Welcome!
OUR MISSION

The University Schools 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. The University Schools ecosystem is home to the following laboratory schools: the Barbara K. Lipman Early Learning & Research Center, Campus Elementary School and University Middle School. The University Schools are housed within the Educational Initiatives Department at the University of Memphis along with the Center for Service Learning & Volunteerism, which promotes and fosters volunteerism amongst our youngest and oldest Tigers.

EDUCATIONAL INITIATIVES

The Educational Initiatives team supports and facilitates collaboration between University faculty, staff, and students; state and local partners; and the laboratory schools. University departments are invited to all three schools to share and conduct research and collaborate through educational engagement. University departments are also welcome to partner with each school to complete site-based requirements for teacher training, residency, practicum, internships, volunteer opportunities, observation and research within our schools.

Sally Gates Parish, Associate Vice President, sally.parish@memphis.edu
Ariana Glantz, Executive Assistant, avglantz@memphis.edu
University Schools

Early Learning & Research Center (ELRC)

The Barbara K. Lipman Early Learning & Research Center has been a resource to the Memphis community for almost 70 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.

Brooke Willis, Executive Director, bwillis3@memphis.edu
3771 Poplar Ave., Memphis, TN 38111

Campus School

The Campus Elementary School has also been a resource to the Memphis community for over 100 years. Campus Elementary School balances an innovative curriculum with research and design facilitated by the University of Memphis. Campus Elementary is in a unique position of serving a diverse school population that allows for the building and collaboration of students and teachers from diverse educational, cultural, social and personal backgrounds. With its enthusiasm and excellence for learning, Campus School has consistently placed within the top 5% of Tennessee public schools. Campus School serves approximately 400 students in grades K-5, and was recently designated a Blue Ribbon School by the Department of Education.

Dr. Rebecca Scott, Executive Director, rhscott@memphis.edu
Kobie Sweeten, Assistant Director, ksweeten@memphis.edu
535 Zach H Curlin Street
University Middle School is the newest addition to the University Schools ecosystem and welcomed its inaugural 6th grade class in the fall of 2019. University Middle’s full enrollment will serve 225 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 is following 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.

Kerrith Griffin, Interim Executive Director, kdgriffin@memphis.edu

University High School

University High School is scheduled to open with the first cohort of students in Fall 2022. University High School will be focused on entrepreneurial studies and engagement as well as dual enrollment opportunities at the UofM.
University Schools

Relationship with the University of Memphis:

- Research
  - University Schools and the UofM have a research consortium that facilitates research projects within the schools. Sometimes you may see people observing classrooms or students as a part of the research project.

- Training & Development
  - University Schools provided teaching and teacher training opportunities to students in the College of Education and childhood or childcare adjacent studies

- Childcare and Education
  - Students of faculty, staff, and UofM students are able to enroll their children at all three schools
- Background Checks
- FERPA
- Clery Act
- Title IX
- Child Abuse Reporting
- Emergency Procedures
- COVID-19 Precautions
Background Checks

In the state of Tennessee, any individual working with minors (people under 18) must complete a Tennessee Bureau of Investigation (TBI) background and fingerprint check. This background check is valid for 5 years and can be useful when applying for other jobs working with children.

Your supervisor should provide information on how to complete the TBI Background Check.

FERPA

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Our schools fall within this jurisdiction.

Please complete the UofM tutorial here: https://ferpa.memphis.edu/app/main.php
The Clery Act provides transparency around campus crime policy and statistics and provides a Campus Sexual Assault Victim’s Bill of Rights. The UofM must provide education and information around campus crime to foster greater campus safety.

If you see something, say something. There is no penalty for speaking up. Please report anything you see or that a student tells you to your supervisor. Your supervisor will then report to Campus Police Services. You may be asked to provide additional reporting information.

Examples of Clery Crimes:
- Aggravated Assault
- Arson
- Burglary
- Vandalism
- Hate Crimes
- Intimidation
- Sexual Assault
- Stalking

Interested in learning more? The UofM puts out an annual report:
https://www.memphis.edu/police/pdf/annualsecurityfire.pdf
https://www.knowyourix.org/college-resources/clery-act/
Title IX

Title IX is a federal law that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

What that means is that if you feel like you are being discriminated against at work based on your gender, please report it. If you don’t feel comfortable going to your direct supervisor, feel free to reach out directly to the Office of Institutional Equity: oie@Memphis.edu

Examples of Title IX Violations:
- Gender Discrimination (bullying, derogatory or sexist remarks, exclusion based on gender)
- Sexual Harassment (inappropriate phone calls, texts, emails, jokes, touching)
- Retaliation (demotion, firing, loss of benefits, unfair treatment or discrimination)
- Hostile Environment (intimidating or offensive comments or surroundings)

Interested in learning more? The UofM puts out an annual report:
https://www.memphis.edu/police/pdf/annualsecurityfire.pdf

https://www.knowyourix.org/college-resources/title-ix/
Child Abuse Reporting

Everyone in Tennessee is a mandated reporter.
Any person who suspects child abuse or neglect is required to report it to the State.

