

University Schools Policy Updates: (as of December 1, 2021)

1. Emergency Closings
2. Student Use of Cell Phones/Personal Communication Devices
3. Student Conduct
4. School Admissions and Continued Enrollment
5. Grievance Policy
6. Student Activities and Organizations

Emergency Closings

I. PURPOSE

To establish guidelines for the emergency closure of schools and notification to parents and staff.

II. SCOPE

This policy applies to all University Schools students.

III. POLICY STATEMENT

The Associate Vice President of Educational Initiatives is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action will never be taken lightly and will only be used in extreme circumstances. If conditions affect only a single school, only that school shall be closed.

In making the decision to close schools, the Associate Vice President for Educational Initiatives or their designee shall consider any actual occurrence or imminent possibility of an emergency condition which would make the operation of schools difficult or dangerous, including, but not limited to the following:

1. Weather conditions both existing and predicted;
2. Extended loss of power, heat, air, or water;
3. Fire or other emergency conditions;
4. Driving, traffic and parking conditions;
5. Inability of teaching personnel to report for duty to such a degree that it might result in inadequate supervision of students;
6. Issues of widespread, significant illness which pose a public health concern.

The Associate Vice President for Educational Initiatives shall weigh these factors and shall take action to close the schools only after consultation with University officials and University Schools' directors. Students, parents, and staff shall be informed via:

1. Communication disseminated via school information system platforms;
2. An all-school email;
3. Social media outlets.

When schools are closed for emergency reasons, faculty and staff members shall comply with University policy in reporting for work or reporting inclement weather leave. In the event schools are closed due to inclement weather or other calamity, all extra-curricular activities scheduled for those days will be canceled or postponed and any ensuing academic calendar adjustments will be communicated by school directors.

Student Use of Cell Phones/Personal Communication Devices

I. PURPOSE

To establish guidelines for University Schools' students for the use of cell phones and other personal communication devices during the regular school day. For the purpose of this policy, possession means being found in or on the person of any student including in any article of clothing, purse, book bag, carry bag, or in any location on school property other than the approved storage location as approved by school officials. For the purposes of this policy the school day begins when the student enters University School property and ends when the student leaves University School property.

II. SCOPE

This policy applies to all University Schools students.

III. POLICY STATEMENT

All students are prohibited from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day. In addition to this general prohibition, students are prohibited from:

- Using cell phones and personal communication devices in bathrooms, classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher;
- Charging cell phones and personal communication devices in the school.
- Accessing the University Schools or University of Memphis network with their cell phones and personal communication devices;
- Utilizing Apple Watches or other "smart" watches for personal communication (these may be worn for time-keeping or fitness purposes only);
- Headphones and other Bluetooth enabled devices are not permitted to be worn in class, unless for instructional use as requested by the teacher. When not being used for instruction, these devices must be safely stored throughout the school day;
- Student owned laptops, computers, iPads or other computing devices are prohibited on school grounds unless otherwise approved by the school director. In the event prior approval is granted, the student will be required to adhere to the University's acceptable usage policy for their personal device usage.

Students who wish to bring a cell phone or other personal communication device with them to and from school must keep the device turned off and stored (e.g., kept in the student's assigned locker, or other school approved location at all times during the entire school day), unless otherwise determined by the school director. Any student who chooses to bring a cell phone or other personal communication device with them to school must have a completed Personal

Communications Device Acknowledgement Form on file with the school office. This form must be signed by both the student and their parent/guardian and includes an acknowledgement that University Schools administrators may, if they have any reasonable suspicion that the student has violated the law or school policy, search any student cell phone or personal communication device brought onto University property during school hours or school related events. Students who do not consent to this search or the usage policies are prohibited from bringing their device on school grounds or to school activities.

In addition to being subject to disciplinary action, a student found in violation of this policy shall have the device taken from him or her and kept by the University School director or designee. The University School director or its designee will notify the parents of the student whose device was confiscated. The parent may pick up the device at the time and location designated by the school director.

