

University Middle Family Handbook 2019-2020



**James L. Smith,
Executive Director**

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Dear University Families and Friends,

Welcome to the beginning of a great new school year. This handbook was designed to provide you with University Middle policies and procedures. Reading it carefully with your child will make this a successful year for the entire University Middle family.

If at any time you have questions, comments, or concerns please call or schedule an appointment to speak with me. You may call the school at 901-633-4120.

Looking forward to a phenomenal year!!!!

James Smith,
Director
University Middle

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UNIVERSITY OF MEMPHIS MISSION

The University of Memphis is a learner-centered metropolitan research university providing high quality educational experiences while pursuing new knowledge through research, artistic expression, and interdisciplinary and engaged scholarship.

UNIVERSITY OF MEMPHIS VALUES

Accountability
Collaboration
Diversity and Inclusion
Innovation
Service
Student Success

UNIVERSITY SCHOOLS MISSION

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 MIDDLE VISION

To transcend the barriers of traditional education for every student, regardless of background and personal destination, University Middle will challenge students to attain their fullest potential through critical thinking in collaborative environments for creative outcomes.

UNIVERSITY MIDDLE MISSION

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.

Our school will foster a culture of engagement with university researchers, local industry, and community partners to create innovative and relevant learning experiences.

Our students will be engaged citizens and collaborative problem solvers who will contribute meaningfully to our local, state, and global communities.

Our faculty will employ research-based instructional innovations, share their research for the benefit of educators everywhere, and be prepared to adapt to our dynamic world.

UNIVERSITY MIDDLE TEACHER COMMITMENTS

- Through engaging strategies, teachers will unlock creativity and make learning accessible to all and limitless in scope.
- Teachers will be lifelong learners, who are continually exploring new and innovative possibilities, implementing creative ideas, and sharing their learning with colleagues to elevate their practices.
- Teachers are research-driven, constantly seeking to discover, develop and implement best practices that can be shared with colleagues and the education community.
- Teachers open doors for a diverse student body by providing access to exceptional resources, fostering professional and scholarly connections, training for future careers and citizenship, and compelling coursework that students approach through a project-based framework.
- Teachers will establish and continually develop meaningful relationships with community and University of Memphis partners to fully utilize their expertise, assets, and resources.
- Teachers build secure and nurturing classroom environments that protect the rights of all students and where students feel safe to ask confident questions, grow through mistakes and revisions, and push themselves to become reflective in their learning.
- Teachers will provide ample opportunities for student choice, self-advocacy, and authentic learning.

PBL EXPLORE

Project-Based Learning (PBL): Our students will engage in active experimentation and hands-on learning in all areas of the curriculum. They will be encouraged to immerse themselves into coursework through questions and problems that inspire them. Projects will focus on concrete outcomes, and will involve regular interdisciplinary work in weekly STEM and Humanities content. And while our students will have access to a wide range of in-house design spaces and technology, learning will regularly move beyond the walls of the school.

The goal of “Explore” is to break the boundaries of the school walls: to get students out into the world to learn, and get some of the world into the school to teach them.

University Middle Competencies

Respect for Diversity

I engage respectfully with people and communities to recognize, accept, and appreciate similarities and differences in individuals, family structure, and cultural diversity.

Cultural Competence

My awareness of worldviews enables me to navigate and adapt to diverse communities, building empathy and positive, impactful relationships.

Invested Citizenship

I am aware of my power to act, and am predisposed to collaborate, and build consensus; I take collective action to address local, state, national, and global issues of the day to create meaningful change.

Peer Leadership

I engage in opportunities to lead my peers to a common goal while valuing and utilizing the contributions of the team members.

Sustained Wellness

I am committed to maintaining my physical and mental wellness by building emotional intelligence, engaging in physical activity, and embracing a growth mindset.

Resilience

I am persistent and perseverant in acquiring knowledge and skills, embracing adaptation in multiple learning environments, and identifying alternative ways of achieving goals.

Critical Thinking

I analyze information for context, consistency, inconsistency, and evaluate or propose alternative explanations and rational conclusions.

Critical Reading

I analyze written information for context, purpose, and meaning, and apply texts in discussion and writing.

Quantitative Reasoning

I use numerical data to draw conclusions about the meaning of the data and correctly use numerical data to support an argument.

Data Transformation

I organize and evaluate data to facilitate recognition of patterns or to make predictions, and to gain additional insight.

Innovative Problem Solving

I identify questions or problems and apply the design process to develop workable original answers or solutions.

Independent Investigation

I research a topic to develop and communicate personal expertise on the topic.

Confident Questioning

I pose questions that enhance my knowledge, challenge assumptions, or imagine possibilities with courage and open-mindedness.

Effective Expression

I communicate complex thoughts, feelings, ideas, and understandings with exactitude, and in a manner that is engaging and appropriate for the audience.

Reflective Learning

I thoughtfully consider and evaluate my learning and identify areas that require further development to inform my future actions.

Collaborative Learning

I actively and respectfully participate as a member of a team working to achieve a shared outcome. I am comfortable as both a leader and as a support member of a collaborative group.

2019 - First Semester

August 12	First Day of School - 1/2 Day (11:15 am)
September 2	Labor Day - No School
October 1	End of 1st Quarter
October 14	Parent/Teacher Conference - No School for Students
October 15-18	Fall Break
November 11	Veterans Day - No School
November 25-29	Thanksgiving Break
December 20	End of 2nd Quarter - 1/2 Day (11:15 am)
December 23-January 3	Winter Break

2020 - Second Semester

January 6	Students Return
January 20	Dr. Martin Luther King, Jr. Day - No School
February 17	Presidents Day - No School for Students
March 6	End of 3rd Quarter - 1/2 Day (11:15 am)
March 9-13	Spring Break
April 10	Spring Recess - No School
May 22	Last Day of School - 1/2 Day (11:15 am)

ADMISSIONS POLICY

University Middle seeks a diverse student body from across Shelby County, reflecting the racial, ethnic, socio-economic, geographic, and learning-style differences evident throughout our vibrant community. Admission is open to all residents zoned to a Shelby County School.

- Except as explained below, there are two qualifications required for admission: satisfactory attendance and satisfactory conduct
- Satisfactory Attendance: A student with fewer than 15 combined unexcused absences and tardies or early dismissals or late pick ups in the prior school year will satisfy the attendance requirement.
- Satisfactory Conduct: Satisfactory conduct requires that a student received no conduct grade below Satisfactory in the preceding year.
- Preceding year is defined as calendar year (January to December). Final attendance and conduct records are required to confirm admission in June of the preceding academic year. Attendance and conduct records that do not meet the requirement and do not have a satisfactory exception letter (see below) will result in a student's admission status being revoked.
- Attendance Status: A student may appeal the revoked enrollment status in writing to the executive director of the school. The appeal should outline the causes of the unsatisfactory attendance and/or conduct that led to the revoked enrollment. If the executive director denies the appeal, the student may appeal in writing to

the Associate Vice President of Educational Initiatives. If the appeal is accepted, at either level, and the student is allowed to remain enrolled, the student will be on probation. If the student continues to violate probation with attendance or conduct related infractions then the probation and the enrollment will be revoked.

