



**Family Educational Rights and Privacy Act  
(FERPA) Annual Notice of Student Education  
Record Privacy**

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to request access to your child's record:

Name of Staff: Travis Hall Phone: 423-623-1612

Email: hall@cocke.k12.tn.us

You will be notified of the place and time the record(s) may be available for review.

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request a change to your child's record:

Name of Staff: Casey Kelley Phone: 423-623-7821 ext 2016

Email: ckelley@cocke.k12.tn.us

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
  - a. a person employed by the district;
  - b. a person serving on the school board;
  - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
  - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
  - e. an official of another school district in which a student seeks to enroll;
  - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605



## HOME LANGUAGE SURVEY

Dear Parent(s)/Guardian(s):

In order to provide the best possible educational services for this child, please complete the Home Language Survey listed below. This survey should be returned to the child's classroom or homeroom teacher.

Con el fin de proporcionar los mejores servicios educativos posibles para este niño/a, complete la encuesta del idioma del hogar que se detalla a continuación. La encuesta debe devolverse al maestro o del principal de este niño/a.

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_

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

Teacher or Homeroom: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1. What is the **first language** that this child learned to speak?  
¿Cuál es el **primer idioma** que este niño/a aprendió a hablar?

\_\_\_\_\_

2. What language does this child speak **most often outside of school**?  
¿Qué idioma habla este niño/a **más a menudo fuera de la escuela**?

\_\_\_\_\_

3. What language do people **usually speak** in this child's home?  
¿Qué idioma **habla la gente generalmente** en el hogar de este niño/a?

\_\_\_\_\_



## Annual Parent Notice Right to Request Teacher Qualifications

School: Parrottsville Elementary School Date: 08/01/2023  
(mm/dd/yyyy)

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: Travis Hall Title: Principal  
 Email: hallt@cocke.k12.tn.us Phone: 423-623-1612

Thank you for your interest and involvement in your child's education.

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: Casey Kelley Title: Assistant Superintendent of Schools  
 Address: 305 Hedrick Drive, Newport, TN 37821  
 Telephone: 423-623-7821 ext 2016 Email: ckelley@cocke.k12.tn.us

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

<b>OFFICE USE ONLY</b>			
Student ID #:	Date Distributed:		



## Protection of Pupil Rights (PPRA) Annual Notice to Parents

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605



## Public Notice Education Rights of Children and Youth that are Homeless

This public notice provides information about the rights of children, youths, and unaccompanied youth that are homeless to attend a public school or public charter school. An unaccompanied youth is a youth that does not live with a parent or guardian. This notice includes information to help you know if you or someone you know is considered homeless and is eligible for services from our school district. Children or youths that are homeless have rights that include the right to attend public schools. Do you need an interpreter? Please tell us and we will make sure one is available.

Our school district actively enrolls and provides services for children and youth that are homeless. If you are homeless or know of a child, youth, or unaccompanied youth that may be homeless, please contact the person listed here for help. If you need assistance understanding this letter, please contact:

Name: Patrick O'Neil Title: District Homeless Liaison  
 Email: oneilp@cocke.k12.tn.us Phone: 423-623-7821 ext 2020

- *Who is "homeless"?* Children or youth (including children of migrant workers) who lack a fixed, regular, and adequate nighttime residence are homeless. Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living. Children who are sharing someone else's housing because they lost theirs or because they cannot afford their own housing are homeless. Children and youths who are homeless may be living in:
  - motels;
  - hotels;
  - trailer parks (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifthwheel camper trailers or other types of movable campers);
  - camping grounds because they do not have an adequate home;
  - emergency or transitional shelters;
  - or are abandoned in hospitals.

Children and youth who are homeless may have a place they usually sleep that is a public or private place not meant to be a regular place for people to sleep. They may also be living in:

- cars;
- parks;
- public spaces;
- abandoned buildings;
- substandard housing (housing that does not meet modern standards of living);
- bus or train stations;
- or other similar settings.

If you are not sure, please contact the person listed on this notice.

- *What are the education rights of children and youth that are homeless?* Our schools provide the same educational services to all students without regard to their living situation. Children and youth who are homeless also have rights that include:
  - Based on what is best for the child or youth, the child or youth can continue to attend the "school of origin" or be immediately enrolled in any public school where the student now lives. This includes any school that students who are not homeless attend that is in the area where the child or youth now lives.
  - Being given services without delay, such as transportation and meal programs.

