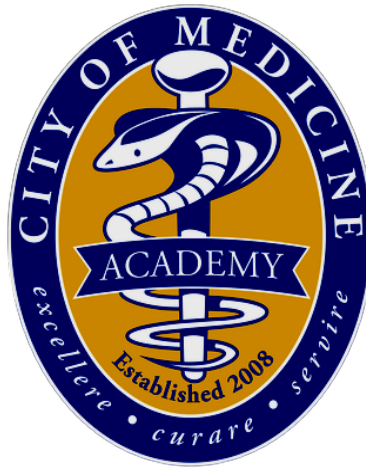


THE CITY OF MEDICINE ACADEMY

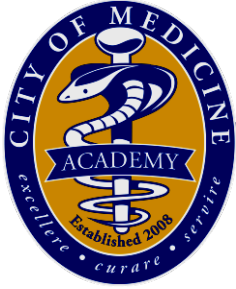


Student/Family Handbook 2024-2025



**Magnet Schools of America
School of Distinction 2024**

**301 Crutchfield St. Durham, NC 27704 (mailing/official address)
200 Wisteria Ave. Durham, NC 27704 (physical address)
919.560.2001 (office)
919.477.3128 (fax)
www.dpsnc.net/domain/49
@cityofmedicine**



The City of Medicine Academy

200 Wisteria Ave. Durham, NC 27704
www.dpsnc.net/domain/49
919.560.2001 (office)
919.477.3128 (fax)

August 2024

Greetings! Welcome to the 2024-25 school year at The City of Medicine Academy.

I'm elated to build upon the tradition of excellence at CMA. As we embark upon a new and exciting school year, I encourage you to take advantage of all the opportunities to explore the world of health science and acquire the skills needed to be a successful medical or health care professional. We strive to build strong partnerships to nurture your inquiries and passions, giving you the tools to learn and excel far past expectations.

This year, I charge you to think more about your future. Think about all the goals you hope to reach. The rigor you experience at CMA will prepare you to break down those tough barriers and persevere through obstacles in your path.

It is an honor to be your principal. Always know I am here for you - to advocate for you, to motivate, inspire, and push you to your limit. You are a Cobra, and we're glad you chose to experience this amazing high school journey at CMA. I look forward to seeing your goals accomplished and your dreams become a reality. Together we will make this a school year to remember!

Sincerely yours,

Renita Griffin Jordan

Renita GriffinJordan, Ed.D.
Principal

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WHO WE ARE



CITY OF MEDICINE
ACADEMY

Our beautiful campus is located near Duke Regional Hospital where students engage in challenging coursework, while receiving hands-on health care experiences that prepare them for advanced education and a demanding career.

MISSION

To challenge students through rigorous and authentic academic and healthcare experiences in collaboration with community partners.

VISION

To prepare every student for success in college, career and life in an environment that is relevant and inspires creativity, innovation, collaboration and persistence.

COOPERATIVE INNOVATIVE HIGH SCHOOLS

North Carolina's Cooperative Innovative High Schools consist of **early colleges** and other innovative high schools. These are small public high schools aimed at expanding students' opportunities for educational success through high-quality instruction.

THE CITY OF MEDICINE ACADEMY - EARLY COLLEGE

The NC Early College Program is designed to provide students the opportunity to earn their diploma and associate degree/credentials upon high school graduation. Through accelerated curricula in both high school and college courses, CMA students are exposed to rigorous and engaging core and health science concepts. Through our smaller learning community and student-centered classes, scholars experience relevant, hands-on learning that prepares them for post-secondary academics as well as immediate employment in the health care or medical field.



CMA is a member of the partnership between Durham Public Schools (DPS) and Durham Technical Community College (DTCC). All CMA students are expected to dual enroll at the community college and earn an associate degree or credential(s) while attending CMA.

