college or university. The Center serves approximately 125 children through three pre-school demonstrations and a robust arts and engagement program.

ELRC STRUCTURE

The ELRC hosts 2 year old, 3 year old, 4 year old, and 5 year old students in developmentally appropriate classrooms. Students progress through the classrooms based upon developmental milestones and chronological age.

HOURS OF OPERATION

Campus School's hours of operation are from 8:00-5:30 daily.

ARRIVAL

Arrive at 8am and sign-in at the classroom.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities offered after school include Soccer Shots, Wings Gymnastics, and more! Stay tuned for sign up coming soon.

LOST AND FOUND

All lost and found items will be kept in the main office. Please check with us!

STUDENT UNIFORMS

ELRC students are not required to wear a uniform to school. Please dress appropriately and comfortably for play.



CAMPUS ELEMENTARY SCHOOL

SCHOOL BACKGROUND

OUR SCHOOL HISTORY

Campus School was established as the Training School in 1912 in connection with West Tennessee State Normal School so that the students of the Normal School could gain practical teaching experience under the direction of master teachers. In 1924, on the campus of the Normal School, the Shelby County and State Boards of Education built a new demonstration school which was then placed under the management of the Normal School. The campus of the Training School was incorporated into Memphis City Schools (MCS) in 1930, and the MCS Board of Education joined the State Board of Education to help finance the Training School. In 2013, MCS merged with Shelby County Schools (SCS).

OBJECTIVES OF THE CAMPUS SCHOOL PROGRAM

- To provide each student with the skills of communication (reading, writing, speaking and listening) and with the mathematical skills needed to function in life.
- To help each student realize his/her capabilities and his/her own worth.
- To aid each student in developing self-discipline by understanding and appreciating his/her freedom and its limitations.

CAMPUS SCHOOL STRUCTURE

Campus School's structure is developmentally appropriate, meaning that a child is not limited to doing work on only one grade level. Other components found in our program include: a program where self-discipline and decision-making skills are emphasized through group guidance approaches; teachers working in teams to plan for their students; lead teachers meeting with administration to make schoolwide plans for improvement; parents in groups or as individuals working with students on special projects; a schoolwide parent support group; children working individually, in small groups and in large groups; and a program sensitive to the needs of the total child.

HOURS OF OPERATION

Campus School's hours of operation are from 8:00-4:30 daily.

POLICIES & OTHER INFORMATION

ARRIVAL & BREAKFAST

Breakfast is served from 7:30-7:40 a.m. Students who eat breakfast at school must obtain their breakfast from the cafeteria and eat only in the art room.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities offered after school include chess, gymnastics, robotics, theater, garden club, guitar, running club and soccer.

HOMEWORK

Campus School's philosophy on homework is:

1. It is the responsibility of the student.
2. It should be designed for practice and should not introduce a new concept.
3. It should take an hour or less to complete for intermediate students and 30 minutes or less for primary students.

LOST AND FOUND

Lost and found items will be kept in the back of the playroom.

SUPPLIES

These lists can also be found on the school website at memphis.edu/campuschool/

STUDENT UNIFORMS

All students will wear tan, navy, or black straight-legged or boot cut pants, cropped pants, cargo pants, straight-legged Capri pants, skirts, jumpers or walking shorts (to the knee) of the appropriate size. Jeans and bell bottoms are not allowed. Students will wear white, royal blue, navy or gray polo or button shirts (long or short-sleeved); sleeveless tops are not acceptable. All shirts and dresses must have a collar, and dress shirts must be tucked in. Turtlenecks are allowed. No logos are allowed on clothing except for the Campus School logo. Shoes should not have heels higher than an inch and a half. Athletic or tennis shoes, as well as boots, are acceptable. If sandals are worn, they must have a heel strap. On P.E. days, students must wear appropriate shoes. Light jackets, vests, shirts, sweaters, sweatshirts, and cardigans are permitted, but must be white, gray, black, tan, royal blue, or navy. Leggings must be solid gray, black, navy or white. The school administration reserves the right to determine whether a student's attire and appearance are within the limits of decency, modesty and safety. In matters of opinion, the judgment of the director/designee shall prevail. The director may allow exceptions for schoolwide programs or special classroom activities.

The school administration will administer appropriate consequences for policy infractions. Students who do not follow uniform guidelines will have the following consequences: Warning: parent contact, second offense: parent conference, third offense: office referral. Parents may seek an exemption from dress code requirements or standardized dress/uniforms on religious or medical grounds.