What is child abuse and neglect?

**Physical Abuse** - Non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

**Neglect** - Failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to abandonment, lack of supervision, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental care that results in health-threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

**Sexual Abuse** - Includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

**Psychological Harm** - A repeated pattern of caregiver behavior or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another's needs and may include both abusive acts against a child and failure to act, or neglectful behavior when age-appropriate action is required for a child's health development. It can occur as part of a one-time incident but is usually chronic.
Child Abuse Reporting

Everyone in Tennessee is a mandated reporter. Any person who suspects child abuse or neglect is required to report it to the State.

What do you do if you notice abuse or neglect?

1. Notify supervisor
2. File a report

Reports can be filed anonymously

1-877-237-0004

There is an online certification provided by the State of Tennessee on Mandated Reporter Training if you are interested: [https://www.tn.gov/content/tn/dcs/program-areas/training/tpd/cw-resources/cwr/mandated-reporter-training.html](https://www.tn.gov/content/tn/dcs/program-areas/training/tpd/cw-resources/cwr/mandated-reporter-training.html)
Emergency Procedures

Your school(s) will have detailed emergency procedures for fire drills and other emergencies but when in doubt, contact Campus Safety (901) 678-4357

COVID-19

During COVID-19, University Schools operate under phased reopening guidelines that are available on their websites. These plans include free on-site testing for COVID-19 that we urge all faculty and staff to participate in. We do also ask that you follow all UofM safety guidelines (social distancing, wearing a face covering) and if you come into contact with someone with COVID-19 that you alert your supervisor immediately.
Professionalism

- Etiquette
- Interpersonal Communication
- Unconscious Bias
- Time Reporting
Professionalism: Etiquette

Dress Code

This is your job; dress accordingly. Please dress comfortably so that you can do your job but refrain from wearing any clothing with inappropriate language or images for students. Please also make sure to be a role model and wear clothing that would not get you sent home from school.

Expectations

We expect all University School employees to be courteous and good representatives of University Schools. Please make sure that the language you are using in-person, over e-mail, or over text message is appropriate for the recipient, whether it be a parent or a supervisor.

Expect to follow the rules set by each school as it relates to cell phone usage, eating while at work, and doing homework.

We expect all employees to employ solid time management techniques and to be punctual. Most importantly, be honest. If you are going to be late, please let your supervisor know. If your work availability changes, please let us know. We need your help to best assist you!
Professionalism: Interpersonal Communication

Interpersonal Communication
This is how you speak to others. Make sure that you are respectful and use appropriate language both orally and written. How and what you say go a long way.

Supervisor Communication
Email is the best form of communication. Your supervisor may be ok with texting but use email for any formal requests or as instructed.

Conflict Resolution
Conflict may arise – what matters is in how you handle it.

If there is a conflict between yourself and another peer or another employee, immediately disengage and bring the issue to your supervisor.

If there is a conflict between yourself and your supervisor, immediately disengage and bring the issue to the Executive Director. If your direct supervisor is the Executive Director, reach out to Sally Parish (sally.parish@Memphis.edu)
Professionalism: Unconscious Bias

Unconscious Bias (or implicit bias) is a prejudice or unsupported judgment in favor or against one thing, person, or group as compared to another, usually not to the favor of that group.

We ALL have unconscious biases – can you identify yours?

Please watch this short TEDx talk on Unconscious Bias:
https://www.ted.com/talks/jennefer_witter_how_prejudiced_are_you_recognizing_and_combating_unconscious_bias
Professionalism: Time Sheet Reporting

Time Sheets

The University of Memphis uses bi-weekly time sheet reporting to authorize your paycheck. It is your job to accurately log your time by the published deadlines. You can find your timesheet in your MyMemphis account under the ‘Employee’ tab.

For each day worked, enter the number of hours worked. When your time sheet has been completed, hit ‘submit’

For both deadlines when timesheets are due and when you will get paid, refer to this page:

https://www.memphis.edu/payroll/schedules.php

If you have any questions about your time sheet, please ask!
Congratulations!

You’ve done it!

Now, to finish up, please use this link to complete your exit ticket:

https://memphis.co1.qualtrics.com/jfe/form/SV_a5BUz6roL3EZbMN