- Exceptions | Students who do not meet one or both of these qualifications must submit a letter of explanation. This letter may come from any teacher (not just the homeroom teacher), including support teachers (e.g. Art, Clue, Special Education), or a school administrator. An Admissions Committee including the University Middle Executive Director and two members of the University Middle Steering Committee will evaluate letters to determine if exceptional circumstances apply.
- Academic Bridge Program | If enrolled (see “Enrollment” below), students must submit their most recent evidence of academic performance before the stated deadline. University Middle will accept assessment results from any of the following: TN Ready, MAPS, Shelby County Intervention Assessment, or Performative Assessment. This evidence is not used to determine admission. However, any student who is more than one grade level behind state recommended guidelines, in either math, science, or reading will be automatically enrolled in University Middle’s “Bridge Program.” This program is designed to give students focused, intensive help in areas of need in order to springboard them into 6th grade and to prepare them for project-based learning. The Bridge Program runs daily during the summer for approximately 3-4 weeks. As long as the Bridge Program is successfully completed, the student’s seat is ensured. (NB: successful completion of the Bridge Program does not require reaching any quantifiable benchmark.)
- Enrollment | First Round enrollment of qualified applicants to University Middle will be based on the following order of priority: children of full-time faculty and staff; siblings of current students; and graduates of Campus School Elementary. Remaining seats will be offered in a Second Round enrollment process. These seats will be equally divided between two categories: qualified applicants living within a two-mile radius and all other Shelby County qualified applicants. (In the event that there are more qualified applicants in the Second Round than available seats, decisions in each category will be made by lottery.)
- Preference Window | Please note carefully that to take advantage of any selection preference, your application must be submitted in the first ten business days from when the application opens. This requirement applies to children of faculty and staff, siblings of current students, graduates of Campus Elementary, and those living within a two-mile radius.
- University Middle will open in stages. We will enroll an introductory 6th grade class of 60-65 students (3 classrooms) for the first year, 2019-2020. Each subsequent year will enroll a new 6th grade class, with an increased size of 70-80 students (4 classrooms).
- Enrollment Goals | University Middle will start with a 1/3-1/3-1/3 strategy: 1/3 children of faculty and staff/graduates of campus school; 1/3 from the 2mi-radius neighborhood; 1/3 from the county. We state these as enrollment goals because we are also going to leverage the existing diversity at the University of Memphis through targeted recruitment to all university staff, and this may prove the more effective path to ensuring diversity.

ARRIVAL

Students should arrive at school between 7:30 a.m. and 8:10 a.m. daily. Doors open for students eating breakfast at 7:30 a.m. Breakfast is served from 7:45 – 8:00 a.m. The doors of the school open for all students at 8:00 a.m. **Students arriving at school are not supervised until 7:30 a.m.** Students are expected to be seated in their home rooms by the 8:10 tardy bell. Students arriving after 8:10 will be marked tardy by the homeroom teacher. Students arriving after 8:20 must report to the attendance office for a tardy entrance slip. Parents must accompany and sign in students arriving after 8:20 a.m.

Arrival & “Drop Off” Line Safety Guidelines:

- **There is no adult supervision prior to 7:30 a.m. each morning.**
- Students may come in their designated entrance at **7:30 a.m.**
- Turn **off** radios and cell phones (no calling/texting) during drop off or parking.
- Pull **all** the way forward in the drop off area.
- Students are to exit only on the **right** side of the vehicle.
- Make sure your children are **ready** to exit when the vehicle stops.

ATTENDANCE

Tennessee State law requires that all children between the ages of six (6) and seventeen (17) attend school. Regular and punctual attendance is imperative. Higher academic achievement occurs when students attend classes regularly. Choice Transfer students may not accumulate more than 15 unexcused absences, early dismissals, tardies or late pick ups (combined). If students do accumulate more than 15, then their transfer status can be revoked.

Steps to Follow When Absent:

1. Parent or guardian must write an excuse indicating the date, days of absence, reason for absence, and include his or her signature.
2. Submit the excuse to the homeroom teacher within 2 school days of the student's return.
3. Ask for make-up assignments.
4. Be aware that assignments that are not made up could be reflected in academic grades.

Excused Absences

1. Illness or hospitalization of student. (Anytime a student is out for 3 or more consecutive days, a doctor's statement will be required. After the accumulation of 10 days, all absences will require a physician's statement to be excused.)
2. Death or serious illness in the immediate family
3. Validated court appearance of the pupil
4. Recognized religious holiday / event

*Student shall be permitted the opportunity to make up all work and tests missed as a result of an excused absence. Work and tests **must** be made up by the end of the reporting period. If a student fails to make up the work and tests, their deficiencies shall be averaged with the other grades.*

Unexcused Absences

Unexcused absences will be treated as truancy. A student who accumulates 5 days of unexcused absences will be given notice to attend a Student Attendance Review Team meeting with the school administration at which time a plan will be set in place to help with future attendance. After 10 unexcused absences, notice will be given to attend a meeting with the Truancy Department at the North Precinct and possible court appearance. All unexcused absences are reported to Juvenile Court. Class work will not be made up in the event of unexcused absences. A student who is absent from school or class without permission will be considered truant and will be subject to disciplinary actions. **Anytime a student is out for three (3) or more consecutive days, a doctor's statement will be required. After the accumulation of 10 days, all absences will require a physician's statement to be excused.**

Tardies

Students reporting to homerooms after 8:10 a.m. are marked tardy and must have a tardy slip from the office. Tardy students must be accompanied into the building and must be signed in by an adult. Tardiness will be excused only if the student presents a doctor's note. Tardies follow the procedures for unexcused absences. Students not picked up on time will follow the procedures for unexcused absences.

BEHAVIOR

School-wide Discipline Philosophy

Relationships nurtured within our school are the foundation of our school-wide discipline. Our school community provides preventative approaches that are proactive, positive methods that address challenging behaviors before they occur. We recognize that when parents and teachers work together using positive discipline children will be successful. We believe all behavior serves a purpose and must be viewed as a means to meet individual needs. University Middle views challenging behaviors as an opportunity to teach. Whether preventative or reactive in nature, we preserve the dignity and self-worth of each person in our school community.

These are a few examples of behaviors to share with your child as you help them to make the best decisions each day.