UNIVERSITY MIDDLE

UNIVERSITY OF MEMPHIS

SCHOOL BACKGROUND

UNIVERSITY MIDDLE HISTORY

University Middle School welcomed its inaugural 6th grade class in the fall of 2019 and now serves 285 children in grades 6-8. University Middle is structured to create diverse enrollment with the inaugural class feeding from over 20 local Shelby County Schools. As an extension of its laboratory school mission, University Middle students follow a project-based learning curriculum that allows them to take their in-class education into the wider world and apply theory to practice. University Middle aims to challenge students at all levels of academic enrichment and has been designated as a Trauma Informed School by the State of Tennessee. Most recently, University Middle received a Tennessee STE(A)M School designation, as well as a S

MISSION STATEMENT

Our mission is to prepare a diverse body of students through project-based learning to be culturally competent, intellectually inquisitive, and emotionally intelligent leaders and learners.

CORE VALUES

Tiger PRIDE - Positive, Respectful, Inclusive, Dedicated, Excellent

HOURS OF OPERATION

University Middle School's hours of operation are from 7:30-3:30.

POLICIES & OTHER INFORMATION

ARRIVAL

Doors open for students at 7:30am and must be in their homerooms by 8:00am to be on-time. Teachers will be in the hallways at their classroom doors at 7:45am to greet students.

BREAKFAST

Students eat breakfast in the auditorium from 7:30 a.m. – 7:45 a.m. Students can socialize and are responsible for cleaning their area before they leave the room.

EXTRACURRICULAR ACTIVITIES

There are a full suite of yearly extracurricular activities that involve, but are not limited to clubs, leadership programs, tutoring, mentoring, sports, and so much more. We encourage all families to

have their child participate in at least one extracurricular activity to expand their social life at University Middle and build their resume. An activities calendar will be given to students and families at the beginning of each semester to sign up for activities. Students who stay for activities will stay with their club or sports sponsor/coach, and are expected to be picked up on time after.

HOMEWORK

Homework is defined as meaningful and quality work assigned to students that is intended to be completed during non-instructional hours. At UMiddle, the homework is most often completion of an in-class assignment prior to the next class meeting. Reading for 30-45 minutes a night is the recommended time to improve your child's reading ability. Returning homework on its due date is essential to students receiving timely and effective feedback. Students may be asked to read to prepare for the upcoming class, study for exams, complete unfinished class assignments or complete additional practice.

LOST AND FOUND

Students will be assigned lockers, where they can keep their belongings. If a student carries belongings and happens to lose them during the day, the main office will have a designated lost and found location for students to retrieve misplaced items.

SUPPLIES

All students will be issued a locker for their belongings. **Parents do not need to purchase a lock** for the lockers. Students are permitted to use a backpack. All students will need the following basic school supplies (please label):

- Children's Scissors (1)
- Colored Pencils (24 pack – one box)
- Composition Notebook (4-100pg)
- Dividers (4 packs)
- Expo (dry erase) Markers *Desks in Math classrooms have writable surfaces.
- Folders w/ Pockets and Brads (6)
- Glue Sticks (1 pack)
- Graphing Paper
- Highlighters
- Index Cards (3x5 lined)
- Ink Pens (Assorted)
- Metric Ruler
- Notebook Paper (Loose Leaf – College Rule)
- One Inch Binder (4 in any color)
- Pencil Pouch
- Personal Hole Punch
- Personal Pencil Sharpener
- Spiral-bound Sketchbook (9x12) ***ALL 6th Grade and 7th & 8th Grade Art students**
- Spiral Notebook (2 – College Rule)
- Sticky Notes (Assorted)
- Washable Markers (24 pack - water or alcohol based)

- Wooden or Mechanical Pencils

Students do not need to bring their supplies to school during orientation. Students should bring these items to school in their backpacks as needed or as requested by the teacher.

*****Art Students only:**

9 x 12" sketchbook

24 box of colored pencils (Crayola or Prismacolor preferred)

1 watercolor set

Old t-shirt or apron to protect clothing

*****Performing Arts (Band, Choir, Orchestra) Students only:**

Performance All Black Attire

Black slacks, black khakis, or black (knee length) skirt or dress.

Black button-up dress shirt (examples [here](#))

Black flats, loafers, or dress shoes (heel no higher than two inches; no athletic shoes, sandals, or crocs)

STUDENT DRESS CODE

As University Middle School and University High School co-located in the Orgel Educational Center, we will also share a normed dress code for consistency. Our purpose as lab schools is to educate and engage our students by celebrating their individuality, cultivating their strengths, and preparing them for opportunity. Our dress code is rooted in this purpose as well as University Schools Dress Code policy (408), which intends to promote inclusive, safe, and distraction-free learning environments. All University Middle and High School students must adhere to University Middle and High School Dress Code guidelines while at school – within the building and in other spaces on campus – during the school day and at all school-sponsored activities, programs, and events, unless outlined by the schools' directors.