- Other appropriate services and programs, such as programs for:
    - gifted children;
    - children with disabilities;
    - English learners;
    - career and technical education;
    - and preschool.
  - Help in school through the district's federally funded Title I program. A student that is homeless can receive Title I services even if the student is not attending a Title I funded school.
  - School activities for parents or guardians.
  - Participation in athletics, fine arts, or other extra-curricular activities.
  - Being treated the same as students who are not homeless by school personnel;
- *What is the "school of origin"?* 'School of origin' means the school the child or youth attended before becoming homeless or the school the child or youth last attended, including a preschool. When the child or youth completes the final grade level of a school of origin, then 'school of origin' means the school the child or youth would attend at the next grade level. The district must consider what is best for the child or youth when making a decision about which school the student will attend. Placement at the school of origin must be a choice unless doing so is not what is best for the student or is against the wishes of the parent, guardian or unaccompanied youth.
  - *What if there is disagreement about school placement?* If the district places a student in a school that is not the school of origin or a school requested by the parent, guardian or unaccompanied youth, then the parent, guardian or unaccompanied youth may appeal (ask to change) the placement decision. The student will be immediately enrolled in the school that the student or parent asked for while an appeal is being considered. The district homeless liaison listed on this notice will provide information and assistance to appeal a placement decision.

*No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education*



### Schoolwide Title I Program Eligibility

School Year: 2023-2024

School: Parrottsville Elementary School Date: 08/01/2023

Dear Parent or Guardian: (mm/dd/yyyy)

Our school qualifies to receive *Title I, Part A* funds under the *Elementary and Secondary Education Act (ESEA)* as amended (2015) for this school year.

Our school is eligible for the following:

**Schoolwide Title I Program:** Title I eligibility is based on the number of students in our school from low-income families. School staff members work with input from parents and the community to develop a Schoolwide plan. The purpose of this plan is to improve our entire educational program.

We look forward to your involvement in school activities and your child’s education. You will receive information throughout the school year to keep you informed about your child’s academic progress and the progress the school is making toward helping all children meet high academic standards. You will also receive invitations to meetings to discuss the Title I Schoolwide Program, Title I activities, and be asked to assist in the development, revision, and implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

Sincerely,

Travis Hall  
\_\_\_\_\_  
Name  
423-623-1612  
\_\_\_\_\_  
Phone

Principal  
\_\_\_\_\_  
Title  
hallt@cocke.k12.tn.us  
\_\_\_\_\_  
Email Address

# Meningococcal ACWY Vaccine:

## What You Need to Know

Many vaccine information statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

### 1. Why get vaccinated?

**Meningococcal ACWY vaccine** can help protect against **meningococcal disease** caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available that can help protect against serogroup B.

**Meningococcal disease** can cause meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, loss of limbs, nervous system problems, or severe scars from skin grafts.

Meningococcal disease is rare and has declined in the United States since the 1990s. However, it is a severe disease with a significant risk of death or lasting disabilities in people who get it.

Anyone can get meningococcal disease. Certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*, the bacteria that cause meningococcal disease
- People at risk because of an outbreak in their community

### 2. Meningococcal ACWY vaccine

**Adolescents** need 2 doses of a meningococcal ACWY vaccine:

- First dose: 11 or 12 year of age
- Second (booster) dose: 16 years of age

In addition to routine vaccination for adolescents, meningococcal ACWY vaccine is also recommended for **certain groups of people**:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- People with HIV
- Anyone whose spleen is damaged or has been removed, including people with sickle cell disease
- Anyone with a rare immune system condition called “complement component deficiency”
- Anyone taking a type of drug called a “complement inhibitor,” such as eculizumab (also called “Soliris”<sup>®</sup>) or ravulizumab (also called “Ultomiris”<sup>®</sup>)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to or living in a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in residence halls who have not been completely vaccinated with meningococcal ACWY vaccine
- U.S. military recruits



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



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### 3. Talk with your health care provider

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Tell your vaccination provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of meningococcal ACWY vaccine**, or has any **severe, life-threatening allergies**

In some cases, your health care provider may decide to postpone meningococcal ACWY vaccination until a future visit.

There is limited information on the risks of this vaccine for pregnant or breastfeeding people, but no safety concerns have been identified. A pregnant or breastfeeding person should be vaccinated if indicated.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting meningococcal ACWY vaccine.

Your health care provider can give you more information.

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### 4. Risks of a vaccine reaction

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- Redness or soreness where the shot is given can happen after meningococcal ACWY vaccination.
- A small percentage of people who receive meningococcal ACWY vaccine experience muscle pain, headache, or tiredness.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

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### 5. What if there is a serious problem?

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An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call 9-1-1 and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or call 1-800-822-7967. *VAERS is only for reporting reactions, and VAERS staff members do not give medical advice.*

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### 6. The National Vaccine Injury Compensation Program

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The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Claims regarding alleged injury or death due to vaccination have a time limit for filing, which may be as short as two years. Visit the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation) or call 1-800-338-2382 to learn about the program and about filing a claim.

