



**CITY UNIVERSITY SCHOOL**  
OF LIBERAL ARTS



**2016-2017**

**SCHOLAR HANDBOOK**



TO DISCOVER...TO KNOW...TO PROTECT

# 2016-2017 Parent/Scholar Handbook

Office: (901) 775-2219  
Fax: (901) 775-2044  
[www.cityuniversitieschool.org](http://www.cityuniversitieschool.org)

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom: \_\_\_\_\_

## Letter from the Chancellor

I want to take this opportunity to welcome you to City University School of Liberal Arts. As “The College Preparatory Charter High School,” City University is committed to building better scholars and citizens.

Through a balanced approach of intellectual and civic development, you will be better prepared to enter the college or university of your choice upon graduation. Achieving this goal will take the reciprocal commitment of all parties involved—you, your family and the school—all working together.

This handbook outlines the beginning of our reciprocal commitment. The enclosed information is designed to assist you and your parents with policies and procedures at City University. I encourage you to read through the handbook carefully and refer to it as often as you may need to do so throughout the year.

City University School of Liberal Arts is steadfast in offering an academically rigorous program, but we also promise to provide you with the assistance necessary to be [and remain] a high achiever. This effort is enhanced by all of us understanding and abiding by the principles that make City University a great school.

I look forward to your transition and growth during this academic year. Please remember, that we are here to assist you in your efforts to stand competitive in any academic, social, and professional environment.

Wishing you the heart and the courage of The Lion, I am

Sincerely,



Dr. R. Lemoyne Robinson  
Chancellor

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## About this Handbook

The Parent/Scholar Handbook is designed to provide pertinent information to scholars and their parents. In addition to the inclusion of City University School of Liberal Arts expectations for all members of the school community, it doubles as an agenda book. Supplemental handbook guidelines are contained in the Scholar Citizen Code, and the Discipline Policy.

### Scholar Outcomes

- Scholars will demonstrate high levels of mastery in the core subject areas of Math, History/Social Studies, Language and Science. Measurement of this attainment will be effected by pre and post-testing before progression towards the next grade level.
- Scholars will develop and employ critical thinking and problem-solving skills, demonstrated by active involvement in, and complete mastery of project-based activities, which test the acquired skills, and knowledge in real life situations.
- City University's minimum acceptable scholar performance is equal to the State of Tennessee's required "satisfactory" level.
- Scholars will become proficient in the use and application of technology as it applies to learning, research, problem solving and communication.
- Scholars will strive towards and consistently demonstrate high levels of character, social skills and social behavior including self-discipline and respect for self and others as measured by recurring citizenship evaluations.

### School Responsibilities

City University will offer the highest quality educational choice to the families of its community and will treat all scholars, parents and staff with the utmost dignity and respect. All (that can) will be done to ensure scholars achieve their highest educational potential. The school will maintain a safe, healthy and learning-inspired environment for its scholars and staff. The school will engage parents, businesses and the community in its programs so that scholars have the greatest possible array of learning resources available to them during their tenure.

### Staff Responsibilities

City University teachers, administrators and staff will treat all scholars, parents, and one another with the utmost dignity and respect at all times. Teachers and staff will prepare to perform their job functions enthusiastically and will deliver the highest level of service to our scholars and parents. Teachers will ensure that all scholars have the best opportunities available to succeed in meeting and exceeding their learning obligations.

Teachers and staff will communicate regularly with parents and others interested in the school's and its scholars' progress. Teachers and staff will maintain a safe, healthy environment optimized for learning. All staff will contribute to a positive, vibrant learning environment, will take pride in their profession, and will continue to improve their own skills through active involvement in professional development activities offered by the school.

### Scholar Responsibilities

Scholars are expected to follow all school rules and guidelines to the letter, adhere to the Scholar Citizen Code; come to school every day on time; be prepared and enthusiastic; understand and complete all assigned work; participate in all programs and classes in which they are enrolled; demonstrate respect for themselves and others; and strive to reach and exceed their skill level, competence and potential.

Scholars are expected to take full responsibility for their own progress and achievement, and should seek the advice and help of their teachers, parents and school staff whenever and as often as they feel the need. Scholars are expected to put forth their unqualified best effort in all they do—in school, at home and in the community. Scholars are expected to respect their own health and bodies, by abstaining from any and all behavior that would jeopardize either.

Scholars should help maintain a safe environment by refraining from any behaviors that are harmful to themselves or others. Scholars will not bring any weapon to school. For the safety of all, scholars are mandated to immediately report any other scholar(s) who violate this rule. Scholars are expected to care about their own learning, their fellow scholars, and take pride in their school, family and community.

### **Parent Responsibilities**

Parents are expected to engage actively in the lives of their scholar(s) including, attending parent-teacher conferences, volunteering time at the school during each semester for special programs, participating in the Parent Advisory Council (which will assist the school in reaching its goal of providing quality education) and working with the administration and faculty to create a positive, collaborative learning-rich environment.

Parents should ensure their scholar(s) arrive at school on time, appropriately and correctly dressed, and prepared to learn at their highest potential. Parents should take an active part by assisting their scholar(s) with homework, monitoring academic progress and meeting with teachers regularly.

### **General Attendance Information**

Regular attendance in classes is of vital importance if a scholar is to succeed in school. Absences for any reason are counterproductive to learning and should be avoided. A missed class session cannot be recreated. In reality, an absence is just that—an absence, whether it be excused or unexcused.

The major responsibility for regular attendance rests with the individual scholar and his/her parent/guardian. City University staff members have the responsibility to assist parents/guardians and scholars in achieving the goal of good attendance. Daily recording and reporting of attendance is mandatory and reported to the State of Tennessee Department of Education in accordance with the law.

All scholars are expected to attend school no less than ninety-seven percent (97%) of the time unless precluded from doing so by an excused absence due to illness or other approved emergencies. The school will counsel immediately with any scholar and their parents/guardians if it appears that a poor attendance pattern is being formed.

City University School of Liberal Arts is in session from 7:45 a.m. until 5:30 p.m. Scholars arriving before 7:55 a.m. are to wait in the Commons area. No scholar should be in any other area of the building. If a scholar is absent from school, parents must call the attendance office to inform the office of their scholar's absence. If the school has not been notified, the school must, by law, contact parents by phone or letter to inform them of the scholar's absence from school.

The building will be closed to scholars at 5:30 p.m. every day, except in cases where parents are meeting or scholars are involved in special activities and a sponsor is in charge (i.e., sports activities, club meetings, detention, etc.). Therefore, on regular school days when no special activities are scheduled, all scholars **must** be picked up to vacate the premises by 5:30 p.m. Scholars who remain on campus beyond the official 5:30 close time will be asked to stand outside by the Commons entrance doors. The school

will be held harmless for any action of its scholars, parents and/or bystanders once the school is closed and the scholar is placed at the front entrance.

***The following conditions may excuse a scholar from school attendance:***

1. Personal illness or injury (a doctor's certificate may be required by the Campus President).
2. Family illness—an emergency situation requiring the scholar to be absent from school.
3. Quarantine of the home by local health officials.
4. Death of a relative (limited to three (3) days unless reasonable cause can be shown for a longer absence).
5. Observance of a religious holiday consistent with the scholar's established creed or belief.

Tennessee law requires that scholars returning to school after all absences bring a written note from their parents, guardian or medical professional stating

1. the date(s) of absence(s);
2. the reason for the absence(s);
3. the parent's or guardian's signature; and,
4. the parent/guardian phone number.

The parental/medical verification note should be taken to the main office within five (5) school days from the day the scholar returns. Absences documented with medical verification notes will be excused and will not count toward the five-day rule.

All scholars must obtain an admit slip on the day of return. Scholars leaving school because of illness or other excused reason must still submit a written parental excuse upon their return to school. Notes must be signed by the parent/guardian. Scholars may not sign their parents' name to any note. Parents' absence notes will not be accepted by e-mail.

Admit slips for absences should be obtained before 7:45 a.m. Failure to follow attendance guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the juvenile court. A court officer will follow procedures to ensure the regular attendance of all scholars.

Special note regarding scholars 18 years of age and older: If, during the school year, the scholar accumulates twenty-one (21) or more unexcused absences, the school may proceed with a recommendation to expel the scholar from school for non-attendance.

**Absence Guidelines**

- Tardy: Up to twenty (20) minutes late to school.
- Half-day absence: Twenty-one (21) minutes to three (3) hours and thirty (30) minutes late.
- Full-day absence: Three (3) hours and thirty-one (31) minutes or more late.
- Extra-curricular participation: in order for a scholar to participate in any extracurricular activity, the scholar must be in school at least four (4) full periods not including lunch period.
- Doctor appointments/Court appearances: under normal circumstances no more than 1/2 day will be excused for appointments/appearances. Doctor/dental appointments should be scheduled outside the school day when possible.

**Make-up Work**

Scholars who are out of school for extended periods of time for excused absences must be given the opportunity to make up academic course work assignments missed during their absence. It is the parents' responsibility to meet with teachers and/or the school administrators to arrange for make-up work, to pick up make-up assignment packages, and to return completed work back to the teacher by the designated due date. It is the responsibility of the teacher to prepare assignment packages for scholars who are unable to attend school due to extended excused absences.



Scholars have the same number of days to make up work as their number of absences from school (i.e., if a scholar is absent three (3) school days, he/she has three (3) school days after he/she return to make up work). Work missed due to an unexcused absence or suspensions may not be made up.

If a scholar is absent for more than one day, he/she will have a one (1) day grace period before making up unannounced assignments or quizzes. Previously announced quizzes, tests, assignments, etc., may be required to be submitted immediately upon the scholar's return to school.

### **Tardiness**

1. Each scholar will be permitted one (1) tardy per six-week period.
2. On the 2nd, 3rd and 4th unexcused tardy in a six-week period, corporal punishment will be administered.
3. On the 5th, 6th and 7th unexcused tardy in a six-week period, a parent conference will requested.
4. On the 8th and subsequent unexcused tardy in a six-week period, In-School Detention will be assigned.

### **Illness While at School**

If a scholar should become ill or injured during school, he/she should ask the teacher for a pass to the main office. The school must obtain parental permission in order for a scholar to be released from school due to illness. Scholars must still sign out in the main office to go home and must provide a parental note upon return. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class(es). Should the scholar be too ill to report to the office, parents or guardians must notify the office as soon as possible.

### **Five (5) Class Period Rule**

This policy at the high school level designates five class periods as the maximum number of absences to be permitted in any one course during a six-week grading period. If this number is exceeded, the scholars will receive a grade of "F" in that class for the grading period, unless otherwise denoted by administrative authority.