University Middle Social-Emotional Competencies

Competency	Definition
Invested Citizenship	I am aware of my power to act, and am predisposed to collaborate, and build consensus; I take collective action to address local, state, national and global issues of the day to create meaningful change.
Peer Leadership	I engage in opportunities to lead my peers to a common goal while valuing and utilizing the contributions of the team members.
Sustained Wellness	I am committed to maintaining my physical and mental wellness by building emotional intelligence, engaging in physical activity, and embracing a growth mindset.
Resilience	I am persistent in acquiring knowledge and skills, embracing adaptation in multiple learning environments, and identifying alternative ways of achieving goals.

Disciplinary Actions

Students must develop self-discipline in order to further their learning. University Middle will follow the SCS Student Code of Conduct. Copies are available in the school office or online at www.scsk12.org. Please review the Code of Conduct with your child. When a student earns NME or an N or U for any conduct report period he/she may be ineligible to participate in extracurricular school function including class parties, field trips, completion activities. Parents will be notified whenever a student is referred to the office for misconduct.

A student assigned suspension or detention, based upon the SCS Student Code of Conduct 6022, will serve said suspension or detention in an area within the school designated by the principal and overseen by the principal or principal's designee. Detention, in-school suspension, and out-of-school suspension are only assigned by the executive director or assistant director. Detention, in-school suspension, and out-of-school suspension can be appealed to the executive director. Final appeals beyond an initial appeal may be made in writing to the Associate Vice President for Educational Initiatives with the University of Memphis.

BIRTHDAYS/CLASSROOM PARTIES

We realize that birthdays are major events in the life of a child. We request that you celebrate your child's birthday by purchasing a book to donate to your child's classroom library in his/her honor. **Classroom or cafeteria birthday parties, caps, cupcakes, balloons or flowers are not permitted.** Parents please do not send invitations to school or distribute them in the classroom. The school will not accept or sign for deliveries for students at school. If you would like to help your child celebrate their birthday with all of their classmates, the distribution of a small "treat" bag of pencils, erasers, stickers from any dollar store is acceptable and will last much longer than a cupcake. Birthday "treat bags" will be distributed to students at dismissal by their classroom teacher.

CELL PHONES AND ELECTRONICS

Your child is permitted to bring a cellphone to school as long as it remains off and in the student's backpack. Toys and electronic gaming devices should not be brought to school. **The school is not responsible for theft, loss or damage** of personal devices brought to school. Confiscated items will be returned to the student's parent/guardian within 72 hours during a conference with an administrator.

CAFETERIA

ALL SCS students eat Breakfast and Lunch free of charge. No cash can be accepted in the cafeteria. If you would like your child to be able to purchase extra items, you must put money on a Prepay account. **You can find the prepay link on the SCS webpage.**

Cafeteria Conduct

All students in the school share the cafeteria. It is to be kept clean and at a comfortable noise level. Each class will be responsible for cleaning and picking up paper under and around tables and trash cans. Students are expected to maintain the following behavior:

- Respect all adults, and other students
- Remain quiet in the lunch line
- Engage in quiet conversations at the lunch table
- Remain seated
- Practice appropriate table manners
- Keep eating area clean

***Because of dietary restrictions and allergies, students are prohibited from sharing food.*

COMMUNICATION

Regular parent school communication is essential for successful learning. University Middle welcomes your active participation in your child’s education. The school phone number is 901-633-4120. Please call us with your questions and concerns. The school also has a web page on the University of Memphis website. The school publishes a monthly newsletter/calendar.

Parent Connect

ParentCONNECT is a web site which provides parents and legal guardians access to view their children’s grades, attendance, assignments, and other information. To log into Parent Connect or set up your Parent Connect account please go to: <http://www.scsk12.org/uf/webadmin/foundation/parentconnect/index>

Email your questions/concerns:

universitymiddle@memphis.edu

Quick Reference – “Whom do I go to...”

For Inquiries about the following:	Contact:
University Schools Leadership	Sally Parish (sally.parish@memphis.edu)
Academic Enrichment	Ashley Boles (aboles@memphis.edu) James Smith (jsmith19@memphis.edu)
Classroom Concerns	1st contact Classroom Teachers 2nd contact James Smith
Discipline Concerns/Referrals	James Smith (jsmith19@memphis.edu)
Emergency Management Plan	James Smith (jsmith19@memphis.edu)
Parent CONNECT	Manesha Heard-Weems (mshrdwms@memphis.edu)
Parent Issues	James Smith (jsmith19@memphis.edu)

Phone Messages	Manesha Heard-Weems (mshrdwms@memphis.edu)
Policy/Procedure Concerns	James Smith (jsmith19@memphis.edu)
PTO Matters	Christie Johnson (mrschristiejohnson2@gmail.com)
Registration	James Smith (jsmith19@memphis.edu)
Safety Concerns	James Smith (jsmith19@memphis.edu)
University Middle Apparel	AGAPE North - Joe Williams (joe.williams@apagenorth.com)
Student Attendance	Manesha Heard -Weems (mshrdwms@memphis.edu)
Student Records	Manesha Heard-Weems (mshrdwms@memphis.edu)
Textbooks/Workbooks	James Smith (jsmith19@memphis.edu)
Volunteers	Manesha Heard-Weems (mshrdwms@memphis.edu)
Web Page	Manesha Heard-Weems (mshrdwms@memphis.edu)

CONCERNS

Students and parents of University Middle are encouraged to work with teachers and administrators to resolve problems that may arise. Grievances must be addressed immediately after learning about the event or problem. All matters should first be discussed with the appropriate classroom teacher. If all parties are not satisfied, a conference with an administrator may be requested. Schedule an appointment so that we can serve you in a timely manner.

CONFERENCES

Parent-teacher conferences are encouraged and may be initiated by the parent or teacher. Any time you would like to meet your child's teacher, an appointment must be scheduled. ***Drop-in conferences or visits are not allowed because they interrupt classroom instruction.*** If you would like to observe your child's classroom, you must have prior approval from the Director or the classroom teacher.

Teacher Conferences

Teachers have times during the week when conferences can be scheduled. Please respect our students' instructional time and schedule all conferences in advance. To request a conference, leave a message for the teacher on our voice mail system. If the teacher has not returned your call within 48 hours, please notify the office staff. ***Teachers will not be called to the phone to talk to a parent during instructional time.***

Scheduled Parent Teacher Conferences – October 14th (from 8:30a.m. to 3:00p.m.)

The Executive Director's job is to ensure high quality education for all students. It is imperative that the Director monitors and adjusts the instructional program to excel all students' learning. In order to do this, the Executive Director visits the classrooms and works with teachers during the instructional hours of 8:00 a.m. to 3:00 p.m. Conferences with the Executive Director should be requested through the office. Please call 901-633-4120 to request a conference time with the school Executive Director.