The University does not take responsibility for personal communication devices, confiscated or stored, and will not compensate the owner for any lost, stolen, or damaged personal communications items while in the custody of the University.

Student Conduct

I. PURPOSE

To support positive student behavior and, when necessary, apply appropriate and aligned intervention and disciplinary response.

II. SCOPE

This policy applies to all University Schools Kindergarten – Twelfth grade students and shall be in force for all school facilities, school property, school transportation, and school-sponsored/sanctioned activities at Campus School, University Middle School, and University High School.

III. POLICY STATEMENT

University Schools' mission 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.

In support of its mission, purpose, values, and educational goals, University Schools accept the responsibility for establishing and maintaining proper standards of discipline and behavior. To maintain a safe environment conducive to learning, students shall not engage in any conduct that is disruptive to the educational process or endangers the health and safety of themselves or others. It is mandatory that students are knowledgeable of specific prohibited behaviors set forth in the University Schools Student Code of Conduct. Violations of the Code of Conduct shall result in disciplinary measures commensurate with the behavior or action. Students may be disciplined for infractions that occur in or on school buildings, school property, school vehicles, and at school-sponsored functions.

IV. RESPONSIBILITY

Directors and their designees shall be responsible for enforcing the rules of the Student Code of Conduct in accordance with this policy and any corresponding regulations.

Administrative Rules and Regulations

PREVENTION AND INTERVENTION STRATEGIES

University Schools shall develop and communicate a comprehensive prevention and intervention program. The program shall include a parental engagement component, outline strategies for parents to support positive and prosocial behaviors in the school setting, methods for the prevention of inappropriate and/or disruptive behavior and active student and parent participation 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 restriction of privileges as directed 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. If a parent wishes to file a claim for lost, stolen, or damaged confiscated items, they may do so through the Office of Legal Counsel.

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 or Assistant Director, has sole discretion to issue in-school suspensions for good and sufficient reasons as outlined by Tennessee law (TCA 49-6-3401) and for a period of up to no more than ten (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) That is 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 or 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 will 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.

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 ten (10) consecutive days or multiple suspensions totaling fifteen (15) days in one (1) month is an expulsion.) The Associate Vice President of Educational Initiatives may modify a state-mandated one (1)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 Threat Assessment Team. The parent or guardian will be informed that the case is being held under advisement pending outcome of the threat assessment evaluation. Threat assessment findings will be utilized 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 and for any school-related activities. 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. 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 Police Services and the Department of Risk Management when determining whether local law enforcement should be contacted regarding any violation of the any University Schools or applicable SCS policy 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.

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 by CATEGORY

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 or expulsion of a student, the director or assistant director will notify the student's parent or guardian within 24 hours of the suspension or expulsion, detailing the cause for the suspension or expulsion, 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, and Director of Academic Operations. 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. Pursuant to T.C.A. § 49-6-3401(c)(4)(A), the hearing shall be held no later than ten (10) days after the beginning of the remand/suspension. 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.

The student, director, or assistant director may, within five (5) days of the decision, request review by the University Schools board. Absent a timely appeal, the decision shall be final. The University Schools board, based upon a review of the record, may grant or deny a request for a board hearing and may affirm or overturn the decision of the hearing authority with or without a hearing before the board; provided, that the board may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the board.

School Admissions & Continued Enrollment

I. PURPOSE

As a training school compendium, our schools are unique in nature. It is important for students and families to understand this unique structure and determine if a University School education is in the best interest of the student and supported by the family. Each year, public informational sessions are conducted to explain these unique elements which include the schedule, calendar, academic model, and overall approach to education. The purpose of this policy is to establish guidelines for application, admission, and continuing enrollment.

II. SCOPE

This policy applies to any prospective or current University Schools student and their parent or legal guardians.