LEADERSHIP

Dr. Griffin
Principal and
Lead Administrator

Mr. Ganim
Admin for Discipline,
Testing, and Security

Ms. Crencea
Admin for Academics
and Student Support

Ms. Vereen
Admin for Instruction
and Teacher Support

Ms. Long – Math Dept
Ms. Tah – CTE Dept

Mr. Grow – English Dept
Ms. Bryant – Soc Stud Dept
Ms. Crencea – Student Support Services Dept

Mr. Hewitt – Science Dept
Mr. Sciborski – Health/PE Dept

OFFICE SUPPORT

Ms. Culver
Administrative Assistant to Dr. Griffin
Data Manager
Records Specialist

TBA
Bookkeeper
Office Manager

Mr. Conyers
Facilities Manager

DAILY SCHEDULE 2024-2025

SCHOOL HOURS.....9:15 am-4:15 pm
MAIN OFFICE HOURS.....8:45 am-4:30 pm

Period		Time
1st Period		9:15 - 10:32
2nd Period		10:37- 11:54
3rd Period		11:54 - 1:56
Grades 10-12	Lunch	11:54 - 12:34
	Class	12:39 - 1:56
Grade 9	Class	11:59 - 1:16
	Lunch	1:16 - 1:56
Academic Enrichment		2:01 – 2:53
4th Period		2:58 - 4:15

On **Fridays**, Academic Enrichment will be at the end of the school day.

4th Period		2:01 – 3:18
Academic Enrichment		3:23 - 4:15

- All CMA Bell Schedules can be found at <https://www.dpsnc.net/domain/49>.

GUIDELINES FOR CMA AS AN EARLY COLLEGE/COOPERATIVE INNOVATIVE HIGH SCHOOL IN PARTNERSHIP WITH DURHAM TECHNICAL COMMUNITY COLLEGE

In an effort to align practices and procedures to ensure student success in the Career & College Promise partnership between Durham Public Schools and Durham Technical Community College, the following district guidelines shall be followed by The City of Medicine Academy.

CMA Student Success Team (SST)

The purpose of the SST is to monitor and support student progress in DTCC courses, including attendance and academic performance, on a regular basis throughout the school year.

Academic Jeopardy

If a student is in or is approaching academic jeopardy, procedures will be implemented to safeguard students' academic record that include the following actions:

- SST conference with school team and parent/guardian
- Academic warning, Academic probation
- Daily Academic Enrichment Tutoring and remediation

Dual Credit Allowance

In accordance with State Board Policy CCRE-001, DTCC courses in college curriculum programs shall earn high school dual credit. College credit is determined by the course credit value indicated officially by the NC Community College System. College class hours and lab hours shall not be combined to equal high school credit.

Grade Conversion

CMA will use the grade conversions to post DTCC letter grades to DPS transcripts (as determined by NCDPI). College courses that are a part of the Universal General Education Transfer Component (UGETC) and courses taught at four-year universities and colleges will receive an extra quality point on the high school transcript.

Withdrawal Process

Students may not withdraw from a DTCC class once classes have begun for the semester without approval from CMA administration. Administrative approval may be granted for medical emergencies, life altering circumstances, or behavioral issues.

If a student is allowed to drop a DTCC course, the course grade will be recorded as a "WP" on the student's high school transcript. Dropping multiple courses in one semester or over consecutive semesters may result in deselection from the program.

Program Deselection (Removal)

Students are expected to enroll in DTCC courses by the end of their 10th grade year to begin their journey toward achieving an associate degree or credential. The schedule of courses provided at CMA is not conducive for students to complete all four years of high school without completing select courses at DTCC. If students fail to meet minimum program expectations and are unable to matriculate to DTCC coursework, they will be deselected from the CIHS program.

Students who fail to maintain academic progress (2.5 or better GPA) in their college courses over two semesters may be deselected from participation in the CIHS program and returned to their base assigned high school to complete the remainder of their high school graduation requirements.

Discipline decisions that affect attendance at DTCC may result in program deselection.

Credit Recovery

District Guideline: Credit recovery is not an option for DTCC courses.

Credit Replacement

State Board policy CCRE-001 allows for retaking high school courses for credit.

With prior approval of the principal, students may retake DTCC courses.