COUNSELING

Our University Middle Professional School Counselor helps children when problems get in the way of their happiness and ability to do well in school. Our Counselor works with children in classes, small groups or individually to help them:

- Adjust to school
- Practice good study skills and work habits,
- Improve communication skills,
- Learn to cooperate,
- Solve problems,
- Make good choices, AND
- Prepare for future careers.

Our school counselor also provides support for children who are experiencing academic difficulties, health conditions, behavioral issues or personal concerns which are affecting their ability to be successful. Contact Ms. Boles (aboles@memphis.edu) for more information. Students may be referred for services by parents, teachers, and school administrators or by the students themselves.

DISMISSALS

Every student at University Middle must have a dismissal plan on file. To change your daily procedure, you must update the Dismissal Plan found on the University Middle website: <https://www.memphis.edu/middleschool/parents/index.php>. The office will not change a student's dismissal plan. All changes must go through the homeroom teacher. **NO changes** will be accepted after 2:45. To ensure safety, students are dismissed daily by University Middle staff. **For student safety, we do not allow any students to stand unsupervised outside of our building to wait for rides or for other students to pick them up to walk home. Early dismissals and late pick-ups are counted as part of the attendance requirement.**

Dismissal Time: 3:15 - students will be dismissed.

Walkers: Students who walk home are dismissed at 3:15 p.m. Siblings will walk home together. Due to safety concerns, students will not be allowed to wait on transportation. Only students that live in the walking zone will be allowed to be walkers.

All children must be off campus by 5:30 p.m.

DRESS CODE

- All clothes must support student engagement and safety.
- Pants, skirts, dresses, and shorts must be worn at the waist, be an appropriate length, and be appropriately sized with no holes, rips or tears.
- Shirts, blouses, and dresses must have sleeves and backs. Shirts or tops must cover the waistband of pants, shorts, or skirts. Low-cut shirts that expose the chest are prohibited.
- Head apparel (such as hoods, hats, bandanas, scarves, etc.) must not be worn inside the school building, except for religious or medical reasons (see Individual Exemptions from Certain Dress Code Requirements or from Standardized Dress/Uniforms).
- Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. Flip flops are not permitted. Sandals must have a strap around the back.
- Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial, ethnic, or gender and sexual slurs/symbols; (2) gang affiliations; (3) vulgar, subversive, or sexually suggestive language or images; nor promote inappropriate and/or illegal products such as alcohol, tobacco, and drugs.

- Prohibited items include: (1) large, long and/or heavy chains; (2) studded or chained accessories; (3) sunglasses, except for health purposes; (4) sleepwear, pajamas, slippers, and/or blankets;

The school administration reserves the right to determine whether the student’s attire is within the limits of supporting student engagement and safety. The school administration may further prescribe dress in certain classes, such as physical education and science labs. The Director or his or her designee may allow exceptions in special circumstances or for occasions, such as holidays and special performances.

Any student not attired in accordance with the policy shall be directed to correct the violation or spend the remainder of the day in in-school suspension (“ISS”). Repeat offenders shall be subject to additional measures, which may include parent conferences, ISS, and out-of-school suspensions as described in the District-wide discipline policy.

Compliance

Schools may use the following behavioral intervention strategies and disciplinary measures for violations of the University Middle Dress Code policy.

1. classroom and school-wide intervention strategies (It is expected that the initial intervention will be a call to the parent/guardian.)
2. confiscation of item and/or loss of privileges
3. detention/Saturday school
4. in school suspension
5. overnight suspension/parent or guardian conference

Academic Enrichment MENU

University Middle Academic Enrichment Menu (3:30 – 5:30pm)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ARTS			Hatiloo Theatre (\$)		
PHYSICAL ACTIVITY	-GOTR (\$) -XC	-Wings Gymnastics (\$) -PA (mandatory)	-GOTR (\$) -XC	-Wings Gymnastics (\$) -XC	-Dance
STEM	-Chess (\$)		-TStem	-WRC	

BRAIN POWER HOUR	-Tutoring -Homework Help -Free Read	-Tutoring -Homework Help -Free Read	-Tutoring -Homework Help -Free Read	-Tutoring -Homework Help -Free Read	-Tutoring -Homework Help -Free Read
Time for Club meetings as needed					
Please note: options may change as provider availability changes. You will be notified of changes.					

- **Chess**-Mid-South Chess Memphis (\$165/14 sessions) 8/19 start date (3:30-4:30)
- **Dance**-Kristen Lucas 8/16 start date (3:30-4:30)
- **GOTR**-Girls on the Run (\$175/10 weeks) 9/5 start date (3:30-5:00)
- **Hatiloo Theatre**-Performance 101 (\$125/semester/14 weeks) 9/4 start date (3:30-4:30)
- **PA**-Physical Activity-Katie Woodruff 8/13 start date (3:30-5:00)
- **TStem**-8/14 start date (3:30-4:30)
- **Wings Gymnastics**- (\$64/month/1x/wk; \$104/month/2x/week) 8/13 start date (3:30-4:30)
- **WRC**-Wolf River Conservancy-Cathy Justis 8/15 start date (3:30-4:30)
- **XC**-Cross Country-Sam Moody 8/14 start date

● *After school program begins at 3:30 p.m. and ends at 5:00 p.m.*

EARLY DISMISSALS

It is very important to have your children at school on time and to remain until school is dismissed. Frequent tardiness/absences and early dismissal may interrupt your child’s daily lesson plans and cause him/her to miss important instructional time. **We do not allow early dismissal after 2:45.** Teachers are trying to wrap up the day and get the students out safely and with the attention they need.

Procedures for early dismissal prior to 2:45 p.m. are:

- Only parents or designated adults listed on the registration form may request early dismissal.
- This adult must come into the office for the early dismissal request.
- For the student’s safety, the teacher can NOT dismiss a student until notified by the office. Parents are not allowed to go to the classroom first.
- Students will not be dismissed for lunch away from school.
- Schedule doctor and dentist appointments after school hours whenever possible.
- During the week of state testing and week prior to state testing no early dismissal will be allowed unless proof of a doctor’s appointment is submitted to the office.
- Early dismissals will be treated in the same manner as tardies. Early dismissals will be recorded for attendance purposes and count toward optional attendance requirements. Excessive early dismissals that are not medically related and/or three unexcused early dismissals can result in disciplinary action.

Early dismissals will be documented on the student’s report card. To qualify for perfect attendance, a student must be present the entire school day. Please read the “Attendance” section in this handbook as early dismissals will impact the student’s attendance requirement.