#### ***Exceptions to the Five Class Period Rule:***

1. Absence verified by medical documentation.
2. Religious holidays relative to the faith of the scholar.
3. Death in the immediate family. Limited to three (3) days unless extenuating circumstances exist and are approved by the Campus President.
4. School-related absence. Participation in a school-related activity (field trip).
5. Court appearance (with documentation).
6. Emergency circumstances (with Campus President's approval).
7. In-School Detention.
8. Suspension Alternative Program.
9. College Visits (see detailed section regarding college visits).

### **Attendance Failure**

The teacher may notify parents in writing after the scholar has been out of class three (3) times in a six-week grading period, but it is the scholar's responsibility to be aware of the number of days missed in each class. The teacher will notify parents that their child has missed class for the fourth time and he/she will fail for the grading period upon the sixth absence.

Grades earned in a course where a scholar has failed because of attendance will be replaced with a grade of "F" (69%). Scholars earning a grade lower than 69% will retain that lower grade upon becoming an

attendance failure. A scholar, failing due to his/her number of absences, may serve one (1) Saturday School or five (5) Academies to reduce an absence.

Only one time per year can be taken care of in this manner. The scholars must contact the Dean of Students designee within five (5) school days after the end of the grading period to schedule a Saturday School. All other situations may be taken before the Appeals Committee of City University Schools Board of Trustees.

### **Review Panel**

A review panel consists of the Campus President and two teachers. Parents or scholars may request that the Review Panel meet to examine their case if, in their opinion, there were extenuating circumstances that caused the scholars to exceed the five-class rule. The request for review must be received within five (5) days after the end of the grading period.

### **Early Dismissal**

Scholars may not leave the school building without permission and/or without signing out in the main office with parent approval. Failure to follow this procedure will result in school discipline. Excessive early checkouts will impact the scholar's ability to advance to the next grade, or retain a spot on the school roster.

Legitimate reasons for early dismissal from school will be accepted, provided a parent signs a note and presents it at school. A scholar must also submit a parental note to the attendance office upon returning to school the next day. Scholars seeking an early dismissal should report to the attendance office before first period with a note stating the reason and time to be excused. The scholar will be given an excuse form that should be shown to the classroom teacher before leaving, who will present a "pass," serving as the scholar's release from class. The scholar must sign-out on the "Sign-Out Log/iPad" in the attendance office before leaving the building. Failure to sign-out may result in school discipline. The reason for early dismissal must be explicit in order to be considered excused.

### **College Visitation Procedures**

Submit a "College Visitation Request" (CVR) form to the main office in advance. A college visitation day taken without a properly completed CVR form will count toward the five (5) class absence rule. College visitation days are limited to three (3) days total per year and are only for 11th and 12th graders.

## **Scholar Citizen Code & Discipline Policy**

The discipline philosophy for City University School of Liberal Arts is grounded in the concept that good citizens are trained not born. City University believes that challenged, motivated and respected scholars will in turn challenge, motivate and respect themselves and others and in doing so, become stakeholders in their lives and the life of the school as well as the larger community. City University will promote shared learning from a collegiate model that will seek to foment a learning community wherein each member, by extending his or her own range of academic excellence, will extend the scope of the City University's educational pursuit. The school will create, for all scholars, an environment that encourages and empowers mannerly behavior, self-control, tolerance, interpersonal communication and that celebrates intellectual, academic and cultural pursuits.

Punitive disciplinary action will always be regarded and exercised as the last possible option. By its very introduction, it will signal the need for improvement in the social fabric of the school and the scholars. However, once it is concluded that disciplinary action must be undertaken, the execution thereof will be swift, decisive and final. All scholars will be held to an exacting and equal standard of conduct, and violation of this code will not be tolerated at any level by any one.

Non-compliant scholars will be subject to disciplinary action, which will include any punitive action from corporal punishment to suspension, dependent upon the severity of the non-compliance.

### **Scholar Citizen Code**

Each scholar at City University School of Liberal Arts is guaranteed the right to a public education. Scholars' regular attendance is of paramount importance for all City University students to develop as scholars and citizens. For this guarantee to result in success and to ensure positive scholar behavior, scholars are encouraged to personify The Citizen's Pledge.

The United States Supreme Court has ruled that a student shall not be deprived of the right to a public education without prior procedural due process. It is the responsibility of the staff to ensure that no scholar is arbitrarily denied the right to an education. It is the responsibility of each scholar to conduct him/herself in a manner that does not threaten, interfere with, or deprive other scholars of their right to an education. Indeed, each City University scholar is expected to carry him/herself in a manner that exemplifies the school's creed, which demands the highest standard of personal responsibility, self-respect and communal citizenship that each is capable of achieving.

The purposes of the Scholar Citizen Code are to clearly and strictly define the standards, which will govern the behavior of scholars to, prevent actions, or activities that interfere with the school program and/or are prohibited by law and to provide for scholars' rights and responsibilities. The Code is mandatory and enforced at all times at City University. Each staff member employed by the School is required to function in accordance with this Code.

It is the responsibility of all scholars and their parents/guardians to become thoroughly familiar with the Scholar Citizen Code. Scholars will be required to demonstrate a complete mastery of the standards laid out in this code and will be tested to ensure this knowledge before promotion to the next grade level. Scholars and parents must recognize that in any and every instance that scholars engage in unacceptable conduct, they will be subjected to disciplinary action.

### **School's Right to Search**

Lockers, desks, or storage places provided for scholar use is, and remains at all times, property of City University School of Liberal Arts. These areas and the contents therefore are subject to a random search at any time, pursuant to board policy. Scholars' vehicles at school or at a school function may also be searched pursuant to board Policy. In addition, scholars' personal items may be searched, which includes backpacks, purses, etc.

### **The Citizen's Pledge**

- 1. I will at all times display positive behaviors and actions, which demonstrate respect for my fellow citizens and myself.*
- 2. I will be on time and prepared for school and classes, each and every day.*
- 3. I will exercise self-discipline, tolerance and non-violence in interactions with others.*
- 4. I will refrain from fighting, pushing, hitting, kicking or other harmful behaviors.*
- 5. I will refrain from any yelling, screaming, swearing or using abusive language.*
- 6. I will respect the rights and property of others and City University.*

7. *I will try my best in every class and in everything I do.*
8. *I will be responsible and accountable for my own actions.*
9. *I will immediately report any emergency to the nearest staff member.*
10. *I will follow staff directions and all adults in authority at all times, including all school and classroom rules.*

Nose-rings, ornamental body piercing and/or rings, large, or obtrusive tattoos are strictly prohibited. Any adornment not mentioned here that distracts from or in any way hinders the learning pursuits of others or the furtherance of education at the school in general is expressly prohibited.

### **Scholar Responsibilities**

1. **Participation** – Scholars have the responsibility of participating fully in the learning process. Scholars must report to school and to all scheduled classes regularly and on time, remain in classes until excused, pay attention to instruction, complete assignments to the best of their ability and request help when needed.
2. **Behavior** – Scholars will not exhibit any behavior that is detrimental to the achievement of their own or other scholars' educational goals. Scholars must cooperate in maintaining orderliness in the school and in the classroom, take good care of books and other instructional materials, and encourage a climate where learning is cherished. Specifically, scholars must refrain from name-calling, fighting, harassing, belittling or engaging in deliberate attempts to embarrass or harm another scholar.

While scholars are expected to fulfill these responsibilities, some will occasionally need guidance and correction. Some scholars will need more help than others in learning to behave in a responsible, mature manner, but no scholar will be allowed to continue at the school if they are unwilling or unable to adhere to the Scholar Citizen Code in both its spirit and letter. Persistent misbehavior, even when each single instance is a minor infraction of the rules, will be dealt with appropriately in order to help scholars avoid establishing a pattern of unacceptable habits. However, should misbehavior persist despite repeated corrective action by school staff, even a series of minor infractions will be viewed as an aggregate offense and will be disciplined accordingly to include expulsion.

### **Unacceptable Conduct**

Scholars are expressly prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others; that will damage property; or that will impede the orderly conduct of the school program.

The following offenses are prohibited by this Code whenever they occur on campus, on school transportation, during school-sponsored field trips, in connection with school-related events and activities wherever held, when directed against scholars en route to or from the school, or when done with intent to disrupt or impede the orderly conduct of any school activity. Scholar actions directed against any person, whether adult or minor, on school property or at any location where a scholar-related event or activity is held, will be disciplined in the same manner as if the action had been directed against the school staff or scholars.

These offenses fall into two categories: Prohibited Behavior and Illegal Behavior.

**Prohibited Behavior**

1. **Insubordination** – Refusal to respond to or carry out reasonable and lawful directions of authorized school personnel.
2. **Verbal Abuse** – Name-calling, racial or ethnic slurs or derogatory statements addressed to others designed to precipitate disruption, incite violence, or impede the school program.

**Illegal Behavior**

1. **Threats of Violence** – Words or actions that threaten to do injury or bodily harm to another person or that may intimidate another person through fear for his/her safety. No actual bodily contact is necessary.
2. **Battery** – The unlawful intentional touching or application of force to another person done in a rude, insolent or angry manner.
3. **Possession of Weapons or Other Dangerous Objects** – Carrying, using, or storing weapons or other dangerous objects (e.g. explosive or fireworks/firecrackers) anywhere on campus, or during a school-related event. Weapons include but are not limited to:
  - a. Articles commonly used or designed to inflict bodily harm or to intimidate other persons with the threat of bodily harm. Examples are: firearms, metal knuckles, knives, chains and clubs.
  - b. Articles designed for other purposes that could be easily used to inflict bodily harm and/or to intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, and compasses. Scholars acting in an aggressive or belligerent manner with any such article will be adjudged to be in possession of a weapon.
4. **Possession of Drugs or Drug Related Materials and/or Paraphernalia**
5. **Burglary, Theft, Robbery, Larceny** – Stealing money or property.
6. **Arson** – The willful and malicious burning, or attempting to burn any part of any building or property belonging to, rented by or on loan to the school, or property (including automobiles) of persons employed by or in attendance at the school.
7. **Extortion, Coercion, Blackmail** – Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat of unlawful or undesirable action).
8. **Vandalism or Malicious Destruction of Property** – Destruction of or defacing of property belonging to, rented by or on loan to the school or property (including automobiles) of persons employed by or in attendance at the school.
9. **False Alarms** – Activating the fire alarm system in the school or on school property and/or reporting a fire or bomb when none exists.

**After School Detention (Also Known as Academy Detention)**

Less serious scholar offenses will result in detention. Detention is served from 3:30 – 5:30 p.m. Scholars are notified of the infraction and are to serve the detention on the "to be served" date listed on the detention slip. The parents will be informed by the white copy, which will be sent home with the scholar. Parents must sign the white copy. Scholars are to give the signed copy to the detention teacher upon

arriving at the detention. In cases where bus riders are assigned to detention, transportation home after detention will be the responsibility of the scholar/parent.

***The following rules must be followed in detention:***

1. No talking or moving from assigned seat.
2. No headphones, electronic devices or cell phone use.
3. Scholars need to bring schoolwork or acceptable reading material.
4. No sleeping.