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### 7. How can I learn more?

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- Ask your health care provider.
- Call your local or state health department.
- Visit the website of the Food and Drug Administration (FDA) for vaccine package inserts and additional information at [www.fda.gov/vaccines-blood-biologics/vaccines](http://www.fda.gov/vaccines-blood-biologics/vaccines).
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC's website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines).



# Influenza (Flu) Vaccine (Inactivated or Recombinant): *What you need to know*

Many vaccine information statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

## 1. Why get vaccinated?

**Influenza vaccine** can prevent **influenza (flu)**.

**Flu** is a contagious disease that spreads around the United States every year, usually between October and May. Anyone can get the flu, but it is more dangerous for some people. Infants and young children, people 65 years and older, pregnant people, and people with certain health conditions or a weakened immune system are at greatest risk of flu complications.

Pneumonia, bronchitis, sinus infections, and ear infections are examples of flu-related complications. If you have a medical condition, such as heart disease, cancer, or diabetes, flu can make it worse.

Flu can cause fever and chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Some people may have vomiting and diarrhea, though this is more common in children than adults.

In an average year, **thousands of people in the United States die from flu**, and many more are hospitalized. Flu vaccine prevents millions of illnesses and flu-related visits to the doctor each year.

## 2. Influenza vaccines

CDC recommends everyone 6 months and older get vaccinated every flu season. **Children 6 months through 8 years of age** may need 2 doses during a single flu season. **Everyone else** needs only 1 dose each flu season.

It takes about 2 weeks for protection to develop after vaccination.

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against the influenza viruses believed to be likely to cause disease in the upcoming flu season.

Even when the vaccine doesn't exactly match these viruses, it may still provide some protection.

Influenza vaccine **does not cause flu**.

Influenza vaccine may be given at the same time as other vaccines.

## 3. Talk with your health care provider

Tell your vaccination provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of influenza vaccine**, or has any **severe, life-threatening allergies**
- Has ever had **Guillain-Barré Syndrome** (also called "GBS")

In some cases, your health care provider may decide to postpone influenza vaccination until a future visit.

Influenza vaccine can be administered at any time during pregnancy. People who are or will be pregnant during influenza season should receive inactivated influenza vaccine.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting influenza vaccine.

Your health care provider can give you more information.



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

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## 4. Risks of a vaccine reaction

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- Soreness, redness, and swelling where the shot is given, fever, muscle aches, and headache can happen after influenza vaccination.
- There may be a very small increased risk of Guillain-Barré Syndrome (GBS) after inactivated influenza vaccine (the flu shot).

Young children who get the flu shot along with pneumococcal vaccine (PCV13) and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Tell your health care provider if a child who is getting flu vaccine has ever had a seizure.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

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## 5. What if there is a serious problem?

---

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call 9-1-1 and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or call 1-800-822-7967. *VAERS is only for reporting reactions, and VAERS staff members do not give medical advice.*

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## 7. How can I learn more?

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- Ask your health care provider.
- Call your local or state health department.
- Visit the website of the Food and Drug Administration (FDA) for vaccine package inserts and additional information at [www.fda.gov/vaccines-blood-biologics/vaccines](http://www.fda.gov/vaccines-blood-biologics/vaccines).
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC's website at [www.cdc.gov/flu](http://www.cdc.gov/flu).





## Acknowledgement of 2023-24

### Student Support Screenings and Surveys

Dear Parents/Guardians,

The Student Support Services Department has the primary mission of providing resources to support the development of the whole child. Our efforts focus on meeting the physical, social, emotional, and social needs of our students throughout Cocke County Schools.

Student Support Services consist of a multi-disciplinary team that manages the health and wellbeing of students in our school community. Each year the Tennessee Department of Education requires local school systems to screen and survey certain grade levels and document student perceptions of their school environment. Information gathered is compiled into district data, giving an overall view of student health and wellbeing. Below are descriptions of screenings and surveys that will be used to obtain this important data. Please take a moment to familiarize yourself with these.