DURHAM PUBLIC SCHOOLS – STUDENT CODE OF CONDUCT (Board Policy)

As a proud part of Durham Public Schools, The City of Medicine Academy adheres to the policies and procedures as assigned by the district Board of Education. All members of the CMA school community will abide by the DPS Student Code of Conduct.

[*CLICK HERE for Student Code of Conduct Board Policy*](https://go.boarddocs.com/nc/dpsnc/Board.nsf/goto?open&id=CB9PEZ645678)

<https://go.boarddocs.com/nc/dpsnc/Board.nsf/goto?open&id=CB9PEZ645678>

THE CITY OF MEDICINE ACADEMY

SCHOOL-BASED EXPECTATIONS, POLICIES AND PROCEDURES

CMA expects the focus of the school community to be on maintaining an atmosphere of academic excellence. To help foster this atmosphere and contribute to consistency among all the teachers, students and staff, the following school-wide learning expectations have been adopted.

ALL LEARNING SPACES AT CMA HAVE THE FOLLOWING EXPECTATIONS:

- **BE PREPARED** – Bring all materials, including charged Chrome Book with charger, supplies and assigned books to class. Have all assignments completed on time.
- **BE ON TIME** – Attend school every day and be in your seat, ready to learn, at the tardy bell. There will be no hall passes 15 minutes after/before the bell except in the case of an emergency.
- **BE IN UNIFORM** – Wear your full scrub uniform each day. This requirement of professional attire prepares our future health care workers for the medical field.
- **BE THE BEST YOU CAN BE** – Give 100% each day. Honesty and integrity are essential character traits you are expected to possess inside and outside the classroom.
- **BE RESPECTFUL OF YOURSELF, OTHERS, THE CLASSROOM AND RESOURCES** – Display maturity and positive behavior always. Disrespectful, illegal, and inappropriate behavior is unacceptable and will not be tolerated in our school community.
- **BE AWARE OF CLASSROOM POLICIES** – Abide by your teachers' class procedures as related to conduct, academics and the use of technology. Music in the classroom is only allowed with the permission of the teacher. No Cell phones should be visible or used during instruction.

ATTENDANCE AT CMA

Student Attendance Requirements (retrieved from DPS Student/Family Handbook)

Attendance at school is essential if a student expects to do well. Regular attendance is necessary for the successful completion of required class work and promotion to the next grade. Moreover, attendance and participation in class are integral parts of the teaching-learning process, and regular attendance develops patterns of behavior essential to a successful personal, social, and professional life.

Minimum Attendance Requirement – A student is considered absent from school when the student is not present for at least half of the school day, whether the absence is excused or unexcused. A student is absent from a class if the student misses more than half the class period, whether the absence is excused or unexcused. Absences resulting from participation in school-sponsored activities will not count against the minimum attendance requirement. DPS Board policy does not limit a teacher or principal from imposing disciplinary sanctions for students who miss portions of the school day or a class without excuse.

Attendance Incentive: Exam Exemption

High school students may be exempt from their non-state-mandated (teacher-made) final exams if they meet one of the following conditions, detailed below.

- Have an “A” average and no more than three absences
- Have a “B” average and no more than two absences

Any absences (lawful or unlawful) count toward the limit for exam exemption except school-sponsored field trips, school-approved activities, religious holidays, or school system-approved medical hardship waivers. Students who are exempt from an exam may elect to take the exam. The grade will only count if it improves the student’s overall grade. This final exam exemption does not apply to courses offered through community colleges, universities, or online services. [Policy 3410](#)

Excused Absences – Board Policy 4400

A student who is absent from school shall, within three days of returning to school, furnish a written excuse from the student’s parent/guardian, custodian, or doctor stating the dates and reason for the absence. After five consecutive or 10 accumulated absences in a semester, the principal may require a written doctor’s excuse for any additional absences attributed to illness. The principal or designee may excuse a student’s absence if satisfactory evidence of the excuse is provided to the principal.

Tardy Policy – School

A student is considered tardy to school if they are not present in their assigned class at the time of the 1st period tardy bell. Students who arrive at school late must report immediately to the main office to sign in. Tardies are considered unexcused if an approved note is not submitted. If a student is tardy due to DPS bus transportation, they will receive an excused pass to class.