In general, student apparel should be clean, untoned, and properly fitted for the individual, with consideration to the comfort and function of the learning environment. Students should arrive on campus in dress code and remain in dress code until they leave campus. Students must be in dress code under outerwear. Both the Executive Director and Assistant Director at University Middle and High School may determine whether the student's attire is within the dress code and may further prescribe dress in certain classes, such as physical education and science labs. The Executive Director and their designee may allow exceptions in special circumstances, such as holidays, special events, sports activities, learning activities, etc.

Any student not attired in accordance with the dress code shall first be notified discretely by a faculty or staff member. If the dress code violation can be accommodated throughout the day or modified to meet the dress code, this first dress code conversation will serve as a warning to the student. If the dress code violation cannot be accommodated or modified, a parent or guardian may need to be called to bring a change of attire for the day or a student may spend the remainder of the day in supervised study. If further individual dress code violations occur, additional interventions may occur including a parent phone call and/or conference, loss of privileges, supervised study with a teacher or administrator, or out-of-school suspension. School directors, assistant directors, and faculty members may address school- or grade-wide dress



STUDENT & FAMILY HANDBOOK 2023-24
UNIVERSITY MIDDLE SCHOOL ADDENDUM

code violations or trends as they occur. Students, faculty, and staff members may provide feedback about Dress Code policy and practices via the process outlined by the Student Government Association (SGA) and University Middle and High School Directors.

SPECIFIC STUDENT DRESS CODE:

- Students should wear shirts, blouses, and dresses that have sleeves, sides, and backs. Shirts or tops must reach the waistband of pants, shorts, or skirts with no midriffs visible. Shirts or sweatshirts should not completely cover an individual's shorts, skirt, or dress.
- Students should wear pants, skirts, dresses, and shorts at the waist that are appropriately sized for the individual and at a fingertip length or longer. Leggings or fitted athletic pants, made of opaque material that is not transparent or translucent, are permitted, and should be worn with a shirt or blouse that extends below an individual's hips.
- Students may wear University Middle, High, or University of Memphis attire to show school pride.
- Students should wear footwear that is safe and appropriate for indoor and outdoor physical activity. All sandals must have a strap around the back and flip flops, slippers, and slides are not allowed to be worn in the school building.
- Students must wear closed toe shoes during physical education classes and science lab and should choose appropriate footwear based on their class schedule and instructor guidance.
- Clothing that has holes, rips, tears, or exposes skin or undergarments is not permitted, including, but not limited to, tube tops, spaghetti strap shirts, torn/ripped jeans, pants or shirts.
- Students may wear hats, hair wraps, and any cultural or religious headwear, but may not wear bandanas. Hoods on outerwear and shirts may be worn to school or while outside, but should be removed during class time.
- Students may not wear (1) large, long and/or heavy chains; (2) studded, spiked, or chained accessories; (3) sunglasses, except for health purposes previously identified and documented with the school director; or (4) sleepwear, pajamas, slippers, and/or blankets.
- Any clothing, accessory, or items, such as backpacks, patches, jewelry, and notebooks that display (1) racial, ethnic, gender or sexual slurs/symbols; (2) gang affiliations; (3) vulgar, subversive, profane, or sexually suggestive language or images or (4) promote inappropriate and/or illegal products such as alcohol, tobacco, and drugs are not permitted and constitute a dress code violation that must be immediately modified before continuing the school day.



UNIVERSITY HIGH SCHOOL

UNIVERSITY OF MEMPHIS

SCHOOL BACKGROUND

UNIVERSITY HIGH SCHOOL HISTORY

University High School completes the early learning through graduation compendium on the campus of the University of Memphis of University Schools. Campus School, which serves Kindergarten through 5th grade students, and the Lipman Early Learning and Research Center have historically been staples of the University for decades and have served the city of Memphis well both in teaching and learning, but also as a training school for novice educators. The academic and social and emotional growth of our students is incomparable to how others perform throughout the city through their early childhood journey. With that in mind, the University set out to expand its offerings to establish University Middle School, which launched in the fall of 2019. This lab school was built on a model of project based learning as the standard for teaching and learning. Students heavily collaborate, present original ideas, conduct research, and have experiential learning opportunities often. Because of the global COVID-19 pandemic, the middle school ran most of its first two years of operation virtually and in a hybrid model, however, exhibition nights, state assessment data, and a growing suite of athletic and extracurricular programs prove that they were able to grow, no matter the setbacks. As the middle school continued to grow, the University tasked University Schools with one last challenge...to design and run a high-quality lab school that was a high school for those same students, as well as a place that could be home to students from all over the city of Memphis to learn on the college campus, take advantage of the college's resources and classes, and eventually matriculate to the University of Memphis to attend from 2 years old to a college degree.. Planning committees composed of teachers, leaders, parents, and community members launched in the fall of 2020 to begin creating the plans for University High School. University High School exists to be a lab school where experiential learning, entrepreneurship, and dual enrollment are key components of the program to prepare students for college and life.