FIELD TRIPS

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. Each field trip shall be supervised by school personnel at a minimum of one adult for every twenty children, so that good discipline is maintained. There

are cases where the classroom teacher may advise greater supervision. Signed parental permission forms must be obtained for each student. In an emergency situation, a faxed or e-mailed permission slip will be accepted if received before 8 a.m. All parents must complete an approved SCS Volunteer form to participate in field trips. There will be NO REFUND on field trips. **All fees must be paid using Market Place.**

Students who have earned N or U for weekly conduct, on progress reports, or report cards will forfeit the opportunity to participate in field trips. Students forfeiting field trips due to inappropriate conduct/behavior are not eligible for refunds on field trips. For safety reasons, we may require a parent to accompany their child on a field trip if he/she is experiencing difficulties.

HEALTH POLICY

Parents will be notified in cases of illness and / or injury. **PARENTS MUST KEEP THE SCHOOL UPDATED ON ANY CHANGES IN ADDRESS, TELEPHONE NUMBERS AND / OR EMERGENCY CONTACT NAMES OR TELEPHONE NUMBERS.**

A child, whose illness requires that the child be sent home, will be given appropriate attention and supervision until the child's parent or other authorized person arrives. A child with uncontrolled diarrhea or vomiting will be provided care apart from the other children until the child's parent or other authorized person arrives. If symptoms of contagious or infectious diseases develop while the child is in school, he/she shall be placed in an area away from other children until the child's parent or other authorized person arrives. Any child who has a temperature of 100 or more must be picked up. **A child must be free of fever for 24 hours before returning to school.**

Students will not be allowed to remain at school if one or more of the following exists:

- If the illness prevents the child from participating comfortably in school
- If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other students
- Oral temperature of 100 degrees or greater

To return to school after the following, the child must bring proof of treatment to the office.

- Chicken pox (child must be excluded until blisters are scabbed over completely)
- Hepatitis A (child must be excluded until one week after jaundice appears or one week after the illness started and fever is gone)
- Pink Eye (child is excluded until treatment has begun and discharge has stopped)
- Undiagnosed Generalized Rash
- Head Lice (child is not to return to school until lice are no longer present)
- Measles (child must remain at home until four days after the rash appears)
- Mumps (child must not return for nine (9) days or until swelling subsides)
- Ringworm (child should not return to school until treatment is started and lesion is covered)

HOMEWORK

Homework is defined as meaningful and quality work assignment to students that is intended to be completed during non-instructional hours. Reading for 30-45 minutes a night is the recommended time to improve your child's reading ability.

LOST AND FOUND

If your child should lose any articles, he/she is to report the loss to the classroom teacher. There is a lost and found shelf in (a place to be determined). Please label all coats, caps, and book bags to make identification easier. All articles of clothing or other items not claimed at the end of each semester will be donated to charity each semester.

MEDICATIONS

Only medications that absolutely must be given during school hours should be brought by a parent or guardian

to the office. Students receiving medication at school must follow these guidelines:

- All medication must be brought immediately to the Main Office by the parent/guardian.
- Medication must be in the original container with a pharmacy label, and must have the student's name, amount of dosage, and frequency/time of dosage.
- Approved possession of a student's own prescription medication during the school day is limited to life threatening conditions.
- Medication may only be dispensed through the office or clinic (EPI pens and inhalers are exempt).
- The desired plan for usage of EPI pens is for the parent to provide 2 pens, one will be kept in the school office, and one will be kept in the student's classroom. *Aspirin, Tylenol, cough drops and other non-prescriptions items will not be given to children during school hours. School personnel will not administer shots or injections.* Medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime.

PAYMENTS

University Middle accepts payments for any item not provided by an outside vendor through Market Place. Please contact the office coordinator for payment information.

PHONE USE

Students will only be allowed to use the phone if they are sick. Students will not be allowed to use the phone to call for forgotten homework, permission slips, or supplies.

Teachers will not be called to the phone to talk to parents during instructional time. Parents must leave a message on the voice mail system.

The office telephones are for emergencies only; students must ask a secretary in the office before calling and must have a pass from a teacher requesting that the students be allowed to use the telephone. Urgent messages will be delivered to students; students will not be called from class to receive telephone calls.

PARENT TEACHER ORGANIZATION

The University Middle Parent Network (UMPN) provides physical, financial, emotional, and educational support of the students, faculty and staff of University Middle. UMPN promotes school pride, informs parents and encourages school participation. Our Parent Network is a vital part of our school and organizes the opportunities for parents to volunteer in the school. Online volunteer registration is available in the library, please contact Ms. Buie, Librarian. Parents can get updates (UMPN [website](#)) or ask questions.

REPORT CARDS

Grade 6 - Letter grades (A, B, C, D, and F) will be used to report student progress in the academic subjects of Language Arts, Mathematics, Science, and Social Studies. E, S, N, and U will be used to report student progress in all special subjects.

CALCULATION OF GRADES

Academic

A = 93-100 Excellent

B = 85-92 Good

C = 75-84 Satisfactory

D = 70-74 Poor but passing-Intervention required

F = 0-69 Failure-Failure to meet expectations-intervention required

State Law requires that the TCAP Achievement Test count as 15% of the final average.

CONDUCT

E=Excellent, G=Good S=Satisfactory N=Need Improvement U=Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not be used for conduct grades. Conduct will be outlined in Progress Reports and Report Cards.

PROGRESS REPORTS & PROGRESS CHECKS

Progress reports are sent out once within the nine weeks grading period. There should be no surprises on a report card. If you have questions/concerns about progress report information please contact your child's teacher.

SAFETY DRILLS

Safety drills are conducted according to recommended procedures. If parents or other visitors are at school during a drill, they will be expected to participate.

- Fire Drills are conducted monthly and are unannounced
- Tornado Drills are conducted twice yearly
- Earthquake Drills are conducted twice yearly
- Lockdowns are conducted twice yearly

STUDENT SAFETY

Conflict/Bullying

At University Middle positive social interaction is taught daily as part of The Responsive Classroom. Students learn to resolve conflicts creatively in ways that show respect for all involved. Reports of bullying will be investigated and handled according to the SCS Code of Conduct. Students may report bullying incidents to their classroom teacher or any other trusted adult in the school. Students may also leave concerns in the mailbox by the tree in the main hall or email UniversitySprout@gmail.com.

Custody

University Middle Optional School will be happy to work with any custodial parent in custody situations if that parent provides a certified copy of the court order. A school can deny a non-custodial parent access to the child only if a copy of the custody agreement signed by a judge is on file in the child's permanent record folder. In case of **parents who are separated but no custody agreement has been reached**, the school can deny access to one (1) parent only if a restraining order is in effect and a copy is on file in the child's permanent record. With no restraining order, both parents have a right to name others who may come to check the child out from school. Parents must inform their child's teacher and a school administrator when there is a custody issue. In the instance of custody arrangements, if the non-custodial parent would like to receive a copy of school reports, they will need to provide the teacher with a stamped, self-addressed envelope.