Tardy Policy – Class

A student is considered tardy to class if they are not present in their assigned class at the time of the tardy bell. This excludes any student who enters the classroom after the start of

class with a legitimate pass or note. This policy starts over at the beginning of each new semester. Teachers will implement their behavior management system within their classroom for steps 1 - 3.

Students who are tardy to class will receive the following consequences:

- 1st offense: Warning
- 2nd offense: Warning/Parent Contact
- 3rd offense: Consequence assigned by Teacher (referral in Educator Handbook)/Parent Contact
- 4th offense and beyond: Referral to Administration/Parent Contact

Missed Work Due to Absences

Students are entitled to make up work from an excused absence without receiving grading penalties. Students are responsible for securing and arranging make-up work from their teachers. Make-up work shall be assigned based on the following:

Excused absences – 5 days to submit assignments missed. Exceptions may be made in extenuating circumstances where medical documentation is submitted.

Unexcused absences – 1 day to submit assignments missed.

Students are expected to submit make-up work in the time designated by the teacher. Failure to do so may lead to grading penalties or inability to submit the assignment.

Early Arrival/Early Dismissal

Students are allowed in the building 30 minutes before the tardy bell. Only students escorted in and supervised by a teacher will be allowed in the building prior to this time.

Early dismissal is permitted for student drivers, provided acceptable correspondence is received by a parent or athletic coach. The student must sign out in the main office.

Students must never leave the school building without permission and/or being signed out in the front office. Failure to sign out is considered skipping and may result in a disciplinary referral.

CMA HONOR CODE

The City of Medicine Academy believes that as future health care professionals and citizens within our community, the honor code must connect academic integrity with professional integrity. Students will embody the sensitivity and confidentiality required in the healthcare field. Students within our school community are striving to learn skills, gain knowledge and exemplify good citizenship daily. Students at CMA will not lie, cheat, steal, participate in illegal behavior, or tolerate those who do. Integrity is a skill that CMA students are expected to practice daily by being truthful, taking ownership of mistakes, accepting consequences for all actions, and holding their peers accountable for their actions.

Cheating and plagiarism may include but are not limited to:

- Looking on or in the possession of notes, papers, books, or other information not allowed by the teacher during any test.
- Looking at another student's work during any type of test.

- Copying another student's work, homework, class work, etc.
- Allowing another student to look upon or use your information for any type of examination, class work, homework, papers, etc.
- Talking about the test or test related information during any type of examination or activity
- Plagiarism during the writing of an assignment that is an obvious attempt to use somebody else's work without proper citation.
- Use of any device (cell phone) to assist in the completion of a test/paper not permitted by the teacher

Consequences for cheating and/or plagiarism are as follows:

1st Offense: Student will receive a warning and the opportunity to resubmit the assignment with grading penalty as determined by the teacher; parent will be contacted.

2nd Offense: Student will receive a zero on the assignment; parent will be contacted.

3rd Offense: Student will receive a zero on the assignment, an administrative consequence, parent conference, and a loss of privileges.

*All consequences will be documented in Educator Handbook

CELL PHONE POLICY AT CMA

All classroom areas, including the Cybrary, 1st floor classrooms and halls, 2nd and 3rd floor restrooms, halls, and stairs are **Cell Phone FREE Zones**. Students are required to leave their cell phone at home, powered OFF and out of site, or in a caddy designated by the teacher during instructional and transition times. Cell phone use is only permitted in the convocation area or outside eating areas during breakfast and lunch time. Parents should call the front office to have emergency messages relayed to their student during instructional time.

There will be consequences if a phone is seen in a student's possession (whether being used or not) in a Cell Phone Free Zone. Consequences include:

1st offense – Phone/device taken; student can pick it up at the end of the school day from administrator, following a student conference and parent contact.

2nd offense - Phone/device taken; parent can pick it up from administration, following a parent/student conference.

3rd offense - Phone/device taken; parent can pick it up from administration. Student loses all phone privileges and must submit phone to administrator at the beginning of each day (if they bring it to school)

4th offense – Phone/device taken; parent can pick it up from administration. Further disciplinary actions are assigned, and student loses all school-wide privileges until further notice.