OUR VISION OF A UNIVERSITY HIGH SCHOOL GRADUATE

In the Spring of 2026, UHS will graduate its first class of seniors to send them out into the world. Our vision is that every student graduates with multiple offers to a diverse pool of colleges and universities, the option to serve in the armed forces, the opportunity to attend technical programs, and to be able to choose which path is best for them. We will graduate well-rounded young adults who have demonstrated their ability to live out our core values and core

competencies, have earned 15-36 Dual Credit Hours, and have engaged in service learning, entrepreneurial, and experiential learning opportunities that prepare them for leading the next part of their educational career with confidence. A UHS graduate

- Knows that there is something larger than themselves. The community, the world, and their place in it is ever evolving as they become more aware of themselves and others.
- Cares about people and problems and how to solve them. They believe that they have power, intelligence, and agency that can create more equitable and inclusive spaces.
- Is brave and vulnerable enough to ask questions when things don't make sense, apologize when they make mistakes, and move flexibly in building the path forward.

MISSION STATEMENT

University High School prepares a diverse body of students with the knowledge, skills, and mindsets needed to thrive in the 21st century global community, through innovative and inclusive practices, transformational partnerships, and equitable access to opportunities that lead to success in college and in life.

CORE VALUES

Tiger PRIDE - Positive, Respectful, Inclusive, Dedicated, Excellent

COMPETENCIES

Entrepreneurial Mindset, Awareness of Self and Others, Equity-Mindedness and Inclusivity, Curiosity, Collaboration, Creativity, Self-Efficacy, Judiciousness, and Flexibility

HOURS OF OPERATION

University High School's hours of operation are from 7:30-4:30.

POLICIES & OTHER INFORMATION

ARRIVAL

Doors open for students at 7:30am and students can arrive until 7:56 a.m. without being deemed late. Both inside the building, on the grounds, and carpool line adults will be available to greet students and families, keep traffic moving, and answer any questions. Students can enter their advisory classrooms at 7:56am, but must be there by 8:00am to be on-time. Teachers will be in the hallways at their classroom doors at 7:45am to greet students.

BREAKFAST

Students eat breakfast in the designated dining areas on the 4th floor from 7:30 a.m. – 7:56 a.m. Students can socialize and are responsible for cleaning their area before they leave the room.

EXTRACURRICULAR ACTIVITIES

There are a full suite of yearly extracurricular activities that involve, but are not limited to clubs, leadership programs, tutoring, mentoring, sports, and so much more. We encourage all families to have their child participate in at least one extracurricular activity to expand their social life at UHS and build their resume. An activities calendar will be given to students and families at the

beginning of each semester to sign up for activities. Students who stay for activities will stay with their club or sports sponsor/coach, and are expected to be picked up on time after.

HOMEWORK

Homework is 10% of a student's grade. This grade category is assigned to any work students are asked to do outside of the in-person course meetings as an extension of what they learned in person, or as preparation for an upcoming class. This could be course readings and a subsequent journal, annotation, or worksheet activity, working through problems and tasks, responding to a discussion board, writing a lab report, or working on an essay. Reading and refining notes will be a regular part of most classes that students will take. Students should anticipate reviewing notes, and doing reading for courses most nights, to stay current with what is happening in class.

LOST AND FOUND

Students will be assigned lockers, where they can keep their belongings. If a student carries belongings and happens to lose them during the day, the main office will have a designated lost and found location for students to retrieve misplaced items.

SUPPLIES

A school supply list for general core courses will be given to families during family orientation before the school year begins. As additional projects are assigned, and students find out which special elective courses they take, additional materials may be needed. It is the family responsibility to ensure students have the materials they need, and it is the responsibility of the student to bring those materials with them daily.

STUDENT DRESS CODE

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- Students should wear pants, skirts, dresses, and shorts at the waist that are appropriately sized for the individual and at a fingertip length or longer. Leggings or fitted athletic pants, made of opaque material that is not transparent or translucent, are permitted, and should be worn with a shirt or blouse that extends below an individual's hips.
- Students may wear University Middle, High, or University of Memphis attire to show school pride.
- Students should wear footwear that is safe and appropriate for indoor and outdoor physical activity. All sandals must have a strap around the back and flip flops, slippers, and slides are not allowed to be worn in the school building.
- Students must wear closed toe shoes during physical education classes and science lab and should choose appropriate footwear based on their class schedule and instructor guidance.
- Clothing that has holes, rips, tears, or exposes skin or undergarments is not permitted, including, but not limited to, tube tops, spaghetti strap shirts, torn/ripped jeans (above knee), pants or shirts.
- Students may wear hats, hair wraps, and any cultural or religious headwear, but may not wear bandanas. Hoods on outerwear and shirts may be worn to school or while outside, but should be removed during class time.
- Students may not wear (1) large, long and/or heavy chains; (2) studded, spiked, or chained accessories; (3) sunglasses, except for health purposes previously identified and documented with the school director; or (4) sleepwear, pajamas, slippers, and/or blankets.
- Any clothing, accessory, or items, such as backpacks, patches, jewelry, and notebooks that display (1) racial, ethnic, gender or sexual slurs/symbols; (2) gang affiliations; (3) vulgar, subversive, profane, or sexually suggestive language or images or (4) promote inappropriate and/or illegal products such as alcohol, tobacco, and drugs are not permitted and constitute a dress code violation that must be immediately modified before continuing the school day.