III. POLICY STATEMENT

University Schools are schools of choice and are committed to an open, non-discriminatory admissions process. This policy is developed to ensure clarity in the admissions process and fairness to all applicants. Enrollment in the University Schools K12 programs correlates with the SCS General Transfer Provisions (SCS Policy 6002)

APPLICATION, ELIGIBILITY AND ENROLLMENT PRIORITY

Each University School will have an established admissions timeline and process each year. This process will be communicated via the University Schools enrollment team and the University Schools website. Only newly hired UofM full time faculty or staff who are able to provide documentation that demonstrates a hire date that occurred after the admissions window closed will be allowed to submit application materials after the advertised application deadline. These families will be accommodated if space is available or added to the waitlist in accordance with the school's admissions priority.

ELRC Enrollment Priority

Enrollment priority is offered in the following order: (1) children/dependents of University of Memphis full-time faculty and staff; (2) siblings of currently enrolled ELRC students; (3) children/dependents of full-time University of Memphis students; and (4) Individuals residing within two (2) miles of the University administration building.

Selections in each category are decided on a first-come, first-served basis, so families are encouraged to apply as soon as possible after the birth of your child.

K-12 University Schools Admissions Eligibility and Enrollment Priority

There are two qualifications required for admission: satisfactory attendance and satisfactory conduct. Satisfactory Attendance is defined as fewer than 15 combined excused and unexcused absences and tardies or early dismissals in the prior school year. Satisfactory Conduct is defined

as a student having received no conduct grade below Satisfactory in the previous academic year (August to May). 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 will result in a student's admission status being revoked.

While there is no academic requirement for admission, each school's leadership team may require a student to participate in a summer bridge or other supplemental instruction program prior to confirming admission, based upon academic criteria established by the school. Enrollment of applicants to K-12 University Schools is limited and will be based on the following priority: children of full-time UofM faculty/staff; siblings of currently enrolled University School students; students matriculating directly from the student's prior grade at a University School; and applicants living within a 2.0 mile radius of the administration building (including priority for full-time UofM students living in university provided Graduate and Family Housing). Any remaining seats will be offered to general transfer students.

If there are more applicants in any category than available seats, decisions in each category will be made by lottery.

Enrollment by Power of Attorney

A child whose care, custody and support has been assigned to a resident of the District by power of attorney or order of the court shall be enrolled in school, provided appropriate documentation is reviewed and approved by the District and one or more of the following circumstances exist: a) The serious illness or incarceration of a parent or legal guardian; b) The physical or mental condition of the parent or legal guardian of the child is such that care and supervision of the child cannot be provided; c) The loss of the child's home or the home being rendered uninhabitable as the result of a natural disaster. For a child of a military family, special power of attorney relative to the child's guardianship and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. Additionally, no tuition shall be charged to a University Schools student of military parents/legal guardians/custodians who is placed in the care of a non-custodial parent/legal guardian/custodian or other person standing in loco parentis who lives outside of the county. Further, the child may continue to attend the school in which he/she was enrolled while residing with the custodial parent/legal guardian/custodian.

GENERAL ADMISSIONS PROCEDURES

Once a child is enrolled at a University School, he/she may stay even if his/her address changes or if their parents' employment status changes at the University. Kindergarten applicants must turn 5 on or before August 15th of the enrolling school year. Kindergarten is required for all incoming first graders. Proof of successful completion of the previous grade is required for all new students. Out of state students are required to pay out of state tuition regardless of parental employment status or previous enrollment status. This is pursuant to state and local policy. Transportation for admitted students shall be the responsibility of the parents/legal guardians, unless otherwise required by law or provided in University Schools policy.