Professional Excellence: Field Experiences and Internships at CMA

- The City of Medicine Academy gives students the opportunity to explore health and medical careers through hands-on and/or apprenticeship experiences.
- Students may be able to shadow obstetricians/gynecologists, veterinarians, plastic surgeons, physical therapists, nurses, pediatricians, sports medicine physicians, dental hygienists, physicians, radiologists, pharmacists, and more.

Students doing field work are required to practice the high standards of behavior expected in the healthcare field. Students will dress appropriately, abiding by the CMA scrubs rules, stay focused on

the professional skills being taught, maintain confidentiality and sensitivity to the patient and in all ways represent themselves and CMA well.

While completing fieldwork, students who do not meet this high standard will potentially face consequences and /or removal from the field experience.

Work Ethic

At CMA, a strong work ethic is expected. Students embody this value through hard work, sustained effort and maximum engagement in the learning community.

All students at CMA exhibit the value of work ethic by:

- Persevering in the face of challenges
- Attempting all assignments
- Being engaged in all classes and required school activities
- Working to your individual, unique potential, and striving to be the best you can be

ACADEMICS AT CMA

Grading and Credits

Progress Reports: Every teacher ensures progress report grades are updated in PowerSchool on reporting dates as appropriate throughout the school year.

Report Cards: Report cards are a quarterly review of the student's progress in each class. On report card day, Powerschool is updated with the current quarterly grade for students and parents to review. Report cards can be viewed online through Powerschool four times per year, following the end of each 9-week grading period.

REQUIRED AND ELECTIVE HIGH SCHOOL COURSES AT CMA

Our faculty and staff are committed to providing CMA students with the best quality learning experiences. All CMA core courses are weighted as honors or advanced placement level. CMA is a 1:1 learning environment. Utilizing this technology, as well as conducting labs and collaborative or individual work assignments, makes learning relevant and challenging, ensuring our students are well prepared for college, career and life.

CMA is a Cooperative Innovative High School with a Health Science magnet theme. All students are expected to be completers upon graduation. This means that all students are required to take Foundations of Health Science, Health Science 1, Health Science 2, and at least one of the following classes:

Nursing Fundamentals (FON)
Emergency Medical Technician (EMT)
Health Informatics
Advanced Studies

*An administrative exception may be made for seniors taking all classes at Durham Tech.

Identification of and Assistance to Students at Risk

Available resources are organized to implement a multi-tiered system of support (MTSS) that uses data-driven problem-solving and research-based instructional practices for all students. Processes and standards for addressing concerns about student performance and for documenting student

responses to research-based and evidence-based instruction and interventions within the MTSS are established at CMA.

Any student who is not promoted, on track to enroll in courses at DTCC, or making substantial progress toward graduation shall be placed on Academic Probation and receive services through the MTSS process. If the student does not begin to make progress after focused intervention is implemented, the principal may meet with parents to discuss educational placement options.

Expectations for Continuous Enrollment at CMA

Students are expected to enroll in DTCC courses by the end of their 10th grade year to begin their journey toward achieving an associate degree or credential. The schedule of courses provided at CMA is not conducive for students to complete all four years of high school without completing select courses at DTCC. If students fail to meet minimum program expectations and are unable to matriculate to DTCC coursework, they will be deselected from the CIHS program.

Students who fail to maintain academic progress (2.5 or better GPA) in their college courses over two semesters may be deselected from participation in the CIHS program and returned to their base assigned high school to complete the remainder of their high school graduation requirements.

DRESS CODE FOR CMA

CMA follows a strict dress code in order to create the habit of professional, protective, safe dress for the workplace. All pieces of the uniform are designed in accordance with healthcare standards to protect the student from contagion in the workplace.

All students must be in full compliance with the dress code throughout the entire school day. If a student comes to CMA out of uniform, they will be sent to administration for a loaner uniform. Not adhering to the school dress code will result in a loss of privileges and other disciplinary consequences.