SECTION V:
FORMS



SECTION V: Forms

Handbook and Policy Acknowledgement

COVID-19 Policy Acknowledgement

Cell Phone Acknowledgement

[Acceptable Use Policy](#)

[Student Participation Permission Form](#)

[Laboratory & Training Schools Participation Form](#)

[On-Site Extracurricular Programs](#)

[Off-Site Extracurricular Programs](#)

[Orgel Center Student Release to Walk Home](#)



HANDBOOK AND POLICY ACKNOWLEDGEMENT

We acknowledge we have received access to the University Schools Policy Manual and the Student Handbook. We understand we, as the student and the family, are responsible for upholding each of the policies. We also understand that students, or families, violating policies can result in disciplinary action, up to and including dismissal from University Schools.

Student's Name: _____

Teacher/Advisor's Name: _____

Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Date]

COVID-19 POLICY ACKNOWLEDGEMENT

We acknowledge the COVID-19 policy for 2023-24. We, as students and families, agree to meet expectations for this policy.

Student's Name: _____

Teacher/Advisor's Name: _____

Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Date]

CELL PHONE ACKNOWLEDGEMENT

My student plans to have a cell phone at school. Given this, we agree to the Cell Phone policy in the University Schools Policy Manual.

Student's Name: _____

Teacher/Advisor's Name: _____

Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Date]

ACCEPTABLE USE POLICY

We are pleased to offer students of University Schools access to electronic resources to give students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship in a 21st-century world. We approach internet and device safety as a community responsibility inclusive of the teacher, the learner, and the family. University Schools will provide digital citizenship training for faculty, staff, students, and families to ensure appropriate device usage and we encourage parents to communicate directly with their student and their student's teacher regarding any concerns or expectations related to acceptable use.

Access to University Schools network and or devices is a privilege. The use of technology owned by University Schools requires personal responsibility, and it is expected that all users will comply with University rules, maintain responsible digital citizenship, and honor the terms and conditions set by University Schools classroom teachers, personnel, and staff.

University Schools are not responsible for theft, damage, or loss of any student devices. All damaged, lost, or stolen devices should be reported to University Schools immediately. University Schools are not responsible for any inappropriate content that a student may access as a result of not following the outlined responsibilities and expectations articulated below, and in the school digital citizenship training.

Please note that privacy is not guaranteed for files stored on school computers. Teachers, school administrators, and personnel may view contents of a student's device, including but not limited to emails, files, downloads, photos, clouds, drives, social media postings, and device history. Some documents and files are collaborative in nature and may be shared among students.

Student Acceptable Use

- I will use University Schools technologies for school-related activities only, and will only utilize programs that are authorized by University Schools.
- General school rules and expectations extend to virtual and blended learning, including device usage. As such, I will follow the same guidelines for respectful, responsible behavior online and when using a school issued device that I am expected to follow offline and in the classroom.
- I will treat school resources carefully, and report to school staff if there is a problem with operation.
- I will store the device in a secure location at all times.
- I will alert a teacher or other staff member if I see threatening behavior, inappropriate content, vulgar or obscene images, messages, or other inappropriate content online.
- I will cite resources I am using online for learning and research.
- I will be cautious and protect the safety of myself and others by not sharing any personal information regarding myself or others online, including safeguarding all of my passwords and not sharing them with other students.
- I understand that failure to adhere to the Acceptable Use Policy could result in removal of my device privileges, and potential disciplinary action including but not limited to suspension, expulsion, or the revocation of my choice transfer.

This is not intended to be an exhaustive list. Users are expected to use their own good judgment when using University Schools technologies.

Student Zero Tolerance Behaviors

The following are not permitted and will result in disciplinary action:

- Using electronic resources for non-academic purposes.

- Using personal electronic devices not assigned by University Schools (including, but not limited to cell phones, smart watches, personal laptops, chromebooks, iPads, and tablets).
- Attempting to log in to other student devices, accounts, emails, or other platforms with personal login information.
- Attempting to send or display offensive messages, vulgar or obscene images, or other inappropriate content.
- Engage in harassment, abusive language, cyber bullying, or disrespectful conduct towards others when online.
- Intentionally defacing University Schools issued devices.
- Attempting to hack or access sites, servers, or content that isn't intended for my use.
- Attempting to create, download, or display multi-user servers or gaming software, including attempts to change computer settings or activities that intend to or may inadvertently interfere with the devices' ability to properly function.
- Downloading objectionable content or engaging in an inappropriate activity while using my device.
- Capturing photos or video recordings of any student, teacher, or administrator unless I have permission to do so.