*Failure to attend assigned detention will result in further disciplinary action.*

**Out-Of-School Suspension (OSS)**

1. Parents will be notified of the suspension and may be asked to take the scholar home immediately. The scholar may not attend school through the length of the suspension.
2. Scholars will not be allowed to make-up classroom work/tests, etc., missed while serving out-of-school suspension.
3. Parents will be notified of the scholar's rights to appeal.
4. Suspensions may cross semester lines and may be carried from one year to the next.
5. All out-of-school suspensions will apply to five (5) class period rule.
6. Scholars may not attend any school functions, home or away.
7. Scholars are not permitted on school grounds while serving an out-of-school suspension.

**Suspension Alternative Program (SAP)**

Suspension Alternative Programs may be assigned for scholars in order to allow them to make up work missed during a suspension.

1. Scholars must successfully complete each full day, including community service work in area parks or other designated areas, and schoolwork in tutoring session.
2. Beside work (e.g., pick up litter) in the parks, etc., scholars will have a short lunch break, and a study session.
3. Upon completing the program, scholars have earned the right to make up work missed while on suspension.
4. Scholars will be noted for participation based on their work performance and overall behavior.
5. The supervisor will report the scholar's behavior to the school and to the probation counselor.
6. Scholars must dress appropriately for the weather and wear hard shoes. Scholars should bring their own lunch, including a drink.
7. There is No Smoking or use of any tobacco products allowed (they will be confiscated).
8. No foul language will be permitted.
9. Scholars must follow all school and Community Service Agencies policies.
10. Suspension Alternative Days will not apply toward the five (5) class period rule as long as the evaluation from the SAP supervisor is satisfactory.

**Court Referral**

Referral to Shelby County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. Parents will receive a warning notice that students are going to be referred and a notice of their referral date.

**Expulsion**

If all other attempts to modify scholar behavior are unsuccessful, or a serious violation of the scholar behavior code is committed, the scholar may be recommended for expulsion from school. If a scholar is expelled, the length of the expulsion may be up to 80 days and may extend into the following semester or

school year to include permanent removal from the school's roster. Work missed as a result of expulsion may not be made up.

The Chancellor may permanently exclude certain pupils from attending City University School of Liberal Arts under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending City University. Depending on the offense, the Chancellor may also recommend a student not to attend any public school in this state that is opened by a city, local school district.

The Chancellor may permanently exclude a pupil if the pupil is convicted of or adjudicated as a delinquent child for committing, when he or she was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult on property owned or controlled by the school or at an activity held under the auspices of the school:

1. *Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.*
2. *Carrying a concealed weapon, a municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.*
3. *Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.*
4. *Complicity in any violation described in paragraph 1, 2 or 3 above, that was alleged to have been committed in the manner described in paragraph 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extra curricular activities, the joint vocational schools, and post-secondary options locations.*

***Scholars engaging in Prohibited Behavior will incur up to three (3) days of detention, loss of other privileges and possible corporal punishment as deemed necessary. Three incidents of prohibited behavior in any single semester will result in not less than one (1) day of out of school suspension and up to three (3) days of out of school suspension (one (1) for the incident and two (2) for the group of infractions totaling three (3) and loss of a spot on the school roster for the next semester and/or the next school year.***

***Scholars engaging in Illegal Behavior will automatically be suspended from school for a minimum of three (3) days. Scholars will not be admitted back into the school until the parents/guardians first have a mandatory meeting with the school administrator and staff member who brought the initial cause of action. Scholars engaging in two (2) incidents of illegal behavior will be immediately expelled from the school with the right to one (1) appeal.***

***Scholars caught bringing a gun or other weapon to school will be automatically expelled from the school in accordance with federal and state law.***

### **Readmission Appeal**

The parents/guardians of the scholar may appeal an expulsion in the following manner:

1. ***The scholar and his or her parent(s)/guardian(s) must submit a written appeal to the Chancellor explaining the circumstances leading to the last and deciding infraction, the scholar's reason for violating the Citizen Code in light of the circumstances, the scholar and his/her parent(s)/guardian(s) proposal for permanently correcting the scholar's illegal behavior.***

- 2. The scholar and his or her parents/guardians must appear before the Appeals Committee, consisting of members of the City University Schools Board of Trustees, and a staff member, to verbally present their appeal for readmission.*

Upon completing this procedure, the school will review the appeal and render a ruling within seven (7) days of the hearing. During the review process, the scholar will remain out of the school. Each scholar has the right to one (1) appeal to the Appeals Committee. Should this appeal be denied, the scholar is denied (re)entry to City University School of Liberal Arts at any future time, unless otherwise stated by the committee.

## **Special Policies**

### **Minimum Hours of Instruction**

City University will always offer at least the minimum number of instructional hours required by the State of Tennessee Department of Education. All scholars are expected to receive the minimal number of hours for any scholar to be considered for promotion to the next grade.

### **Study Habits & Homework**

Homework is an integral part of the school's educational program and helps scholars to practice and reinforce what they are learning in school. The school encourages all parent/guardians to assist their child with homework in the following ways:

- 1. Set a regular homework schedule for your scholar that is at least 2-4 hours in length.*
- 2. Ensure that your scholar has a space that is comfortable and free from noise and other distractions in which to do his/her homework.*
- 3. Monitor the homework your scholar receives on a daily basis.*
- 4. Notify our teachers in writing of any questions or concerns you may have about the coursework, or of any acceptable reason why your scholar may not have completed a given homework assignment.*
- 5. Encourage your scholar in all their endeavors, especially when the work is most difficult or challenging. Reward him/her for successfully and consistently fulfilling the homework schedule.*

Always feel free to contact your scholar's teacher if you have questions regarding his/her progress.

### **Parental Advisory Council**

Research has shown that parent involvement is a critical asset in assisting students to be successful in their academic pursuits. In order to benefit from this approach, City University School of Liberal Arts will establish a parents' group—Parental Advisory Council (PAC).

The mission of the Parental Advisory Council is to create an actively engaged academic environment for students and parents, as well as, to facilitate communication between the school and parents. Through this effort, the school will work with parents to help make the school a true community that will engage the students in positive activities outside the classroom, as well as during school hours.



All parents are automatically members of the Parental Advisory Council and can freely join any committees or activities. The Council's four primary goals and various methods for achieving them are the following:

1. *Communication among parents and administration;*  
Communication will exist in at least two forms: parent/faculty/staff meetings held by the PAC to allow all parents direct access to all relevant faculty and staff at one time, and parent representatives selected by the PAC who will carry PAC matters to City University Schools Board of Trustees.
2. *Provide social, cultural and developmental opportunities for students;*  
The PAC will assist school faculty and staff with: career days, science fairs, debate tournaments, talent shows, art shows/contests, etc.
3. *Provide greater interaction among parents, faculty and students;*  
The PAC will organize events and opportunities that will require successful completion and the involvement of all stakeholders involved in the school, i.e.: intramural sports events and school-wide academic and talent-based contests.
4. *Create a support system for the school, consisting of parents who will assist the school in extracurricular and non-classroom-related activities.*  
Activities will include: field trips, tutor programs, large-scale collaborative instructional projects, fund-raisers and student-driven community service programs.

### **Student Government Association**

City University School of Liberal Arts may institute a fully functioning Student Government Association (SGA). This association will function to serve two distinct purposes, it will encourage student input in all important school issues, and it will help ensure that City University scholars have a complete understanding of the political process they will participate in upon becoming adults. The SGA will elect officers and representatives from each classification to form a self-governing student body. Elected SGA members will represent the interests of scholars to authorities outside the SGA. The SGA members will meet weekly to discuss school issues and SGA projects. Members of the SGA will carry all decisions and plans to the Campus President, who will carry them to the faculty or City University Schools Board of Trustees. At their discretion, the Campus President or the City University Schools Board may call upon representatives of the SGA to present matters to the Board directly.

### **Parent Support Group –Athletics and Extra Curricular Programming**

Parents/guardians of the school may form a Parent Support Group (PSG) in which we encourage all parents to participate. The PSG meetings and schedule will be determined by its membership. Anyone with a scholar enrolled in the school may attend and/or run for office as outlined by the bylaws of the organization. All PSGs must seek approval and support of the Chancellor and the Board of Trustees.

### **Parent/Teacher Conferences**

City University will hold regular Parent/Teacher Conferences throughout the year. Parents are expected to come to the school to meet with their scholar's teacher(s) during the conference hours. Conference times will include both day and evening times, for convenience. Parents will be able to discuss their scholar's progress with the teacher, discuss the teacher's vision for their course as it relates to the school's overall mission, and consult with the teacher on suggestions and methods to optimize their scholar's success in the course.

**Field Trips**

At scheduled times throughout the school year, scholars will attend field trips and activities that take place off-campus. Parents/guardians must sign a school field trip permission form before a scholar will be allowed to participate.

**Alternate Learning Experience (ALE)**

City University School of Liberal Arts recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford scholars the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Scholars may be required to submit a report or journal of their experience. Alternate Learning Experience (ALE) days will count toward the five (5) class period rule. City University proposes to implement in the 2016-2017 school year, an ALE program with ACT study at its foundation.

The overall mission of City University School of Liberal Arts is to prepare scholars for college. The school also seeks to ensure that as many of its graduates as possible are afforded the best possible opportunity to be accepted into and/or have gained financial scholarship to some of the top colleges and universities in the country. The school realizes that in order for this to happen, its graduates must maintain excellent academic credentials such that their cumulative G.P.A. is in a competitive range. These graduates must also have attained an ACT score that is competitive to ensure impressive financial awards. Ideally, for City University, the score would range somewhere between 24 and 30. The following background narrative is given to show the need for the Alternative Learning Experience City University chose to implement.

The ACT Assessment is a curriculum-based achievement exam that measures students on what they have learned in school. Students' scores reflect the skills they possess in four academic areas measured by the ACT Assessment—English, reading, mathematics and science reasoning. Because of its curriculum-based nature, many colleges use ACT scores to place students into appropriate courses for their academic skill level.

Scholars at City University School of Liberal Arts will have an opportunity to participate in an online ACT Workshop/discussion group. A City University faculty and/or administrator will facilitate online open discussions, prompted discussions, structured chat discussions and ACT practice assignments. Discussion archives will be analyzed for the number of scholars who participate, average postings per scholar, range of contributions per scholar and instructor facilitation. Summative evaluations in the form of ACT Exit Examinations will be reviewed to assess the success of this ACT-based Alternative Learning Experience.

Follow-up interviews will be conducted with a sample of scholars from each course to assess scholar perceptions of the benefits and limitations of online discussion groups to augment case-based learning approaches. We are confident that programmatic evaluative data will support research findings that online chats and discussions provide opportunities for the scholars to share, discuss, and modify their academic understanding and to support each other in using that knowledge to solve case and classroom problems.