Please be advised that University Middle is not a supervised visitation site. We do not have staff to supervise visits. Our staff will not be involved in custody disputes. If our staff feels the child is endangered, we are required by law to report the belief to the Department of Child Protective Services.

Technology

Help us keep our students safe by monitoring student use of technology, especially social media sites. Do not post comments, pictures (tagging included) or videos of any students other than your child. Some students are not allowed to be videoed or photographed for safety reasons. There are instances where students may be involved in custodial issues, protection services, or other programs and that **each student/family has the right to privacy**. Students using technology or social media inappropriately will receive consequences as outlined in the SCS Student Code of Conduct.]

SUPPLIES

As University Middle is a community school, **all classroom supplies will be community supplies**, combined, centrally located and shared by the entire class. The discipline of sharing, caring for, and cleaning up community-owned supplies creates important opportunities to grow in responsibility, empathy, and problem-solving. It also diminishes the value distinctions between those who have a great deal of money to spend on materials and those who have little. **Please do not label supplies with your child's name.** Any items that cannot be shared with the entire class should be kept at home. Individual classroom teachers may request additional or specific supplies for specific needs, please do not buy unnecessary items. For safety, roller backpacks are not allowed.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and additional helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>
Legal Services Division/ Division of Special Education Phone # 615-741-2851
West Tennessee Regional Resource Center Phone # 731-421-5074

Child Advocacy Groups:

The ARC of Tennessee <http://thearctn.org/> 1-800 – 835 – 7077

Support Training for Exceptional Parents <http://www.tnstep.org> or 901- 756-4332

TEXTBOOKS, LIBRARY BOOKS, TECHNOLOGY, AND MATERIALS

1. Textbooks and library books will not be allowed to go home until a parent has signed the Textbook Rules form.
2. Students and parents are responsible for all textbooks, library books, and materials used or issued during the current school year.
3. Parents must pay for all lost or damaged items.
4. All students owing fines will have their official report card held in the office and will not be allowed to register the following school year until the fines are paid.

Policy for Damaged Textbooks

Schools are required to collect appropriate damage fees from any pupil or guardian for abuse or improper care of textbooks. Directors will have the authority to impose the same sanction for damaged textbooks as outlined in the policy for lost textbooks.

Policy for Technology Use

University Middle Electronic Device Program

University Middle is committed to providing innovative ways for students to learn and is working hard to improve the quality and access to technology tools and resources. Students will develop 21st century skills through the use of electronic devices, be provided content-focused curriculum, and use collaborative technology tools. The lessons learned and the insights gained through this effort will provide an effective and feasible blueprint for future implementations.

The policies, procedures and information within this document apply to all student devices used in University Middle School, including any other devices considered by the District office to come under this policy. Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

1.1 Receiving Your Electronic Device

Devices will be distributed to students after a parent/guardian reads and signs the Student/Parent Equipment Use Agreement, where rules and responsibilities are outlined. Parents and students must sign and return the following forms:

**Parents and students should review all forms and seek clarification for questions or sections not understood.*

1.2 Electronic Device Check-in

Devices and accessories must be returned during the final weeks of school so they can be checked for serviceability and be stored for the summer.

If a student withdraws from University Middle during the school year, receives a long-term suspension, or is expelled, the device must be returned at the time of departure or date of termination. If a student fails to return the device in satisfactory condition within five (5) school days after withdrawing from University Middle, a theft report will be filed with the Police Services.

A member of the school administration (or his or her designee) will inspect the device for damage before releasing the student from further responsibility.

2. TAKING CARE OF THE DEVICE

Students are responsible for the general care and maintenance of the devices they have been issued by the school. Devices that are broken or fail to work properly must be immediately reported to University Middle administration for an evaluation of the equipment. Such reports should be made to the student's home room teacher.

2.1 General Precautions

- The device is school property and all users will follow these procedures
- Cords and cables should be inserted and disconnected carefully to prevent damage to the laptop. Cords, cables, and earphones should always be kept with the device.
- Devices must never be left out in the open, in an unlocked locker or any unsupervised area. Parents and students must certify they have a lock on their locker.
- Students should lock their device in their locker before lunch and after school when not being used.
- Students are responsible for keeping their device's battery charged and ready for school each day.
- Only labels or stickers approved by the University of Memphis Technology Department may be applied to the laptop.

- Students should not remove any of the labels or stickers attached by University of Memphis Technology Department.
- Devices should be kept away from younger siblings/children.
- Devices should be kept away from pets.

2.2 Carrying Devices

Students will be required to have a backpack for carrying a device.

2.3 Screen Care

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the device.
- Do not place anything inside a closed device to avoid placing too much pressure and/or weight on the screen. This includes books in your locker.
- Clean the screen with only a soft, dry cloth or anti-static cloth; no cleansers of any type.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as this could cause damage and eventually break the screen.

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for use, students may access school information such as announcements, calendars, grades, and schedules on the school website or through various applications / software. Students must be responsible to bring their devices to all classes, every day.

3.1 Devices Left at Home

If students leave their devices at home, they are responsible for getting the course work completed as if they had their devices at school. Repeat violations may result in action.

3.2 Devices Undergoing Repair

If a device repair/service will take longer than two (2) days, a loaner device may be issued, subject to availability.

3.3 Charging Your Device’s Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. **Students should be careful about leaving a charging device hooked up at school as these are easily forgotten and often left behind.*

3.4 Background Photos

- Any media deemed inappropriate by University Middle staff may not be used as a background photo.
- Unauthorized Pictures/images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in disciplinary action

3.5 Sound, Music, Games, or Applications

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students are responsible for having earphones at all times (provided by the parent).

3.7 Off Campus Internet Access

While Internet access at home is helpful, it is not required. Students are allowed to connect to wireless networks on their laptops. This will assist them with device use while at home or at the library. The policies outlined in this document are applicable to off campus use of a University Middle provided devices. Any violation of the policy will result in the students off campus use privilege being suspended.

Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Device Home Folder

Storage space will be available on the laptop – BUT it will NOT be backed up in the case of re- imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

In the rare case that the network is down, the District will not be responsible for lost or missing data. It is a violation of the Responsible Use Policy to use applications that bypass BCS Proxies and filtering or to participate in unethical hacking. Repeat violations may result in disciplinary action.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software apps originally installed by University Middle must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have not removed required apps. Repeat violations may result in action.

5.3 Inspection

Students will be selected at random to provide their laptop for inspection. If a student's device is requested for an inspection, passwords to unlock the laptop must be provided. BCS reserves the right to confiscate the laptop for any reason at any time if inappropriate materials are found on the laptop or if suspicious activity is suspected.

5.4 Procedure for Re-loading Software

If technical difficulties occur, the laptop may need to be restored from a District backup. **The school/District does not accept responsibility for the loss of any personal software or documents deleted due to a re-format and re-image.*

5.5 Software upgrades

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their laptops or accept prompted operating system/app commands for periodic updates and syncing.