This is not intended to be an exhaustive list. Users are expected to use their own good judgment when using University Schools technologies.

Student Equipment

While University Schools equipment is in my possession, I agree to the following:

- I will take care of my device as outlined in the University Schools Device procedures.
- I will never leave my device unattended, and if found left unattended at school, my parents or guardians are responsible for picking it up from school to resume use.
- I understand that the device is my responsibility and I will not loan it to other individuals.
- If my school allows devices to be taken home, I will bring a charged device to school daily and will protect it at all times by carrying it with a protective case or sleeve at all times.
- I will not expose my device to extreme weather conditions, direct sunlight, small children, pets, food or beverages, and I will refrain from placing stickers, labels, tape, decorations, or marker on the device. I will not deface the University Schools inventory asset tag, serial numbers, or express codes.
- I understand to carry my device with both hands at all times, and to place it in my backpack when traveling through the hallways.
- I understand that if my device is damaged, or if I lose my charger, I am responsible for the cost of repair or replacement fees.
- I will not disassemble any part of my device or attempt repair.
- I will notify my school and parent/guardian(s) immediately in the event of vandalism or theft of my device so that my parent/guardian(s) may file a police report.
- I agree to return the University Schools device, along with the charger, power cords, and any other accessories in good working condition.

Parents

- I have read, understood, and discussed with my child this Acceptable Use Policy Agreement, and I give permission for my child to use University Schools electronic resources.
- I understand that my child will be supervised when using school technologies while on school grounds, and their use of school resources is electronically monitored.
- I understand that my child is issued a school email account that is only to be used only for school related communications.
- I also understand that my child will have access to their school device at home with an expectation of parental supervision. I understand that each university issued device has content filtration software installed. However, I understand that the most effective way of preventing access to inappropriate content is effective supervision and engagement. With that in mind, I agree that I will bear supervisory responsibility while my child uses university issued devices and will report any inappropriate usage to the school directly, without attempts to remove content or clear history on the device. I understand that failure to comply with this agreement may result in school disciplinary action for my child.
- I understand that if University Schools property is lost, stolen, damaged, or destroyed that I am responsible for the reasonable cost of its replacement or repair. I agree to report damaged, lost, or stolen devices to my child's school immediately. In the event of theft or vandalism, I agree to file a police report.

I understand that if my child attends University Middle School or University High School, I am responsible for a technology fee: \$50 per child, or \$75 per family. This fee is transferable to the 2024-2025 school year in the event that my child(ren) has no accidental damage to their assigned device(s).

Student's Name: _____

Teacher/Advisor's Name: _____

Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Date]



ACCEPTABLE USE POLICY
2023-24

STUDENT PARTICIPATION AND PERMISSION FORM

Activity: _____ Date(s): _____

Location: _____ Mode of transportation: _____

Student's Name: _____

Teacher/Advisor's Name: _____ Grade Level: _____

STUDENT PARTICIPATION AGREEMENT AND WAIVER

Voluntary Participation. I understand that my child's participation in the Activity is voluntary, that it is not required, and that there may be exposure to activities involving risks of illness, serious injury, or even death. I have read and understood the description of the travel itinerary, activities and events involved in the Activity, and I give my permission for my child to fully participate in all aspects of the Activity. Release. I hereby release the University of Memphis, its Board, the State of Tennessee and their directors, officers, teachers, employees, agents, assigns, and volunteers ("released parties") from and against any and all claims, demands, actions, complaints, suits or other forms of liability (a) in the event of accident or injury to my child; (b) arising out of my child's failure to comply with local, state, and federal laws and Campus School policies and procedures; (c) arising out of any damage or injury caused by my child; or, (d) arising out of a parent/guardian/or other designated driver's operation of a motor vehicle in relation to this activity. I also agree to indemnify and hold harmless the released parties from the released claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments.

Transportation Permissions and Waiver. I understand that private drivers or commercial bus carriers may be used to transport students to and from the activity. Any damages/harm resulting from a parent/guardian/or other designated driver (including student-drivers), arising from the operation of a motor vehicle in relation to the above listed activity, is hereby waived.

Medical Treatment. In the event of an accident or serious illness, I authorize representatives of the University to obtain medical treatment for my child. I hold harmless and agree to indemnify the University from any claims, causes of action, damages and/or liabilities, arising out of or resulting from said medical treatment. I further agree to accept full responsibility for any and all expenses, including medical expenses that may derive from any injuries to my child that may occur during his/her participation in the Activity.

This Agreement is governed by and construed under the laws of the State of Tennessee without regard for principles of choice of law. I agree that the terms and conditions of this Agreement are binding on my representatives, heirs, and assigns.