**Out of School Experience**

All senior scholars are required to earn 120 community service hours before graduation from City University School of Liberal Arts. In the effort to support scholars in obtaining community service hours, the school allows eligible seniors an opportunity to gain these hours during school time.

Scholars, with transportation and at least a 2.5 cumulative grade point average, are allowed to take advantage of the Out of School Experience program. The program time commences at the end of the second lunch. No scholars are allowed to leave campus prior to this time.

Scholars must have earned at least sixteen credits towards graduation prior to program enrollment and have a verifiable community service work site to complete service hours. At administrative discretion, scholars may also use this experience for an approved internship or part-time employment.

Scholars must maintain transportation in order to remain fully engaged in this program. If transportation is jeopardized, so is the scholar's enrollment.

As this is a daily program, scholars are not allowed to remain on campus as program participants. If a scholar is on campus after scheduled program time, that scholar will jeopardize their program participation and will be permanently enrolled in elective courses.

### **Dual Enrollment Scholar Program**

The Dual Enrollment Program of City University School of Liberal Arts affords eligible senior scholars an advance opportunity to prepare for the college transition.

Scholars, with transportation and at least a 3.0 cumulative grade point average, are allowed to take a battery of assessments in order to be placed in college-level courses.

While enrolled, our scholars will be held accountable to the same expectations as all college students. In addition, scholars must maintain a 'B' average per semester to maintain continuous enrollment in the program.

Although there is no cost associated with course enrollment, scholars may be required to pay for books and other associated learning resources.

### **Board Meetings**

City University Schools Board of Trustees is responsible for overseeing matters that occur at the school. The Board of Trustees meets regularly throughout the school year. Any parent or interested person may attend all regularly scheduled board meetings. A copy of the schedule is available at the school in case there are any changes or additions to what is listed on the school calendar contained within this handbook.

## **Academics**

### **Academic Recognition At Commencement**

Scholars will be honored at commencement based on the following unweighted scale:

Summa Cum Laude: 4.000 GPA and above

Magna Cum Laude: 3.750 to 3.999

Cum Laude: 3.500 to 3.749

City University School of Liberal Arts will recognize the Valedictorian and Salutatorian at the end of seven (7) semesters for anyone who achieves the following criteria:

- 1) The senior(s) who has the highest unweighted GPA in the class; and
- 2) Who has taken the highest number of dual enrollment credits and/or advanced credits; and
- 3) Who has an ACT score reflective of his/her academic abilities and achievements, which will be used in the overall calculation\*; and
- 4) Who has conduct that has been judged as appropriate.

\* Unweighted GPA + # of dual enrollment credits + highest ACT score = Valedictorian or Salutatorian. In case of a tie, consideration will be given to amount of service learning hours earned and/or essay written.

**Class Rank**

City University School of Liberal Arts has large numbers of scholars who perform at high levels. Because of this, City University Schools may not report class rank for scholars beyond its top ten. If a scholar wishes, and feels as if class rank will be beneficial, his/her class rank will be reported in a letter from the Guidance Office to the institution or persons requested by the scholar.

**Academic Rolls**

The Honor Roll is published at the end of each grading period. Scholars with a six-week grade point average of 4.0 (All “As”) will be listed on the Chancellor’s List. Scholars with a six-week grade point average of 3.5 to 3.9 will be listed on the President’s List. Scholars with a six-week grade point average of 3.0 to 3.4 will be listed on the University Honor Roll List. Scholars with incompletes and/or less than “Satisfactory” conduct grades, are ineligible for the Chancellor’s List, President’s List, or University Honors’ List.

**Computer Usage**

Scholars are encouraged to use the school’s computers/network and Internet connection for teacher-assigned, educational work. All references to school in this policy will mean City University Schools. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software that is part of the school’s computer system. Scholars using the school's computers are expected to abide by the following rules:

- 1) All scholars will be assigned a City University email account. This account will be used for school-related, academic communications only (i.e., teacher-student interaction, assignment of or submission of class work, and other communication initiated by the teacher).
- 2) Scholars may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Scholars may not allow other users to utilize their passwords. Scholars may not intentionally seek information, obtain copies, or modify files, data or passwords belonging or other users, or misrepresent other users on the network.
- 3) The Internet Usage Policy must be read and approved, in writing, by each scholar, and, in the case of scholars under the age of eighteen, the scholar’s parent, guardian, or custodian.
- 4) Scholars are permitted to use networked software and school-supplied software. Programs written by the scholar, which are part of an assignment in a school’s course of study, may be run, as required, for that course of study’s requirements with teacher supervision.
- 5) Scholars may not download programs from the Internet or any portable device. Scholars may not install or delete programs on the school’s computers.
- 6) Scholar may not use the Internet to engage in "hacking" or other unlawful activities.
- 7) Scholars may not create keyboard macros in Microsoft Word or any other program. Macros written by the scholar, which are part of an assignment in a school’s course of study, may be run, as required, for that course of study’s requirements with teacher supervision.
- 8) Scholars should only use computer programs approved by the classroom teacher.

- 9) The school staff may review computer files or messages, which are created by the scholar. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection, and or any vulgar or obscene content.
- 10) Only one scholar may work at a single computer. Only a teacher may assign more than one scholar to work at a single computer.
- 11) Scholars are not to send messages over the network nor participate in online “chat rooms.” Scholars may not use any instant messaging programs on a school computer. A scholar may only use Internet email when a teacher instructs him/her to do so.
- 12) Scholars are not to enter the network's operating system.
- 13) Scholars are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of scholar-created work to CDs or floppy disks.
- 14) Scholars may not bring food or drink into the computer lab.
- 15) All copyright laws are to be enforced.
- 16) Scholars are not to unplug or change any computer device or network connections.
- 17) Scholars are not to change any display screen settings.
- 18) Scholars are not to change any program toolbars or settings.
- 19) Scholars are not to add or delete any program icons.
- 20) Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Scholars may not use the school's computers/network in such a way that would disrupt their use by others.
- 21) Scholars are not to remove, modify, damage or destroy any computer or networking equipment.
- 22) Scholars are not to modify or remove any identifying labels on computer equipment.
- 23) Scholars are not to modify or remove any printer settings.
- 24) Scholars are to advise school staff when they observe any violation of the school’s policy for the use of the school’s computers.
- 25) Scholars are to inform their teacher when a computer malfunctions in any way (example: a USB port cannot read any flash drive). The teacher will notify the technical support staff so the computer can be repaired.
- 26) Scholars are prohibited from taking pictures/videos on campus and uploading these pictures/videos to online accounts (i.e., personal, Facebook, Twitter, Instagram, Snapchat or otherwise). At no time is it permissible for scholars to upload any school-related images or copy without the expressed permission of school administrators.

*Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.*

### **Credit Prior to 9th Grade**

Effective with the Class of 2008, City University will award credit for “high school courses” taken prior to the ninth grade. Credit for such courses will be granted at the beginning of the senior year when, and only when, the student or parent requests in writing that the credit is granted by the last originally scheduled school day of the student’s junior year. A letter regarding credit below the ninth grade will be sent home to all students at the beginning of the junior year. Students desiring such credit must provide the school, by the above date, the following documentation on their previous school’s letterhead: 1) that the course for which credit is being pursued was, in fact, a high school course (that it was taught using the same course of study as the high school course); and 2) that the course was taught by a teacher who held a secondary teaching certificate/license.

### **Grades and Retention**

As a college preparatory school with a rigorous academic program, City University School of Liberal Arts will monitor its scholars with a grading system widely used within post secondary institutions. The use of this system at this level will provide scholars with an advanced understanding of the collegiate grading system and the requirements that are essential to gaining academic success at City University and beyond.

<b>Letter</b>	<b>Report</b>	<b>Quality Points</b>	<b>Numerical Score</b>	<b>Purpose</b>
A	Excellent	3.75 – 4.00	97 – 100	Highest Honors
A-	Below Excellent	3.50 – 3.74	93 – 96	High Honor
B+	Above Good	3.33 – 3.49	90 – 92	Honorable Achievement
B	Good	3.15 – 3.32	86 – 89	High Achievement
B-	Below Good	3.00 – 3.14	83 – 85	Achievement
C+	Above Satisfactory	2.76 – 2.99	80 – 82	Above Average
C	Satisfactory	2.31 – 2.75	77 – 79	Average
C-	Below Satisfactory	2.00 – 2.30	75– 76	Warning
D+	Above Poor	1.75 – 1.99	73 – 74	Improvement Warranted
D	Poor	1.25 – 1.74	70 – 72	Probation
F	Below Poor/Failure	Below 1.25	Below 70	Failing
I	Incomplete	0	0	Work/ Test Missed, Excused
IP	In Progress	0	0	Work In Progress
S	Satisfactory	0	0	Progressing
N	Needs Improvement	0	0	Improvement Necessary
U	Unsatisfactory	0	0	Not Progressing
P	Pass	0	0	Progressing
EA	Excessive Absences	0	0	Too Many Absences/Unexcused
W/WD	Withdrew	0	0	Withdrawal/Excused Absences

\*Plusses and minuses for letter grades are reflective of classwork, not what is listed on report cards.

### Grade Classification

Assignments to grade level classifications are made on the basis of credits accumulated according to the following table:

Grade Classification	Requirements
<b>Freshman</b>	Must have completed 8th grade
<b>Sophomore</b>	Must have at least five (5) credits and passed 9 <sup>th</sup> grade English and Mathematics
<b>Junior</b>	Must have at least ten (10) credits and passed 10 <sup>th</sup> grade English and Mathematics
<b>Senior</b>	Must have at least fifteen (15) credits and passed 11 <sup>th</sup> grade English and Mathematics

A scholar should receive a grade if enrolled for three or more weeks of the grading period.

The scholar must make up Incompletes within a reasonable time or no credit will be granted for the course. It is suggested that scholars be granted the same amount of time to make up work, as they were absent from school. This is a suggestion and "rule of thumb"--the time of the grading period will influence this guideline greatly.

A scholar who fails the first semester and passes the second semester of a year course will receive the full credit of the course if the semester average is 70% or above. A scholar who passes the first semester and fails the second semester will fail that course and receive no credit unless recommended by the teacher, approved by the principal, and has an overall average of 70% or above.

Semester grades are determined by counting each quarter percentage grade as 2/5 and the exam percentage grade as 1/5 of total grade. Example: 1st quarter = 2/5; 2nd quarter = 2/5; exam = 1/5 of the semester grade. The final grade is determined by averaging the 1st semester percentage grade with the 2nd semester percentage grade.

### Weighted Grades Policies and Procedures

Grades for Honors/Honors courses should be weighted through the entire grading scale ("A" through "D-"). However, it should be understood that a scholar receiving a "C" or lower in an Honors/AP course will be counseled by school personnel to switch to a more mainstreamed course. An exception to this philosophy would be the Honors/AP scholar whose grade suffers due to violations of the behavior code and subsequent disciplinary measures.