First-time Enrollment

Any student entering a University School for the first time must present:

- Two (2) documents establishing Proof of Residency that, if applicable, establishes the 2.0 mile radius residency requirement; documents must be within 30 days of application showing name and address (see acceptable documentation listed below)
- A birth certificate or officially acceptable evidence of date of birth. Examples of officially acceptable evidence of date of birth include documents such as visas, passports, or adoption documentation);
- Evidence of a current medical examination. The medical examination must be completed by a Doctor of Medicine, osteopathic physician, physician assistant, certified nurse practitioner, or a properly trained public health nurse;
- Evidence of state-required immunizations. Parents or legal guardians shall be responsible for having their children immunized against designated diseases as authorized by the Tennessee Commissioner of Health. Proof of immunization shall be established by a certificate of immunization listing all immunizations which a student has received. All certificates of immunization shall be on forms furnished by the Tennessee Department of Health;
 - In the absence of an epidemic or threat, immunizations will not be required from any student whose parent, legal guardian, or custodian files with the school principal either (i) a signed document stating that immunization conflicts with the parent's or guardian's religious tenets and practices or (ii) a written statement from a qualified physician excusing such student due to medical reasons. Such proof of exception shall be filed in the same manner as other immunization records and shall be affirmed under the penalties of perjury. A certificate containing documentation of other required health information must be provided in addition to any immunization exception.
 - Additionally, in accordance with the Interstate Compact on Educational Opportunity for Military Children, students of military parents/legal guardians/custodians who enroll or transfer into school for the first time or at any time shall be given thirty (30) days from the date of enrollment or the time determined by the Interstate Commission to obtain immunization or initial vaccinations for a series of immunizations.
- If transferring from another school, a copy of child's most recent report card

The name used on the records of a student entering school must be identical to the name shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent/legal guardian/custodian does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth. Exceptions will be made for students who meet the federal homeless/migrant provisions and guidelines.

CONTINUED ENROLLMENT

In an effort to best serve our University Schools community, our schools share student data and records across the compendium to support student transition, matriculation, and academic success. These academic records are protected by University FERPA guidelines and all individuals managing these records have participated in the University's required FERPA training. Specific requirements related to continued enrollment across the school compendium follows.

ELRC

Grounds for discontinued enrollment at the ELRC include, but are not limited to:

- Consistent and documented failure of the student or parent/guardian to comply with school policies
- Failure to pay tuition in a timely manner
- Documented disciplinary actions that have not been able to be successfully remediated

K-12 University Schools

Enrollment in the University Schools K-12 programs correlates with the SCS General Transfer Provisions (SCS Policy 6002). Grounds for discontinued enrollment at any of the K-12 University schools include, but are not limited to:

- Consistent and documented failure of the student or parent/guardian to comply with school policies;
- The student has accumulated any combination of 15 or more excused or unexcused tardies and/or absences to school or class, early dismissals from school or class, or late pick-ups in academic year
- The student has been referred to the District Attorney's Office for Truancy (SARB);
- Student is not maintaining acceptable academic progress (2 or more D's and/or at least one F at the end of a grading period);
- The student has received any of the following during one academic year:
 - 3 office referrals and/or In-School Suspensions (ISS), or Short Term Out-Of-School Suspensions (OSS)(1-3 days)
 - 2 (or more) Short Term Out-Of-School Suspensions (OSS) of 4-10 days for any reason
 - Any Long-Term Out-Of-School Suspension/Expulsion
 - A failure to participate in probationary or remediation activities as requested by the school leadership team in response to behavioral concerns;
 - Evidence that the parent/guardian has falsified or provided fraudulent supporting documents when applying for the transfer.

When a student is at risk of violating any of the aforementioned criteria (other than the student committing an offense that results in a long-term suspension/expulsion or the parent falsifying documents to obtain the transfer), an administrator must meet with the parent/guardian to warn them that their child's transfer is in jeopardy of being rescinded, reason why, and what they must do to keep the rescission from happening. A final determination that enrollment should be revoked will result in immediate transfer to the student's zoned school.

PROOF OF RESIDENCY

Unless otherwise prohibited by law, parents/legal guardians/custodians having lawful control of students (proof of legal custody shall be required) must provide the following proof of residence to enroll a child in University Schools.