Clean scrubs are to be worn Monday through Friday unless directed to do otherwise by the Principal. On specific days designated by the Principal, students may wear regular clothes that conform to the DPS Dress Code.

The CMA Uniform

- The uniform consists of a short sleeve **scrub top and pants and white or black sneakers or similar closed toe shoes**. The uniform color varies with each academic level. **The white or black shoes** are to be kept clean and replaced as necessary. A **plain zip up or button up black jacket** may be worn over scrubs in colder weather.
- The uniform is to be of the appropriate size. Pants and tops are to hang without excessive bunching or sagging at the waist or legs. A white or black shirt may be worn under the scrub top if desired.
- For safety purposes, only small jewelry is permitted. Removal of jewelry may be required to perform tasks within the learning environment. It is the responsibility of the student to secure their personal belongings. Anything that is considered hazardous or unacceptable in the clinical setting including, but not limited to, acrylic nails will be prohibited in certain classroom settings.

Uniform by Grade Level

ALL Grades White or Black tennis shoes or crocs , white or black shirt under scrub top (may

White or Black shirt under scrub top (may be long or short sleeve)
Black button up or zip up jacket (**NO Hoodies, sweaters, or sweatshirts permitted over scrub top**)

- 9th **UNC-W Teal** Scrub top and pants
- 10th **NCCU Maroon** Scrub top and pants
- 11th **Carolina Blue** Scrub top and pants
- 12th **Duke Blue** Scrub top and pants

OUTSIDE FOOD AT CMA

Students attending Durham Public Schools receive free breakfast and lunch services at their school.

CMA students enjoy breakfast from 8:45am-9:05am and lunch during their designated lunch time.

Food Delivery Services and Outside Food

Meal delivery services such as Grub Hub and Door Dash are prohibited for students. As a privilege, students attending DTCC may bring DTCC café food back to CMA to eat during their lunch but are not permitted to bring other students food. Those who bring other students food risk losing the privilege of bringing DTCC food on campus.

We also encourage parents that provide lunch for their child to send lunches with them at the beginning of the school day and avoid dropping off meals at the main office. **Food brought to CMA in commercial packaging will be discarded and not delivered to students.**

CMA PRIVILEGES AND EVENT PARTICIPATION

If a student wishes to attend an educational event, the student must complete a High School Educational Opportunity form with documentation of educational value similar to what the student is to receive at CMA, **prior to the event**. The form and documentation must be submitted to the Principal for approval. *Submission of the form does not guarantee approval. If approved, such events cannot exceed FIVE days during the course of any semester. Failure to follow this procedure will result in the student being denied the possibility of an excused absence for the opportunity.

Any student involved in a sporting activity must attend school the day of the event, until excused by the team coach.

Students not adhering to the Student Code of Conduct, dress code, and/or not making sufficient academic progress in their classes may lose privileges to participate in extra-curricular activities and events hosted by the school.

CMA Student Parking Rules

CMA students may park only with a student parking permit as outlined below:

1. The Durham Public Schools Board of Education established the fee of \$75. School rules and school board policies apply to behavior in the parking lot, inside and outside of vehicles. **Please remember parking a vehicle on school property is a privilege, not a right.** If the student loses this privilege, they will not be refunded the parking fee.

Vehicles must be parked in assigned areas. The only spaces available for student parking are in the student parking lot. Students may not park on the road, in staff or visitor parking areas, in any

driveway, in hospital/stadium lots or in any other place. If you park illegally, your car may be locked/blocked or towed. Your student parking privileges may be temporarily or permanently revoked, and you may also be subject to school disciplinary action.

Supervision is provided for parking lots. However, the school system is not responsible for damages or theft to parked vehicles.

Student vehicles are subject to a search if there is a reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband is present in the vehicle.

Parking fees will NOT be refunded for:

- a. Voluntary withdrawal from school or suspension from school
- c. School-based disciplinary action related to loss of parking privilege
- d. Loss of driving privilege due to revocation of driver's license
- e. Graduation

Only one parking space will be issued per student.

Lost, damaged, or replacement stickers will be issued for an additional cost.

Loitering in any parking lot is prohibited.