Scholars who are withdrawn/withdrawing from Honors/AP courses will take the unweighted percentage grade to the unweighted equivalent course.

The following is the weighted grading scale and point values for Honors/AP courses:

A = 5.00	C = 3.0
A- = 4.67	C- = 2.67
B+ = 4.33	D+ = 2.33
B = 4.0	D = 2.00
B- = 3.67	D- = 1.67
C+ = 3.33	F = 0.00

Only grades in Honors/AP courses comparable to current City University Honors/AP courses will be converted to our weighted scale and quality points from transfer students' transcripts.

**Intervention Assistant Team (IAT)**

Parents or school personnel may make referrals to the Intervention Assistant Team. Concerns about academic performance or emotional, social, or behavior problems will be discussed by a group of teachers, counselors, administrators and other appropriate school personnel in an attempt to resolve any problem. All referrals for special education must be made through the I.A.T.

**Educational Resource Center Guidelines**

The Educational Resource Center (ERC) combines print and electronic resources to support and to enrich the high school curriculum. Scholars are encouraged to research and to prepare class assignments within the print and electronic guidelines.

The ERC is available to assist scholars in locating needed information and resources—this mainly includes computer use. Do not hesitate to ask the personnel for assistance.

Class research needs determine whether the ERC will be open for general use or reserved for class use. When open for general use, scholars may sign-in at the ERC in accordance with the procedures established by the school.

ERC computers should be used only for educational purposes. Game playing, chat and instant messaging, and inappropriate Internet surfing are strictly prohibited. Scholars must comply with the Computer/Internet Acceptable Use Policy as published in this handbook.

When using the ERC, scholars should work independently, quietly, and productively. Scholars should treat others in the ERC with courtesy and respect. Misuse or abuse of the ERC materials or other school property is prohibited. Eating, drinking, and gum chewing are not permitted in the ERC.

**National Honor Society (NHS)***Qualifications:*

- 1) Students must have attained 11th or 12th grade standing.
- 2) Students should secure an application from the NHS Advisor.
- 3) Students applying to NHS must have attended City University Schools at least two (2) semesters prior to application.
- 4) Cumulative GPA must be 3.5 or better for membership eligibility and must be maintained to remain eligible.
- 5) Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Report Cards**

The school will report each scholar's progress by a report card, six times during the school year. The report card must be signed by one or both parents/guardians.

**Promotion and Graduation**

City University School of Liberal Arts will hold the mastery of all the State Content Requirements in every subject as the foundation for grade promotion and eventually graduation. City University will monitor each scholar's progress independently to ensure mastery and progress through high school in order to provide a smooth transition to post-secondary education.

Scholars will graduate from City University School of Liberal Arts, meeting graduation requirements as outlined by the City University Schools Board of Trustees. As City University is a college preparatory high school, scholars must meet the university path requirements as follows:



English Language Arts	4
Mathematics	3
Science	3
United States History	1
World Geography	1
Economics	½
United States Government	½
Wellness	1
Fine Arts	1
Same Foreign Language	2
Advance Math	1
Advance Science	1
Senior Seminar	1
Electives	4
Total	24

As City University is a college preparatory school, grounded in a progressive curriculum model, all scholars seeking graduation must complete the following requirements as well:

1. Pass End of Course subject assessments in English, Algebra I and Biology;
2. Complete the ACT or the SAT and ASVAB (as necessary);
3. Complete verifiable 120 community service hours;
4. Apply to 25 colleges or universities and be accepted by 4;
5. Complete the senior exit interview/survey; and,
6. Complete the senior seminar portfolio and senior exit presentation.

In addition to the outlined educational requirements, scholars must submit senior dues in a timely manner to participate in senior-related activities to include graduation.

### Schedule Changes

The following regulations will be followed:

1. Due to commitments for staff employment/assignments and the ordering of textbooks and other supplies, no schedule changes can be made after August 1<sup>st</sup> except for the following reasons:
  - a. Mechanical error changes.
  - b. Changes necessitated by failures.
  - c. Class balancing (administrative).
  - d. Subject-level changes (teacher recommendation).
  - e. Addition of a class in lieu of study hall for the same period.
  - f. Administrative (teacher/guidance) recommendation.
2. If a scholar wishes to appeal the schedule change policy, the following steps will be followed:
  - a. Obtain an Appeal Form from the guidance counselor.
  - b. Have the Appeal Form properly signed by teachers, parents, and the guidance counselor.
  - c. Return the Appeal Form to Student Services for consideration by the Campus President.
  - d. The Campus President will then notify the main office and/or the scholar of his/her decision.

### Textbooks

City University furnishes all necessary textbooks. For identification, each book is numbered. Each scholar is responsible for all textbooks loaned to him/her, and is expected to turn in each book at the end of his/her participation, or pay for any book lost, destroyed, stolen or mutilated. No report card, records, transcripts or diplomas will be issued until all books are turned in and/or fees paid.

Scholars should immediately write their names and homeroom number in all textbooks issued to them in the space provided inside the front cover. Lost textbooks will be returned to the appropriate teacher.

### **Transcripts**

A fee of \$2 will be charged for each transcript requested, in order to cover handling costs. Please allow *up to one (1) week* to process transcripts, scholarships, college applications, recommendations, etc.

## **General Policies**

### **After-School Transportation**

It is the school's responsibility to transport scholars to after-school activities that are school related such as athletic events, speech and debate contests, community service efforts, fundraisers, etc. However, it is the responsibility of parents to transport their scholar(s) to after-school activities that are not school related (i.e., dance lessons, music lessons, tutoring, clubs, etc.).

### **Bus Passes**

In order to comply with No Child Left Behind, Shelby County Schools will provide transportation to eligible students attending charter schools.

Middle and High School students will receive MATA bus passes to attend the charter school of their choice. The bus pass will allow students to ride MATA buses free of charge to and from school, when school is in session.

Letters of eligibility will be given to all students that attend City University School of Liberal Arts. These letters may be picked up during the Parent/Scholar Orientation Sessions or the first two weeks of school.

After receiving a letter, scholars can acquire bus passes/IDs from MATA, located at 444 North Main (523-8134). All scholars must pay MATA a one-time service fee (no more than \$7) for their ID/bus pass.

### **Emergencies**

***In the case of a student emergency, do not try to handle it alone!! Secure the aid of a teacher IMMEDIATELY, and then report the emergency to the office at once. The office staff knows how to deal with an emergency situation and can secure aid sooner if they are informed properly and promptly. In case of electrical outages - remain in the classroom until instructed otherwise by the Campus President. Do not change classes even if the bells should ring.***

### **Guidance Department**

Should a scholar wish to talk with a counselor, he/she should make an appointment with the main office in advance. Scholars will be given appointments during elective periods only. No scholar should miss a scheduled class unless he/she does not have any electives or an emergency exists.

The high school guidance office for scholars in grades 9 through 12 is located in the Sarah Lewis College Preparatory and Training Center of the high school. A scholar may want to see a counselor concerning the following:

1. Schedule Changes
2. Career Information
3. College Information
4. Test Information
5. Study Help
6. Job Opportunities
7. Personal Problems

8. High School Programs
9. Summer School
10. Transcript Requests
11. Financial Aid
12. Other Concerns

### **Health Screenings**

Hearing, vision, blood pressure, height, weight, and scoliosis screenings may be conducted as a routine ninth grade health screening or may be conducted when a concern arises.

### **Locker**

Each scholar will be assigned a locker at the beginning of the school year. The scholar will be responsible for cleaning and maintaining the locker. Problems with lockers should be reported immediately to the office. All lockers remain the property of the school and are subject to search at any time.

In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned scholar. Do not share lockers or combination numbers! Scholars must provide their own combination lock for the lockers that are not equipped with built-in locks and this combination should be given to the office. Scholars violating the locker policy may be issued school discipline.

Scholars should also ensure their locker is left unlocked and cleaned at the end of the year. Items left in the locker after such time will be confiscated.

### **Posters/Announcements**

The Dean of Students will only approve posters/announcements publicizing school events. A community bulletin board, located in the hallway east of the school office, may be used by the community groups, businesses, etc., upon obtaining the approval of the Dean of Students. All announcements must have an advisor's signature and be approved prior to their posting.

### **Procedures to Resolve Parent-Teacher Disagreements**

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. Whenever a complaint is made directly to City University Schools Board of Trustees as a whole or to a Board member as an individual, it will be referred to the Chancellor for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

#### ***The goal of this section is:***

- To establish a simple framework for addressing concerns.
- To provide for prompt resolution of concerns.
- To ensure that all parties will participate in a cooperative manner to resolve concerns.
- To ensure that most concerns will be handled without resorting to this procedure beyond Step 1.
- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for scholars.

#### **A. Step No. 1 - Direct Conversation**

If a parent has a disagreement or misunderstanding with a teacher, the parent should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five (5) calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

**B. Step No. 2 - Fact and Possible Resolution**

If a parent or the teacher is not satisfied with the outcome of Step No. 1; or the parent or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, Provost and parent will be arranged at a mutually convenient time, but in no case more than five (5) calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2, unless the parent submits in writing a signed and dated statement of facts giving rise to this concern, the name of the accused teacher, and the remedy sought.

**C. Step No. 3 - Formal Process**

If a parent's concern is not satisfactorily resolved at either the first or second level, the parent should then refer this concern to the Campus President in writing. At that time another meeting will be arranged at the convenience of the parent and staff member directly concerned, but in no case later than ten (10) calendar days after the meeting in Step 2 (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. The Campus President or his/her designee will supply written dispositions to all parties within five (5) calendar days. Copies of the disposition will be filed for later review. The disposition may also be placed in the teacher's personnel file when deemed appropriate by the Campus President. The teacher and parent will be informed if the letter is to be placed in the personnel file.

**D. Step No. 4 - Board Review**

If either party is still dissatisfied with the outcome of Step No. 3, the problem will be placed on the agenda of the next regularly scheduled board meeting. The meeting will be held in executive session with only the Chancellor, board members and the affected persons present.

**E. Dispositions**

Dispositions of all meetings will be rendered in writing within five (5) school days of the meeting with reasons stated.

**F. Repeat Concerns**

If a parent believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."

**School Closings**

In the event of inclement weather, school closings will be reported on local television stations and radio stations. Regarding school closings, City University will follow that of Shelby County Schools.

**Scholar Privacy**

During the year, City University may have the opportunity to photograph and/or videotape its scholars in a variety of school-related activities. Scholar recognition programs, academic, and fine arts programs are a few examples of these activities.

As such, these photographs and/or videotape footage may be used in communication tools such as the school website, annual report and calendar, local newspapers and in communicating with the media such as allowing interviews with scholars. (The school reserves the right to deny media requests for scholar interviews at any time).

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and scholars.