General Proof of Residency

The parents/legal guardians/custodians having lawful control of the student must provide two (2) of the following items listed below:

1. Driver's license or other State or Government (military) issued identification bearing the address at which the student will be residing during the current school year.
2. Most recent MLGW or municipal water bill of the owner, renter or lessee of the home in which the student will reside during the current school year;
3. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year;
4. Lease of the lessee of the home in which the student will reside during the current school year;
5. Rental Agreement of the renter of the home in which the student will reside during the current school year;
6. Real Estate tax receipt;
7. Public assistance/government benefits check, card, or papers;
8. If two (2) of the items listed above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the Director of Academic Operations.

Fraudulent Enrollment

If the school suspects that a family has falsified documents (birth certificate, immunization records, transcripts, proof of residency, etc.) required for admission, the student's transfer will be immediately revoked.

University Schools Grievance Policy

Every attempt should be made to resolve grievances at the lowest level possible. A student or their parent/guardian who has a formal grievance should submit their grievance in writing to the student's supervising teacher within 15 days of the date of the grievance or knowledge of the occurrence upon which the grievance is based. If the grievance is related to actions of the supervising teacher, the individual may submit the grievance directly to the school assistant director. The submission should be as specific as possible in detailing the situation and rationale for why the action taken was inappropriate or in error. The documented grievance must also specify the remedy the individual is requesting for the alleged action. The Supervising Teacher, or Assistant Director, will then provide a written response to your complaint within 15 days of submission.

University Schools will facilitate the routing of the grievance through a maximum of four levels. At each level of review a University Schools representative will review the grievance and provide a written response. A grievance may be elevated to the next level, in writing, according to the following steps:

1. supervising teacher
2. school assistant director
3. school director
4. director of academic operations

These grievance procedures do not apply to suspension/expulsion decisions or other school-specific code of conduct violations, admissions decisions, or grade disputes.

Employee grievances should be directed to Human Resources in accordance with HR5052.

Parents/families with a grievance related to equity, discrimination or Title IX should also pursue that grievance through the Office for Institutional Equity at the University of Memphis. The related policies and complaint forms can be found at www.memphis.edu/oie/complaint.

Grievances related to Special Education Services (CLUE, IEPs, 504s, etc.) should be made directly to Shelby County Schools pursuant to SCS Policy 6054 with notification made to the school director.

Grievances related to Prohibited Concepts in Instruction (TCA 49-6-1019) should be made by completing Prohibited Concepts Complaint Form (<https://4.files.edl.io/7bf5/11/30/21/153635-090b6efb-506a-46b3-ba57-a8ac3d4a2999.pdf>) and submitting this form to the school director. submitting this form to the school director.

Student Activities and Organizations

Students at University Schools are encouraged to participate in activities and organizations that help advance their academic, social, emotional, cultural, and physical wellbeing. Activities and organizations may fall under two categories: school-sponsored, and student/community-led. School-sponsored activities and organizations align with the educational mission of the school and are directly advised by school faculty or staff. These activities may occur during instructional time, before or after school, or throughout the school day at the discretion of the school director. These options may include but are not limited to the following:

- School athletic teams
- Academic organizations (debate, honors societies, etc)
- Arts activities (band, dance, orchestra, etc.)
- School programs (dances, theatrical performances, etc.)
- Elected student leadership groups

Student/community-led activities and organizations are developed based upon expressed student interest and time, place, and manner restrictions. These are not limited based on content or curriculum and are optional and voluntary in nature. These activities do not occur during instructional time, but may occur during the school day (recess, lunch, flex time, etc), or before/after school at the discretion of the school director. Options may include but are not limited to:

- Community Service programs and clubs
- Before or after school programs and clubs
- University partnership programs and clubs
- Interest groups
- Affinity groups
- Groups for dialogue, discussion, or community building
- Community led programs that are developmentally appropriate for students (Girls on the Run, martial arts, chess, etc.).

Students wishing to request a student/community led activity or organization must complete an interest form with the school director. Offerings are selected based on student interest and on ability to identify an advisor/partner to facilitate the program.