STUDENT PARTICIPATION AND PERMISSION FORM
2023-24

Student's Name: _____

Teacher/Advisor's Name: _____

Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Date]

LABORATORY & TRAINING SCHOOL POLICY

As authorized by the State of Tennessee, the mission of University Schools is to provide the children of our community with educational experiences that enhance their development from birth to graduation and promote dynamic research, collaborative partnerships and innovative practices. University Schools are a natural area for University of Memphis academics, researchers, and students to be able to observe and learn and in turn, share findings with the schools to support ongoing development and the implementation of innovative practices.

The University Schools Research Consortium (USRC) oversees and after extensive review, approves research projects that may take place within the school or involve the students, faculty, and staff at all University Schools. To ensure the protection of our students, each request to do research is carefully screened and reviewed by both the USRC, Director of Academic Operations and School Directors. Research proposals that involve only observation and no contact with students need only the approval of the Director of Academic Operations and the School Director.

Foundational to the laboratory and training school setting is the ability to document and share student learning through photography, video and social media outlets. By attending a laboratory and training school, University School parents and students acknowledge that observation and research takes place on a regular basis throughout the school day and teaching, learning and student engagement may be shared through various media (photography, video, university schools' social media platforms, marketing materials, websites, live stream, etc.). Further information and parental consent forms may be required for any research endeavor that the University of Memphis Institutional Review Board (IRB) has deemed necessary; at which point additional informed consent may be requested directly from the researcher.

Student's Name: _____

Teacher/Advisor's Name: _____

Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Date]

ON-SITE EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES FORM

STUDENT PARTICIPATION AGREEMENT AND WAIVER

University School campuses offer students the opportunity to participate in several extra-curricular programs and activities (the “Programs”) before, during and after completion of the school day at Campus School. These Programs are conducted by outside vendors that come to our campus to provide the Programs directly to the students.

Parent understands and acknowledges that participation in any of the offered Programs may expose Participant to hazards or risks that may result in Participant’s illness, personal in-jury, or death and I understand and appreciate the nature of such hazards and risks. I also understand and acknowledge that my child’s participation in any Program is strictly voluntary.

Further, by allowing my child to participate in any chosen Program, I am fully and unequivocally releasing my child’s campus, the University of Memphis, its governing board (The University of Memphis Board of Trustees), officers, employees and representatives, in their individual and official capacities, from any liability to me or my child, my child’s personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my child’s property and for any and all illness or injury to my child’s person, including his/her death, that may result from or occur during my child’s participation in the Program, whether caused by negligence of Campus School, the University of Memphis, its governing board, officers, employees, or representatives, or otherwise.

I further acknowledge and agree, by allowing my child to participate in any Program, that I shall in-demnify and hold harmless the Campus School, the University of Memphis and its governing board, officers, employees, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from my child’s negligent or intentional act or omission while participating in any Program.

This Agreement is governed by and construed under the laws of the State of Tennessee without regard for principles of choice of law. I agree that the terms and conditions of this Agreement are binding on my representatives, heirs and assigns.

Student’s Name: _____

Teacher/Advisor’s Name: _____

Grade Level: _____



ON-SITE EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES FORM
2023-24

[Student Signature]

[Date]

[Guardian Signature]

[Date]

OFF-SITE EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES FORM

STUDENT PARTICIPATION AGREEMENT AND WAIVER

University School campuses allow students to be picked up by non-parent/guardians (the “After School Provider”) to provide after school care and programming (the “After School Program”). I understand if my child participates in any such After School Program, Campus School shall not be responsible for the care and safety of my child once they are picked up by the After School Provider.

All After School Programs and Providers must be vetted and approved by University Schools prior to coming to campus to pick up any children. By allowing my child to participate in any After School Program, I am fully and unequivocally releasing my child’s campus, the University of Memphis, its governing board (The University of Memphis Board of Trustees), officers, employees and representatives, in their individual and official capacities, from any liability to me or my child, my child’s personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my child’s property and for any and all illness or injury to my child’s person, including his/her death, that may result from or occur during my child’s participation in the After School Program, whether caused by negligence of Campus School, the University of Memphis, its governing board, officers, employees, or representa-tives, or otherwise.

I further acknowledge and agree, by allowing my child to participate in any After School Program, that I shall indemnify and hold harmless University Schools, the University of Memphis and its governing board, officers, employees, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from my child’s negli-gent or intentional act or omission while participating in any After School Program.

This Agreement is governed by and construed under the laws of the State of Tennessee without regard for principles of choice of law. I agree that the terms and conditions of this Agreement are binding on my representatives, heirs and assigns.