However, it is our primary goal to respect your privacy. If you object to the inclusion of your child in any of the above, you must file your objection in writing, stating your child's name, grade and address. The

request must be submitted by the parent or guardian of the scholar within two weeks from the first day the scholar is enrolled in a school year and be sent to:

City University Communications  
c/o The Influence1 Foundation  
665 Madison Avenue  
Memphis, TN 38103  
(901) 526-1944

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and adult students certain rights with respect to the student's education records. These rights, which are fully explained in Board policy and regulations include:

1. The right to inspect and review the student's education records
2. The right to request the amendment of the student's education records that are believed to be inaccurate, and the right to a hearing if the request is not honored.
3. The right to file a complaint with the U.S. Department of Education regarding the alleged violations of FERPA
4. The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authored by law or unless disclosure is made to school officials with legitimate educational interests. Such officials include school employees and those who are under contract with the district. The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date and extracurricular participation, achievement awards or honors earned, weight and height if a member of an athletic team, photograph, parents' names, and previous school or school district. Parents have the right to submit a written request to the Communications Department, within two weeks after the first day the student is enrolled in a school year, directing the school not to release directory information concerning their child. This request should be directed to:

City University Communications  
c/o The Influence1 Foundation  
665 Madison Avenue  
Memphis, TN 38103  
(901) 526-1944

### **Parent/Student Rights Regarding Surveys**

Under the Protection of Pupil Rights Amendment (PPRA) and amendments to the Act under No Child Left Behind (NCLB) parents have the right to prohibit their child from participating in surveys.

#### ***Rights afforded to parents include:***

1. To inspect for a time period of two (2) weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
2. To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions outlined in PPRA and NCLB; and,
3. To receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third party surveys.
4. Parents, guardians or eligible students have two (2) weeks from the date of the student's enrollment to advise the district in writing that they do not permit their child to participate in surveys. The written request should be submitted to:

City University Communications  
c/o The Influence1 Foundation  
665 Madison Avenue  
Memphis, TN 38103  
(901) 526-1944

**Telephone Use**

Telephones in the school offices are off limits to the scholars. Scholars will be called to the phone only in emergencies and only messages of an urgent nature will be delivered to scholars.

**Unauthorized Use of The Building**

Any scholar using the building without authorization and supervision will be referred to the local police authorities. No scholars will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action.

**Valuable Personal Property**

Personal property including, but not limited to hover boards, video game systems, MP3 players, cellular phones, expensive jewelry/clothing/shoes and electronic games, etc., should not be brought into school by scholars during normal school hours. The school will NOT accept responsibility for the loss of personal property. On the first offense, these items will be confiscated and will be returned only to parents. Further offenses will result in school discipline, to include confiscation, suspension and possible expulsion.

**Withdrawal**

As a parent/guardian of the school, you have the right to choose to keep your child(ren) in the school or to transfer them to another school. If you decide to transfer your child(ren) during the current school year, you should first discuss this with the school administrator. The school will help you explore your options and will do everything possible to ensure a smooth transition. It is usually best to transfer your child at the end of grading periods, or the end of a regular semester of school.

Upon withdrawing from the school, a scholar must report to the main office to receive a Shelby County Schools Withdrawal Form. This form is taken to each teacher, who signs his/her initials when all fees, work and books have been accounted for. A grade is also written on the form for each course. Then a copy of the withdrawal form is given to the scholar to take to his new school with him/her. Under no circumstances will a teacher sign the slip or assign a grade if any of the following are not complete:

1. Fees paid
2. Books returned in satisfactory condition
3. Assigned work completed

A parent or guardian must sign and be present on withdrawal.

**Visitors**

By state law, all persons who are not regular members of the school personnel must report to the main office and state their reason for being on school grounds or in the building. As to whether the person can remain is entirely up to the Campus President. This law is for the protection of scholars and staff and will be enforced.

Bringing visitors to school is discouraged. However, if there is a valid reason why a visitor must come to school with one of our scholars, this will be considered by the Campus President or the Campus President's Designee. The scholar must complete a "Request for Student Visit Form" three (3) days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to have a pass from the office.

**Parent Visits**

The school strongly encourages parental involvement and visits to the school. Because everyone's schedule is important, including your scholar's, please inform the school of an intended visit prior to arriving on the campus during class hours. This will allow us to inform the teacher of your planned visit so he or she can make the appropriate accommodations.

**Federal/State/Local Compliance**

City University School of Liberal Arts complies with federal laws, which prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. City University School of Liberal Arts also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the Campus President.

**Admissions**

City University School of Liberal Arts welcomes applications from all students who are residents of Memphis and who expect to enter 9th grade this coming fall. Without the approval of campus administration, we cannot accept applications to our 12th grade classes.

**ELIGIBILITY**

School officials must receive all applications for admission no later than Friday, July 17, 2016, by 12:00 noon. We will determine which applications satisfy the enrollment eligibility criteria. Eligibility for enrollment is met according to the criteria below:

- The student is a resident of Memphis;
- Students must be assigned, based on the home address, to a high-priority school within Shelby County Schools.
- Prior to June, of the enrollment year, the student has successfully completed (or is expected to complete) all academic requirements of the grade preceding the grade to which he or she seeks admission;
- The student has signed the application stating that he or she understands the expectations of the school and agrees to sign the Scholar Citizen Code of Conduct; and
- The parent/guardian of the applicant has signed the application stating that he or she understands the family's obligations to the school, agrees to sign the Scholar Citizen Code of Conduct.

**ENROLLMENT POLICY**

City University School of Liberal Arts will support students throughout the Memphis community within a fifteen-mile proximity of the school. Due to this large radius, City University may have to employ a lottery system if the number of student applicants surpasses the number of spaces available for any given class.

In the event that applications for enrollment exceed the available spaces at City University, the lottery system will be implemented for all eligible applicants. Several additional lotteries may also be required. The specific date(s) for lotteries will be announced and the public will be invited to attend. The Board of Trustees will administer the system in order to avoid possible conflicts of interests or any improprieties.

**LOTTERY SYSTEM**

As City University is an open enrollment school, the following criteria will be used for the lottery process:

- Siblings attending City University School of Liberal Arts or a neighboring area school (not applicable to year one);
- The date at which application was made to City University School of Liberal Arts;
- District-wide applications.

The Board may also consider preempting these criteria for the following:

- Documented hardship (extenuating circumstances including safety, medical etc.);
- The achievement of gender and racial balance and diversity;
- Ensuring the balance of grade levels, according to the recruitment plan.

### **WAITING LIST PROCEDURES**

After the initial lottery, all applications will be placed on the waiting list in the order they are received. The prospective student will remain on the waiting list from year to year until one of the following occurs:

- The prospective student is admitted to City University School of Liberal Arts;
- The parent/guardian withdraws the child from consideration; or
- The parent/guardian declines an offer of admission.



### School Calendar

Date	Event
Monday - Friday, July 25-29, 2016	Professional Development / Administrative Days
Monday - Friday, August 1-5, 2016	First Week of School / Orientation and Assessment

#### First Semester (89 days)

Date	Day(s)	Event	Students	Teachers
Monday, August 8, 2016	1	First Full Day for all Scholars	In	In
Monday, September 5, 2016	1	Labor Day	Out	Out
Thursday, September 15, 2016	1	Parent Teacher Conference (3-6 p.m.)	In	In
Friday, September 16, 2016	1	Professional Development	Out	In
Monday-Friday, October 10-14, 2016	5	Fall Break	Out	Out
Wednesday, November 11, 2016	1	Veteran's Day	Out	Out
Wednesday-Friday, November 23-25, 2016	3	Thanksgiving Break	Out	Out
Wednesday-Friday, December 14-16, 2016	3	Semester Exams	In	In
Friday, December 16, 2016	1	Administrative Day	In (1/2)	In
Monday, December 19, 2016	1	Professional Development	Out	In
Monday, December 19 - Monday, December 30, 2016	10	Winter Break	Out	Out

#### Second Semester (96 days)

Date	Day(s)	Event	Students	Teachers
Monday, January 2, 2017	1	Winter Break	Out	Out
Tuesday, January 3, 2017	1	Scholars Return	In	In
Monday, January 16, 2017	1	Martin Luther King, Jr. Holiday	Out	Out
Thursday, February 9, 2017	1	Parent Teacher Conference (3-6 p.m.)	In	In
Friday, February 10, 2017	1	Professional Development	Out	In
Monday-Friday, March 13-17, 2017	5	Spring Break	Out	Out
Friday, April 14, 2017	1	Good Friday (No School)	Out	Out
Wednesday-Friday, May 24-26, 2017	3	Semester Exams		
Friday, May 26, 2017	1/2	Last Day for Scholars / Administrative Day	In (1/2)	In

Grading Periods	Saturday School (10 days)
August 1 - October 7	September 3, 2016 January 28, 2017
October 17 - December 16	October 1, 2016 February 18, 2017
January 3 - March 10	November 19, 2016 March 25, 2017
March 20 - May 26	December 10, 2016 April 22, 2017 January 21, 2017 April 29, 2017

**Total Number of Days = 190 without Snow Days**

**Built-in Snow Days = 5**

## **Alcohol, Tobacco And Other Drug Use/Abuse Policy (ATOD)**

### **Overview**

City University Schools Board of Trustees acknowledges the fact that the use and abuse of alcohol and other mood-altering chemicals is wrong and harmful for any student. Use and abuse of mood-altering chemicals has become an insidious problem for our country. Communities are becoming increasingly aware of its harmful effects and realize that experimentation can lead to a lifestyle that is out of control. Consequently, this disrupts the maturation process, alters physical and emotional well-being, and interferes with performance capabilities of the user.

City University School believes that every child should have the opportunity to live, grow and develop free of mood-altering chemicals. We believe that the most desirable goal for our scholars is to remain totally abstinent from such use of chemicals.

A copy of the Student Handbook and the Alcohol, Tobacco, and Other Drug Policy will be given to each student. Compliance with the ATOD policy is mandatory. Further, the Board strongly supports programs that are designed to raise awareness, to prevent involvement with alcohol and other drugs, to assist and support those who are involved and affected, and to work cooperatively with those who are willing to seek help.

The Board also recognizes the need to clearly establish a disciplinary policy regarding alcohol and other drugs and a procedural guideline for the school.

### **Introduction**

It is the primary objective of City University School to assure that the education of all scholars proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals or look-alike substances, or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other scholars to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9.

### **1. Statement Of Policy Regarding Students**

- a). Students of City University School while on school property or at a school-sponsored activity, will not possess, use, transmit, buy, sell, supply or attempt to do so with a mood altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event, or at any time while on school premises.
- b). Definitions:
  - i). "Possession" includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.
  - ii). "Use of mood altering chemical": is defined as manifesting signs of chemical misuse such as staggering, red eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student used a mood-altering chemical.
  - iii). "Tobacco": includes any product containing tobacco that is smoked, chewed, inhaled, or placed against the gums.
  - iv). "Mood-altering chemical": Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc), substances such as white-out, glue, toxic markers, and caffeine pills. Prescription drugs are

included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use according to school policy. See Medication section of this policy.