OPEN LUNCH AT CMA

Open Lunch is a privilege for eligible seniors to leave campus during their lunch. The senior and their parent/legal guardian must come to school to sign the permission slip in front of an administrator or office staff. If the Parent/Guardian cannot come to the school, the permission slip must be notarized and returned to school by the student. The Open Lunch Pass fee is \$10.

After the initial issuance of a lunch pass, continuance or revocation of the Open Lunch Pass will be based on individual student behaviors, school attendance and academic standing. Students who use the Open Lunch Pass privilege are subject to the rules of student conduct as applied to the regular school day as adopted by Durham Public Schools and The City of Medicine Academy. Any disciplinary matter or misuse of the Open Lunch Pass may result in the revocation of the Open Lunch Pass privilege. Fees paid will not be refunded.

Students must show their lunch pass every day they leave campus for lunch.

During days when DTCC students are on campus, they will only be permitted off campus during lunch if they have a lunch pass.

BEHAVIOR EXPECTATIONS AT CMA

School Violence Prevention Act prohibits bullying or harassing behavior against students or staff. Such behavior places a student or school employee in fear of harm to him/herself or his/her property and/or creates or is certain to create a hostile environment by substantially interfering with students' educational performance, opportunities or benefits.

Bullying or harassing behavior can occur as:

1. Physical acts
2. Threatening communication
3. A pattern of gestures or written, electronic or verbal communication

Consequences for harassing or bullying behavior can include suspension and reporting behavior to law enforcement. All referrals are expected to be acknowledged by the parent, as parents are critical partners in solutions to behavioral issues.

CMA PARENT EXPECTATIONS AND POLICIES

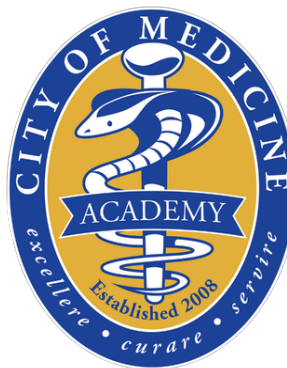
As a parent of a CMA student, you are expected to be actively involved in your child's academic journey and positively support the CMA school community. The partnership between home and school is a powerful influence in the overall success of each of our scholars.

CMA Parents are expected to:

- Join the PTSA to support teachers, students, and the school community
- Review your child's grades on a weekly basis in PowerSchool
- Maintain a structured homework/study environment for your child at home and ensure they have ample time to study each evening
- Attend Parent/Teacher/Student Conferences as scheduled
- Attend quarterly school-wide family engagement events to support our school community
- Utilize the school website staff email directory to contact teachers or appropriate school staff when you have a question about your child's behavior or academic progress. Please contact the office if you are unsure to whom your concerns should be addressed.
- Email to schedule an appointment or phone conference. While we welcome walk-ins, please understand that administrators, teachers, and support staff may not be readily available to meet with you if they are not expecting your arrival.
- Follow professional etiquette and protocols to address your concerns. If there is an issue with a teacher or a class, email the teacher (and counselor) first. If your concerns are not addressed, then reach out to school administration. Likewise, if there is an issue with administration, the school, or other related entities, please contact the Principal directly.

Protection of instructional time and reducing distractions are high priorities at CMA. To ensure all students are comfortable in a conducive learning environment, parents are not permitted to observe in classrooms during the instructional day.

Legal parents/guardians are allowed to eat lunch with their student if lunch is purchased from the cafeteria or brought from home. Advanced notice of lunch is required. Students are not allowed to eat commercial food items at lunch, so parents will not be able to bring them in our cafeteria.





CITY OF MEDICINE
ACADEMY

2024-25 Student/Family Handbook Acknowledgement

This is to confirm that I have received and reviewed the *CMA Student/Family Handbook 2024-2025* with my student and understand this document governs the academic and behavior standards for students attending our school. I understand that these standards are representative of the CIHS/Early College model and will be enforced. I understand that policies may be updated throughout the year.

Date _____

Student Name _____ Grade _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Students:

Please return this form to school as soon as possible. Staff will provide principal with documentation of submission.