Student’s Name: _____

Teacher/Advisor’s Name: _____

Grade Level: _____



OFF-SITE EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES FORM
2023-24

[Student Signature]

[Date]

[Guardian Signature]

[Date]

MEDIA RELEASE FORM

I, First Last, hereby authorize this organization to use my photo, video, and likeness for the purpose of promotion in news releases, photographs, video, audio, website, marketing and advertising for an indefinite period of time.

If I am under the age of 18, my undersigned parent or legal guardian is executing this release on my behalf and agrees to be bound by its terms.

____ I AGREE

____ I DO NOT AGREE

Student's Name: _____

Teacher/Advisor's Name: _____

Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Da



MEDIA RELEASE FORM
2023-24

STUDENT ACTIVITY WAIVER

This Agreement is governed by and construed under the laws of the State of Tennessee without regard for principles of choice of law. I agree that the terms and conditions of this Agreement are binding on my representatives, heirs and assigns.

VOLUNTARY PARTICIPATION: I understand that my child's participation in the Activity is voluntary, that is not required, and that there may be exposure to activities involving risks of illness, serious injury, or even death. I have read and understand the description of the travel itinerary, activities, and events involved in the Activity, and I give my permission for my child to fully participate in all aspects of the Activity.

RELEASE: I hereby release the University of Memphis, its Board, the State of Tennessee and their directors, officers, teachers, employees, agents, assigns, and volunteers ("released parties") from and against any and all claims, demands, actions, complaints, suits, or other forms of liability (a) in the event of accident or injury to my child; (b) arising out of my child's failure to comply with local, state, and federal laws and University Schools policies and procedures; (c) arising out of any damage or injury caused by my child; or, (d) arising out of a parent/guardian/or other designated driver's operation of a motor vehicle in relation to this activity. I also agree to indemnify and hold harmless the released parties from released claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgements.

TRANSPORTATION PERMISSIONS AND WAIVERS: I understand that private drivers or commercial bus carriers may be used to transport students to and from the activity. Any damages/harm resulting from a parent/guardian or other designated driver (including student-drivers), arising from the operation of a motor vehicle in relation to the above listed activity, is hereby waived.

MEDICAL TREATMENT In the event of an accident or serious illness, I authorize representatives of the University to obtain medical treatment for my child. I hold harmless and agree to indemnify the University from any claims, causes of action, damages, and/or liabilities, arising out of or resulting from said medical treatment. I further agree to accept full responsibility for any and all expenses, including medical expenses that may derive from any injuries to my child that may occur during his/her participation in the activity.

This agreement is governed by and construed under the laws of the State of Tennessee without regard for principles of choice of law. I agree that the terms and conditions of this agreement are binding on my representatives, heirs, and assigns.

Student's Name: _____

Activity: _____

Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Date]

STUDENT RELEASE TO WALK HOME

University Middle School & University High School Consent & Waiver

I hereby authorize and give consent to University High School to release my child from University High School without parental supervision and hereby consent, acknowledge, and allow my child to walk home from University High School without supervision from a parent, guardian, or school staff member.

I acknowledge that my child cannot linger on campus unsupervised and is only released for the specific purpose of walking home, that this walk should be done directly from the school with no additional stops, and that this walk is 1 mile or less from the school.

I acknowledge my child is over the age of 12 and has, in my opinion, the maturity and dependability necessary to undertake walking home without parental or University High School supervision. I agree to walk this route with my child in advance and to discuss all pedestrian and traffic safety laws (crosswalks, etc.) with my child to prepare them for pedestrian safety.

I further acknowledge that walking home unsupervised may be dangerous for my child.

I, on behalf of myself, my family, heirs, personal representatives, and/or assigns, do hereby expressly and specifically assume any and all risk of injury, illness, death or property damage of any kind resulting from allowing my child to walk home from the Orgel Education Center and waive, release, absolve, indemnify, and agree to hold harmless University of Memphis, University Schools, University Middle School, and University High School, its employees, agents, independent contractors, organizers, sponsors, supervisors, and participants for any claim arising out of injury to my child or damage to any property due to my election to allow my child to walk home from school with supervision of a parent, guardian, or school-staff member.

I affirm that I am the parent or legal guardian of the above named student and have the requisite authority and right to execute this consent and waiver form without any other person or third party's additional consent or approval.

This waiver and consent will remain in effect as long as my child is enrolled at University High School or until I notify University High School in writing that I revoke this authorization. Should the student violate University or school policies while walking home, the school may also revoke this agreement at any time.

Student Name: _____

Parent/Guardian Name: _____



ORGEL EDUCATION CENTER CONSENT TO WALK HOME FORM
2023-24

Street Address:

City: _____ State: _____ Zip Code: _____

Teacher/Advisor's Name: _____ Grade Level: _____

[Student Signature]

[Date]

[Guardian Signature]

[Date]



UNIVERSITY SCHOOLS

UNIVERSITY OF MEMPHIS



questions? visit:

universitieschools.memphis.edu