1. *This list is intended for example only and not as an exclusive list.*

- c). "Counterfeit" or "look-alike" drug is any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
  - i). Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
  - ii). Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical;
  - iii). Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- d). Jurisdiction
  - 1. This policy extends to use of the above:
    - ii). On or in close proximity to any property owned, leased by or under the control of City University Schools, including vehicles used for the transportation of students.
    - iii). During normal school hours, including recess, lunch and class changes, and summer school.
    - iv). At any school-sponsored or sanctioned activity or event away from or within the school district.

## 2. Drug Paraphernalia

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. *Addiction to an illegal substance may not be used as an excuse for a violation.*

## 3. Staff Responsibilities

All City University staff have the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the Campus President or designee and may be required to submit a written report at a later time. An administrator will notify the Memphis Police Department of all suspected or confirmed drug violations.

## 4. Responsibilities Of School Officials

- a). It is the responsibility of the school officials to inform students, staff, and parents about the drug and alcohol abuse policy of this school district, and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school. Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse will be and remain confidential. When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:
  - b). The student and the Prevention Coordinator will be informed of the alleged offense, the evidence to support the allegations, and the disciplinary action that may apply.

- c). If the student is in need of medical attention, the school nurse and/or the county emergency squad will be notified to give medical attention.
- d). The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- e). School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- f). Notification to the Sheriff's Department will be in accordance with the provisions under each offense. When reported, a written record will be made of the incident to the sheriff or deputy, who at their discretion may conduct an investigation.

## 5. Searches

- a). If the school official has reason to believe that mood altering or controlled substances drug paraphernalia, or instruments are concealed in a school locker, on a student, in a purse, wallet, or book bag, or in a student's vehicle the following applies:
  - b). Locker Search: A school locker may be searched. The normal procedure is for the school official to accompany the student to his locker and require the student to show the official the contents. Whenever possible, a second staff person will observe.
  - c). Personal Searches: The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet, or book bag. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the sheriff's department to investigate.
  - d). Student Vehicle: When the possessions of illegal or dangerous items are suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

## 6. Student Responsibility

All students are responsible for understanding City University School Drug and Alcohol Policy and the counseling services available to them.

## 7. Medication

The Board wishes to cooperate fully with students, parents, and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home, however, it is recognized that certain circumstances may necessitate taking medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of the students. In accordance with Tennessee law, prescription medications must be kept locked in the office and administered by school personnel. A "Physician's Medication Procedure Request Form" and "Parent's Medication Procedure Request Form" must be completed, signed and on file in the office before *any* prescription medication will be given. In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the physician will note this on the required form. Students are permitted to carry a one-day's supply of non-prescription medication to self-administer *if* a "Parent's Non-Prescription Medication Request" form is signed by the parent and on file in the office. Medication forms are available in the main office.

## 8. Parent Responsibilities

City University School Board of Trustees recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this drug and alcohol policy will be assisted by the cooperative effort of the family, the school officials and the board.

## 9. Offenses And Disciplinary Action

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that the penalties delineated below will be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten (10) days), expulsion, or other appropriate action. Similarly, the school official may at the hearing consider matters in mitigation of the routine disciplinary measures.

- a). Following are the offenses that are prohibited, and the consequences that will result from the student's decision not to abide by the school policy:

## 10. Consequences

- a). Possession, purchase, use, OR application of any mood altering chemical, as defined above:
  - i). First Offense:
    1. The rapid eye movement test may be administered for screening purposes. It will be recommended to the parents if the screening is positive to seek professional guidance with a Certified Chemical Dependency Counselor. Also, the legal authorities will conduct an investigation as to the source of the drug.
    2. Parent/guardian (hereafter referred to as parent) will be notified immediately and the student will be removed from classes or school event for the remainder of the day.
    3. Law enforcement officials may be notified, and at their discretion, conduct an investigation. School officials will file charges in the appropriate court.
    4. Parents will meet with the Campus President or the Campus President's designee and the Prevention Coordinator that day, if possible.
    5. The student will be assigned: Ten days out-of-school suspension. The principal *may* waive five of the ten days out-of-school suspension provided that the student must have within five (5) days an appointment for an assessment with a Certified Chemical Dependency Counselor and notify the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with a Tennessee Certified Chemical Dependency Counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee. The student principal or principal's designee will also attend an out-of-school education program approved by the school principal or principal's designee. Confirmation of the attendance must be made to the principal or principal's designee. It is the responsibility of the student and his or her parents to keep the principal or principal's designee apprised of the student's progress throughout this entire process.
  - ii). Second and Subsequent Offenses:
    1. The rapid eye movement test may be administered for screening purposes. It will be recommended to the parents if the screening is positive to seek professional guidance with a Chemical Dependency Counselor. Also, the legal authorities will conduct an investigation as to the source of the drug.
    2. Parents will be notified immediately and the student will be removed from classes or the school event.
    3. Law enforcement officials will be notified, and at their discretion, conduct an investigation. School officials will file charges in the appropriate court.
    4. Parents will consult with the Campus President or the Campus President's designee and the Prevention Coordinator.
    5. The Campus President will recommend expulsion.

6. The Campus President will suspend the student (for not more than ten (10) days) pending the results of the expulsion hearing.
  7. Following suspension and/or expulsion, the parent, student, Campus President or his designee and Prevention Coordinator will have a readmission conference prior to the student returning to the student returning to class. The student can choose between working with the Prevention Coordinator or an out-of-school Substance Abuse Counselor.
- b). Actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia is a serious offense.
- i). First Offense and Subsequent Offenses:
    1. Will follow the same process and receive a ten-day suspension with a request for expulsion

## 11. Self-Referral

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. The student or his/her immediate family may make voluntary referrals.

A student must have within five (5) days an appointment for an assessment with a Certified Chemical Dependency Counselor and notify the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with a Tennessee Certified Chemical Dependency Counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the Prevention Coordinator. The student will also attend an out-of-school education program approved by the school principal or principal's designee. Confirmation of the attendance must be made to the principal or principal's designee. It is the responsibility of the student and his or her parents to keep the principal and principal's designee apprised of the student's progress throughout this entire process.

Voluntary referrals will not carry violation consequences on the first offense only. Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her career at City University School. Any subsequent violations will be enforced accordingly. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

## 12. Tobacco

- a). Use or possession of tobacco or paraphernalia used to consume tobacco products:
  - i). First Offense:
    1. The student will be assessed five (5) Academy Detentions.
  - ii). Second Offense:
    1. The student will be assigned two (2) days out-of-school suspension.
  - iii). Third and Subsequent Offenses:
    1. The student will be assigned five (5) days out-of-school suspension.
    2. The principal may reduce the above-mentioned discipline as follows:
      - i. Five (5) Academy Detentions reduced to three (3)
      - ii. Two (2) days of out-of-school suspension reduced to one (1), or
      - iii. Five (5) days out-of-school suspension reduced to three (3) days out-of-school suspension, provided that the student within five (5) provides verification of

enrollment in an out-of-school tobacco education/cessation program approved by the Prevention Coordinator. Parents must sign a release of information to the Prevention Coordinator so that the student's progress in the program can be followed and written verification of completion given to the prevention coordinator. The student must complete the program or receive the original discipline.

## **Cafeteria Rules**

The following common courtesies are expected of our scholars during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- After eating, all trash/trays in your area must be disposed of properly.

Scholars are not permitted in unauthorized areas. Failure to obey this rule will result in school discipline.

Restrooms to be used during the lunch periods are those in the Commons area. Soda and snack foods may be available to scholars during lunch. Scholars may not take soda, snack foods, etc., out of the Commons.

## **Student Driving Policy**

Driving to school is a privilege. In the interest of student safety, provisions have been made to provide bus transportation for all scholars to and from school.

Student driving contributes to the possibility of accidents, tardiness, truancy and parking problems. Therefore, no student will be permitted to drive to school without having obtained a permit from the school office.

Permission to drive a licensed vehicle to school will not be extended to motorcycles, motorbikes or similar vehicles.

Those scholars granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege, which may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Student Driving Policy.

Those scholars granted permission to operate a vehicle on school property do so with the understanding that school officials may search vehicles upon reasonable suspicion that said vehicles may contain contraband or illegal substances. The school adopts this aspect of the Student Driving Policy because contraband and illegal substances interfere with the School's duty to provide a safe, drug-free environment conducive to educate and to maintain discipline in the classroom and on school grounds. The school will not tolerate such interference.

Parent signature and student signature on the Student Driving Registration Form will constitute parent notification and acceptance of the school's right to search a vehicle under the circumstances described above.

City University assumes no responsibility or liability for injuries to persons or for damage or loss of contents from any vehicle while on school property.

Sophomores who have had a driver's license for at least six months (based on the issue date on the license) and any Junior or Senior wishing to drive to school and park on the school grounds must abide by the following rules:

1. Scholars must observe a proper speed while on the school grounds.
2. Scholars must park in the proper Student Parking Lot only.
3. Scholars may not park in Faculty Parking lot prior to 3:15 p.m.
4. Scholars are not to drive on the grass.
5. School buses have the right-of-way at all times.
6. Scholars must be at school and out of their cars by 7:30 a.m.
7. Driving privileges may be denied for violation of attendance policies (to include absences, tardiness, and/or leaving school without permission).
8. Cars are to be parked within parking lines.
9. Scholars are *not* allowed to move their cars without permission from the office.
10. Scholars are to complete a "Pupil Driving Permit Registration and Agreement" form available in the high school office. Upon completing and returning this form, a high school permit will be issued. A parking fee will be charged. The permit must be displayed from the front mirror of the car that is being driven to school. Failure to do so may result in school discipline.
11. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.
12. Scholars are not to loiter in their cars and are prohibited from being in any parking area other than their assigned lot.
13. Sophomores not eligible to drive to school may request a limited parking pass at the discretion of the Campus President for situations determined as an emergency. Examples of such situations might be medical emergencies, family emergency situations, and academic necessities with documentation.

### **Driving Regulations**

When the Dean of Students receives information that the student of compulsory school age has:

1. Been absent without legitimate excuse for more than ten consecutive days or a total of at least fifteen total school days;
2. Withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent:
  - a). Been suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse;
  - b). Been suspended or expelled for knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordinance on school premises, in a school or school building, at a school activity or on a school bus; the Dean of Students must notify the Registrar of Motor Vehicles and the Juvenile Judge of Shelby County. The Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18, or until the denial is terminated for another reason allowed by law.

The student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse.