5.7 Find My Mac

In addition to a variety of District security measures, "Find My Mac" will also be activated. If a device is lost or stolen, the student will work with University Middle staff and Police Services to identify the location of the device for recovery. This includes providing access to all accounts to assist with identifying the location of the laptop.

6. RESPONSIBLE USE

The use of University Middle technology resources is a privilege, not a right. The privilege of using the technology resources provided by the University Middle is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in a University Middle. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that should be followed on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, etc.
- During registration, open house, or other scheduled time, you are required to receive necessary information regarding the 1:1 program and sign the appropriate form.
Should you want your student to opt out of taking a device home, your student will be assigned a device to be checked out and returned at the end of each school day. Your student will be responsible for meeting all course requirements. You will be responsible for all damages to the laptop that occur at school.
- Should you want your student to opt out of having a laptop, you will need to sign a form indicating this and understand that your student will be responsible for meeting all course requirements.

6.2 School Responsibilities Bartlett City Schools will:

- Provide Internet access at school.
- Filter inappropriate materials while students are using the University Middle network or non-school network.
- Provide data storage areas. These will be treated similar to school lockers. University Middle reserves the rights to review, monitor, and restrict information stored on or transmitted via University Middle owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance and professional development to aid students in doing research in academically related activities and help ensure student compliance.
- Repair laptops that malfunction.

6.3 Student Responsibilities

- Use laptops, computers, and other technology devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to laptop/computer use.
- Use technology resources in an appropriate manner that does not result in informational damage that includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via University Middle's designated Internet System is at the student's own risk. University Middle specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report physical damage to laptops immediately to school staff.
- Secure laptops against loss or theft.
- Help University Middle protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s) and report suspicious activity to a teacher immediately.
- Secure their laptop after they are done working to protect their work and information. Securing the laptop includes storing the device out of sight and in a restricted access location such as their locked school locker.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to inform a teacher and delete it from their laptop.
- Refrain from plagiarizing works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- Respect the rights of copyright owners.
- Maintain the laptop in good working order.
- Report malfunctioning, damaged, lost, or stolen laptop immediately to a teacher or administrator.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing University Middle or SCS Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, demeaning, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Playing Internet/computer games when class is in session.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully, or harass another person is strictly prohibited.
- Distributing personal information, for any reason, over the Internet is prohibited. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, personal email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Bypassing the University Middle and Shelby County Schools web filter through a web proxy, phone tethering, and any other means.
- If using the University Middle device on a non-University Middle provided network, use of websites and information that violate these procedures is prohibited.

6.5 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, he/she should ask a teacher or parent.
- Plagiarism is a violation of Federal Law and University Middle Policy. Credit must be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators are subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the University Middle.

6.6 Student Conduct and Discipline

University Middle administration reserves the right to assign discipline based on the severity of the student's action. Violations of general student behavior policies will be subject to appropriate disciplinary actions.

If a student violates any part of these policies and procedures, his/her behavior will be considered contradictory to the standards/guidelines and at a minimum, he/she will be placed on the following disciplinary steps:

- 1st Offense – Student will check-in/checkout their laptop from the library daily for a period of up to three (3) weeks.
- 2nd Offense – Student will be considered to be on Probation and will have their laptop privileges suspended for a period of up to three (3) weeks. Laptops will be taken away but the student is still responsible for all required work.
- 3rd Offense – Student will be brought before administration and be subject to sanctions such as total revocation of laptop privileges.

7. PROTECTING & STORING YOUR DEVICE

7.1 Device Identification

University Middle identifies each device with unique markers. These identifiers are not to be tampered with and are to remain intact.

7.2 Storing your Devices

When students are not using their devices, they should be stored in their locked lockers. Nothing should be placed on top of the device, when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. If a student needs a secure place to store their device, they may check it in for storage with the office coordinator.

7.3 Devices Left in Unsupervised Areas

Under no circumstance should devices be left in unsupervised areas which include, but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways, and buses. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it should be taken to the main office immediately. Multiple offenses may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR LAPTOP

8.1 Family Responsibility

University Middle provides devices to students to enhance their education. It is incumbent upon parents to stress to their children how important it is to take care of these tools while in their possession.

8.2 Damage

If a device becomes damaged due to student negligence, the student should report the damage to their home room teacher.

If a laptop repair/service will take longer than two (2) days, a loaner device may be issued, subject to availability.

8.3 Lost or Stolen

In the event the device is lost or stolen, the student/parents should follow the steps below as appropriate. The school will notify the University of Memphis Technology Department. A loaner device may be issued, subject to availability.

Device Lost While Out of School

Parent will immediately notify the school and University of Memphis Technology staff will assist with an electronic search. The school will make a physical search to eliminate a misplacement there. Parent should continue to search at home. If after three (3) days the device cannot be located, the University Middle administration will file a report with Police Services.

Device Stolen While Out of School

Parent will immediately notify the school and Police Services. A copy of the police report must be submitted to the school within a reasonable amount of time.

Device Lost or Stolen While At School

The student will immediately notify their home room teacher who will inform the administration and Police Services. A report will be filed with Police Services and a copy will be provided to the main office.

After the appropriate police report filed, a replacement device will be issued.

***More than two (2) instances of a missing laptop will result in loss of privilege and a replacement will NOT be issued.*

VISITORS

Parents and other visitors are welcome to visit our school. All visitors must report to the office. **Visitors must wear a visitor badge or name tag issued by the office.**

Visits to individual classrooms during instructional time are permitted only by scheduled approval of the executive director and teacher. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visits should be prearranged with the teacher and approved by the Director. Parents and parent designees, who come to school to sign children out and remove them from school, must report to the office. Students will not be released to parents from the classroom.

VOLUNTEERS/CHAPERONES

Parents, family, and community are welcome and encouraged to volunteer as chaperones, room parents, volunteer readers, volunteer tutors and assisting teachers. All chaperones and volunteers must complete a volunteer application online and receive clearance from the Department of Parent Engagement. To begin the approval process please see Manesha Heard-Weems in the library to complete an online application. Please note the approval process takes a minimum of 15 days to complete.

Student/Parent Equipment Use Agreement

University Middle is excited to provide devices as a means to promote achievement and enhance learning opportunities. This Student/Parent Equipment Use Agreement governs the checkout and use of University Middle provided devices.

Terms of Use

1. Students will bring a charged devices to school daily and will protect it by only carrying it in the protective backpack or sleeve.
2. The device is the property of University Middle, and as such, is subject to monitoring and search of contents at any time. There is no expectation of privacy in location, use, or data stored on the device. Students will provide the device passcode and any passwords to staff, immediately upon request.
3. The device must be returned to University Middle immediately upon request, at the end of the year, or upon departure (i.e. withdrawal or suspension/expulsion) from University Middle.