## **Dress Code**

City University Schools Board of Trustees requires that all scholars wear school uniforms. Scholars attending City University School of Liberal Arts will be required to wear school uniforms daily (no exception). We are committed to providing a safe, friendly, learning environment for its scholars. Attire is not only a reflection of the individual student but also of the general learning environment; therefore, scholars have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community.

Scholars are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing will be worn that distracts from the educational process. City University views the dress code as a serious issue and expects parents to promote the observance of this policy. Scholars must take pride in dress and grooming because they reflect upon the scholars, the parents, and City University School of Liberal Arts.

### ***Dress Uniform***

#### **Male Scholars**

**Tops:** White, button-down dress shirt (short or long sleeve is acceptable).

**Tie:** School-assigned tie must be worn with dress shirt.

**Belt:** Brown or black dress belt.

**Bottoms:** Khaki, navy, or gray pants the appropriate size of the scholar. Pants must have belt loops.

**Foot Apparel:** Brown or black dress shoes.

#### **Female Scholars**

**Tops:** White, dress blouse (short or long sleeve is acceptable).

**Bottoms:** School-assigned plaid skirt.

**Foot Apparel:** Brown or black dress shoes.

### ***Casual Uniform***

#### **Male Scholars**

**Tops:** Maroon or gray polo shirt.

**Belt:** Brown or black casual belt.

**Bottoms:** Khaki, navy, or gray pants/knee-length shorts the appropriate size of the scholar. Pants/knee-length shorts must have belt loops.

**Foot Apparel:** Black or white athletic shoes.

#### **Female Scholars**

**Tops:** Maroon or gray polo shirt.

**Bottoms:** Khaki, navy, or gray pants/knee-length shorts/capri pants the appropriate size of the scholar.

**Foot Apparel:** Black or white athletic shoes.

### **Following are the guidelines for the scholars:**

1. Males and females may wear knee-length shorts in uniform colors.
2. Pants with a drawstring are not permitted.
3. Males must wear their pants at the waist with a belt.
4. All shirts and blouses must be tucked in at all times.
5. Vulgar, illegal, (including alcohol, drugs, tobacco), and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement, which may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment, is prohibited.
6. Hats (or other head coverings) and sunglasses will not be worn inside the school building unless approved by a principal, a physician, and/or the school nurse.

7. Chains and/or studded accessories are prohibited and will be confiscated until the end of the school year. Accessories that increase a scholar's risk for accidents, including key chains on book bags, are not permitted.
8. See-through clothing is not permitted. Clothing that is ripped, torn, or has holes in it is not permitted. All undergarments are to be covered.
9. Oversized clothing, which compromises the safety of scholars, is not permitted.
10. Clothing that touches the floor is not permitted.
11. Appropriate and safe shoes or sandals will be worn at all times.
12. Coats are to be worn to and from school only and must be placed in lockers.
13. No colors differing from the school uniform are allowed; to include, socks, accessories, jewelry, etc.

### **First Day of School**

Parents, all scholars are required to wear uniforms on the first day of school. Our school colors are **Maroon** and **Gray**.

Failure to comply with the dress code guidelines is considered to be an insubordinate act and will be treated as such. Building administrators have the final decision as to the appropriateness of all clothing and related issues. The following are the procedures for violations of the School Dress Code:

1. **First Offense:** The Scholar will be sent to the main office to change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. Any classes or work missed cannot be made up and will be treated as an unexcused absence. Scholar may be placed in In-School Detention (ISD) until appropriate clothing can be obtained.
2. **Second Offense:** Same as 1st offense. In addition, the scholar will be assigned to detention. Parents will be contacted.
3. **Third Offense:** Same as 1st and 2nd offense. In addition, the scholar will be assigned to Academy Detention.
4. **Further Offenses:** The scholar will be suspended from school.
5. All offenses are subject to corporal punishment at the discretion of school administration.

### **Crisis Intervention and Emergency Preparedness**

City University Schools Board of Trustees understands that emergency situations often occur on a campus/school setting. The diversity of these emergencies may be natural (windstorm, fire) or human initiated (student unrest, bombing). Because of such occurrences, the Board recognizes the necessity of having appropriate emergency procedures in place.

Scholars and staff and their safety are the priority of The Board of Trustees. The Board has adopted a comprehensive plan that appropriately addresses need for emergency preparedness and crisis intervention. This plan, adapted from the S.A.F.E. School model developed by Monroe County Community School Corporation's, is based on the three important components of prevention, intervention and education. The Board believes that the administration, staff, scholars, parents, and the community must work collaboratively to ensure the safety of City University School of Liberal Arts.

Finally, The Board of Trustees understands that it is impossible to develop a definitive plan that will address the demands of all emergencies or crisis situations; however, The Board believes it is important to have detailed plans and procedures to respond to the possibilities. These plans and procedures are contained in the Crisis Intervention and Emergency Preparedness Handbook.

### **Handbook Awareness Statement**

My signature below indicates that I have received and read the student handbook, including all content in the Scholar Citizen Code & Discipline Policy and Student Driving Policy.

Parents should inform the school of changes in residence, custody, phone, work and emergency telephone numbers.

Student's Name (Print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

First Period Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Student Computer/Internet Usage Agreement**

My signature below indicates that I have received and read the Student Computer/Internet Usage Agreement.

Please check the appropriate response:

\_\_\_ My student may use the computers/Internet while at school pursuant to the board policy, and agrees to abide by the rules of the policy.

\_\_\_ My student may not use the computers/Internet while at school.

Student's Name (Print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

First Period Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR FIRST PERIOD TEACHER.**

## Title I School Family Engagement Plan 2016-2017

### PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage and support my child's learning by doing the following:

- See that my child is punctual and attends school regularly.
- Provide the necessary materials for learning.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet, well-lit place for study
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Volunteer, participate and observe in my child's classroom.
- Encourage my child to participate in positive extra-curricular activities.
- Participate in making decisions that relate to my child's academic and behavioral progress

Signature \_\_\_\_\_

### STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will strive to do the following.

- Attend school regularly.
- Come to school with all the necessary materials I need to successfully complete assigned tasks in my classes.
- Complete and return homework assignments.
- Regularly attend homework academies for enrichment and tutoring.
- Conform to rules described in student handbook and cod of conduct.

Signature \_\_\_\_\_

### **RESPONSIBILITY OF CITY UNIVERSITY SCHOOLS**

#### TEACHER AGREEMENT

It is important that students achieve. Therefore, I will strive to do the following.

- Establish and maintain professional collaborations to help children achieve the State's high standards.
- Have high expectations for all students.
- Provide high quality curriculum and instruction.
- Provide a safe environment and provide community building.
- Provide homework assignments to students and assistance to parents if necessary so they can help with the assignments.
- Encourage parents participation through on-going communication and by providing frequent student progress reports.
- Use various instructional strategies to make learning in the classroom interesting to all students.
- Adjust instruction to accommodate the educational needs of students.
- Review the School-Parent compact during parent/teacher conferences each semester.

Signature \_\_\_\_\_

#### PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I will strive to do the following.

- Have high expectations of faculty and staff.
- Provide a safe and supportive environment that enables students to meet the state's academic standards.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.
- Provide reasonable access to parents to volunteer, participate and observe in their child's class.
- Provide an environment that allows for positive communication between the teacher, parent and student
- Encourage parents to assist and participate in all programs, activities, and initiatives.

Signature \_\_\_\_\_

*City University School does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, or age. For more information, please contact the Office of Equity Compliance at (901) 416-6670. Revised 10/10/06*  
NCLB

Title I School  
Family Engagement Plan  
2016-2017

(Jointly developed by parents, teachers and community members)

Our school encourages parental involvement in the educational process. The school and home have a shared goal of promoting success in our children. Our parents will act as advisors, resource persons and coordinators in the following ways:

1. Attend school events and serve as advisors
2. Communicate regularly with classroom teachers
3. Attend the Annual Title 1 meetings
4. Serve on Leadership Teams
5. Become school supporters and advocates
6. Respond to memos, surveys, and questionnaires expressing ideas and concerns.

### TITLE I INVOLVEMENT

The administrators, faculty, and staff will implement Title I requirements according to the guidelines set forth in the school board policy and law which include the following:

1. Encourage parents to regularly observe in the school's program(s), take an active role in planning and visiting classrooms
2. Solicit feedback from parents and schedule additional meetings as needed
3. Provide parents with a description and explanation of the curriculum, forms of assessment, expected proficiency levels and progress reports
4. Provide parents with a copy of the Family Engagement Plan
5. Review the level of parental involvement and revise the Family Engagement Plan each semester, if necessary
6. Provide opportunities for planning, review and improvement of parent meetings and parent involvement each semester

To ensure that our parents participate in the development, and implementation of the school's program, we will do the following.

1. Provide meaningful and varied opportunities to participate in activities and programs to support student achievement
2. Invite parents to annual meeting(s) to explain the participation and requirements of Title I and the right for parents to be involved in the school
3. Allow parents to participate in decisions relating to the education of their children and respond to suggestions as soon as possible
4. Provide flexible meeting times in the morning, afternoon, and evening for parent meeting, workshops, and training
5. Provide timely information about parent training and workshops in parenting skills
6. Involve parents in planning and developing school improvement projects
7. Jointly develop a parent-school compact with all stakeholders showing how parents, schools and students share responsibilities. Disseminate the compact to all students/parents and acquire appropriate signatures.

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Revised 10/10/06 NCLB

## Alma Mater

Oh City University  
We will always honor you  
Oh City University  
We will always cherish you

For you have taught us how to discover  
You have taught us all to know  
You have taught us to protect ourselves  
Wherever we may go

Oh City University, you will always be the school  
Where scholars' dreams come true  
And we  
Show our loyalty for you

And it's easy now to think that I can conquer anything  
And it's plain to see that deep within a hero lives in me  
I've got pride, I've got dignity  
In City University

Oh City University  
We will never let you down  
Oh City University  
You will always be around

For you have taught us how to discover  
You have taught us all to know  
You have taught us to protect ourselves  
Wherever we may go

Oh City University, you will always be the school  
Where scholars' dreams come true  
And we  
Show our loyalty for you

And it's easy now to think that I can conquer anything  
And it's plain to see that deep within a hero lives in me  
I've got pride, I've got dignity  
In City University

Oh City University, you will always be the school

City University School of Liberal Arts reserves the right to cancel or alter any part of the Parent/Scholar Handbook without notice.

The policies, procedures and programs of City University are continually under examination and revision. The Handbook presents information in effect at the time of publication, but there is no guarantee that such information will not be changed or revoked. This handbook is not intended to state contractual terms and does not constitute a contract with the (parent or) scholar and City University.

City University reserves the right to make changes as required to calendar dates, programs, activities, policies and other rules and regulations affecting scholars and to determine when such change will take effect. Failure to read this handbook does not exempt scholars from following policies, procedures, regulations and requirements described herein. Please contact main office for the programs and policies outlined in this handbook for verification and updates.



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