4. Students agree that they will never leave the device unattended and will not loan it to other individuals.
5. Students will refrain from activities that may cause damage to the device, including these general guidelines:
 - Do not disassemble any part of the device or attempt any repairs.
 - Do not leave the device exposed to the environment (i.e. rain, snow, excessive heat).
 - Do not eat or drink while using the device or have food or drinks in close proximity to the device.
 - Do not leave the device near table or desk edges.
 - Do not stack objects on top of your device.
6. Students will use their device in ways that are responsible, appropriate, meet University Middle expectations and are educational.
7. Students may be subject to disciplinary action if inappropriate content is found on the device.
8. Students will return the device, power cords, and any other accessories in good working condition.
9. In addition to these terms, students also agree to comply with all other University Middle policies governing acceptable use of technology and the internet.

Financial Responsibility

If the device is stolen, lost or missing, I agree that I will immediately file a police report and will take full financial responsibility for the device. I acknowledge that I will be responsible for the entire cost of repair or replacement for damage NOT covered under warranty, regardless of where damage occurs (school, home, etc.). All replacement parts and repairs must be purchased and performed by University Middle and its technology staff.

By signing this policy, Student and Parent agree to abide by the conditions listed above and assume responsibility for the care and proper use of the device. By signing, Parent gives permission for the school to issue a device under the conditions set forth above.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Student Name (print): _____ **Student SMS ID:** _____

University Middle
Family/Community Engagement Plan

University Middle has established expectations for parent involvement in the educational process. The administration and faculty believe that Family Engagement is one of the most important links to academic success. We are committed to increasing Family Engagement within our school and the community by providing opportunities for parents to actively participate in the education of their child/children in the following ways:

1. Developing jointly with parents, agreeing on with parents, and distributing to parents a Family/Community Engagement Plan
2. Supporting and encouraging active participation in PTO events
3. Providing opportunities for parents to respond to surveys and questionnaires expressing their ideas and/or concerns to improve education
4. Providing interpreter services when necessary
5. Encouraging parents to attend school events and use their talent/resources to enhance the instructional program
6. Providing parents access to written materials in their native language
7. Providing a flexible number of regularly scheduled parent meetings during the morning, afternoon and evening
8. Providing descriptions/explanations of curriculum, academic assessments, and student proficiency levels
9. Providing training to help parents work with their children to improve their achievement
10. The school may provide with Title I funds, transportation, child care, or home visits as necessary to help remove barriers to parent/guardian’s participation in school activities and meetings.

Student/Teacher/Parent/Director Compact

Parent/Guardian Responsibility

(Any Person who is responsible for helping this student may sign in lieu of the parent.)

As a parent/guardian, I will share the responsibility for improving my child’s academic performance by developing a partnership with the school to help my child achieve the State’s high standards in the following ways:

The Parent will:

- See that my child is punctual in arriving and departing school and that he/she attends school regularly.
- Limit the number of times my child is picked up from school before 3:00 p.m.
- Stay aware of my child’s learning by encouraging his/her efforts and by reviewing homework and weekly folders regularly.
- Establish a specific and consistent time for homework.
- Provide my child with the proper environment and support to study at home.
- Attend scheduled parent conferences and parent meetings.

- Read with my child, and let my child see me read on a daily basis.
- Encourage my child's efforts and be available to answer questions.
- Provide a library card for my child and make regular trips to the public library.
- Support the University Middle faculty and staff in its efforts to maintain appropriate discipline.
- Stay aware of what my child is learning by making periodic visits, volunteering in my child's classroom, and reviewing information on the SCS website and University Middle School's website.
- Review and sign weekly progress reports and quarterly report cards to stay abreast of my child's progress.
- Provide adequate nutrition, medical care, sleep, and physical activity for my child.

Student Responsibility

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

The student will:

- Attend school regularly.
- Come to school each day with pens, pencils, paper and other necessary tools for learning.
- Complete and return homework assignments on time.
- Read every night.
- Conform to Shelby County School's Student Code of Conduct, dress code, and the rules of University Middle School.
- Respect others and myself.
- Take responsibility for my actions and grades and cooperate with others in all learning situations.

Teacher and Staff Responsibility

It is important for students to achieve; therefore, we will develop a partnership with parents to help children achieve the State's high standards and improve student academic achievement in the following ways:

The School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Provide a safe and academically challenging school environment.
- Provide and weekly communication and frequent progress reports to parents concerning their child's conduct, work habits, grades and assessment results.
- Provide a classroom environment that stimulates learning.
- Support student learning and appropriate behavior by being fair and equitable to all students.
- Involve parents in the school program by providing access to staff and opportunities for parents to volunteer, participate and observe in their child's classroom.
- Maintain open lines of two-way communication with parents on an ongoing basis.
- Respond to parent concerns and questions in a timely manner.
- Provide opportunities for parents to jointly develop and review the Family/Community Engagement Plan and School-Parent Compact.
- Provide a flexible number of parent meetings in the morning, afternoon, and evening.
- Hold two annual Parent-Teacher conferences to discuss the school-parent compact as it relates to individual student achievement.
- Provide opportunities for parents to participate in the development of the school improvement plan and to review the school improvement plan.

Director Responsibility

I support this form of parental involvement; therefore, I shall strive to do the following:

The Director will:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.
- Provide opportunities for parents to participate in decisions relating to the education of their children.
- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables all students to meet the State's student academic achievement standards.
- Provide multiple opportunities for Parent/Teacher Conferences

University Middle Family Handbook 2017-2018

Signature Page

Student Name: _____
 TeacherName: _____

Grade: _____

Parents, please initial all statements after you read through them and return this page to your child's teacher within five (5) school days.

_____ I understand the benefits, responsibilities and penalties outlined in the University Middle Family Handbook.

_____ I have read the University Middle Health Policy and will abide by the provisions of the policy.

_____ I understand that my child will be held accountable for the behavior and consequences outlined in the Student/Parent Handbook and the SCS Student Code of Conduct and the University Middle Behavior Plan at school and at all school-sponsored or related activities regardless of time or location.

_____ I understand that if I object to my child reciting The Pledge of Allegiance or if I have other objections to procedure or curriculum I must give the objections in writing to the Director.

_____ I realize that SCS policy requires that all volunteers complete a Volunteer Registration Form. To ensure the safety of University Middle students, background checks may be required.

_____ I have read and understand my obligations as outlined in the technology agreement.

_____ I have read and understand the obligations and responsibilities of parents, faculty, staff, and students to support effective family and community engagement.

Student's Signature:	
Print Parent's Name:	
Parent's Signature:	
Date:	