**Comprehensive Health Screenings:** The screening process helps to identify problems that may affect a student's performance in the classroom. Health screenings may be conducted for blood pressure, height and weight in Kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and one grade in high school. Please note that individual student health data is confidential and will NOT be seen or shared with others. These screenings do not qualify as an examination and parents are encouraged to ensure that each child has an annual medical checkup; it simply allows the District a picture of our student's overall health. **If you do not wish for your student to participate, please send a written note to your child's teacher within 14 days of receiving this form stating that you do not wish your child to participate in the health screenings. If you have any questions regarding the screenings, please contact Dottie Ford at 423-623-1528.**

**School Climate Survey:** The survey is sponsored by the Tennessee Department of Education as part of a larger initiative to enhance school support for students, increase school safety, and provide a positive learning environment. Monitoring student perceptions of their school environment and documenting needs and improvement in that environment are an important part of ensuring that school climate is improving. The hope is that this survey will become a valuable tool for improving the climate in Tennessee schools. Taking part in the survey is very important because the answers will help us learn what makes school a good place to be, and how we can make it better. It includes questions about student relationships with teachers, school principals, and other students; school safety, bullying, and substance use; and school rules and the school environment. The online survey will take about 15 minutes for the student to complete. Students may skip any question they do not want to answer or may stop taking the survey at any time. No individual-level data will be tracked. The survey is anonymous. A copy of the survey will be on file at the school beginning 2 weeks prior to administration. **If you do not wish for your student to participate, please send a written note to your child's teacher within 14 days of receiving this form stating that you do not wish your child to participate in the survey.**

**Student Risk Screening Scale (SRSS):** The SRSS is a behavior screening tool for identifying students with externalizing behaviors such as physical or verbal aggression, self-injury or disruptive behavior in the classroom; and internalizing behaviors such as anxiety, withdrawal or isolation that require additional supports. It is a brief, one page screening tool, which teachers use to rate students on a 0-3 Likert scale based on how often they display a target behavior and is given to all students to help identify which students are at risk for behavioral difficulties who may need intervention and support. It is a tool to ensure that all students have equal access to additional supports and interventions. **If you do not wish for your student to participate, please send a written note to your child's teacher within 14 days of receiving this form stating that you do not wish your child to participate in the SRSS.**

We appreciate the opportunity to serve your child in the Cocke County School System. If you have any questions about the screening or the surveys, please contact the Student Support Services Supervisor, Bryan Douglas, at 423-625-9768



## Technology Loan Form Agreement

### Student Agreement

I understand and will abide by the Coke County Schools Acceptable Use Policy and the Coke County School System Board Policies.

I further understand that any violations of these policies constitute a violation of school disciplinary policy. Should I commit any violation, my access to the device and/or the network resources may be revoked.

I understand that these policies pertain to me on and off campus.

Further, I understand that use of the device and the network resources is a privilege and not a right.

### Parent/Guardian Agreement

I will ensure my child abides by the Coke County Schools Acceptable Use Policy and the Coke County School System Board Policy.

I understand that technology access is designed for educational and academic purposes.

I understand my student will be accessing Internet from outside of the secured Coke County School network. The district filters content in compliance with The Children's Internet Protection Act (CIPA) while on the school network. However, parent/guardian will assume full responsible for ensuring student Internet safety at home.

I understand that it is my responsibility to filter content and restrict access to all controversial materials.

I will not hold Coke County Schools or the Coke County Board of Education responsible for material acquired on the Internet.

Parent/guardian will be responsible for damage done to the device or full payment of approximate \$375 on any lost or stolen device.

Parent/Guardian is responsible for checking in/out the assigned device on the published date. Devices not returned on the assigned date will be billed at the approximate rate of \$375.

**Check Out Date** \_\_\_\_\_ **Serial #** \_\_\_\_\_

**Check In Date** \_\_\_\_\_ **Tag #** \_\_\_\_\_

**Device Model** \_\_\_\_\_ **Power Cord** (please circle) YES or NO

**Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Dear Parents, Guardians and Students:

Welcome to the beginning of another school year! We hope that you had an enjoyable summer break from school. This letter stresses the importance of school attendance.

The Cocke County School District takes compulsory school attendance very seriously. Tennessee law requires that children under age eighteen attend school. It is the parent and/or guardian's responsibility to insist that the child attend school. Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled. When students miss school, make-up work should be completed within three (3) days after the absence. **Even authorized absences may become excessive, and if the child is not in school regularly, he or she is missing valuable instruction time.**

Annually, the Director of Schools, or their designee, will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

One absence shall be recorded for unauthorized tardies or unauthorized early leaves or any combination of unauthorized tardies or unauthorized early leaves equaling three (3) that the student receives.

Parents may contact the school secretary throughout the year to determine if written excuses have been provided to the school. Parents are allowed five (5) excused parent notes each school year for their student's absences. After the five (5) parent notes, any absence the student has incurred will count toward the student's truancy count. A student who is absent five (5) days, without adequate excuse, shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools/designee shall implement the progressive truancy plan described below prior to referral to juvenile court.

### ***Progressive Truancy Plan***

Prior to referral to juvenile court, the following progressive truancy plan will be implemented.

#### **Tier I**

Tier one of the progressive truancy plan must include school-wide prevention-oriented supports

1. Letters to all students at beginning of each school year
2. Letter, call or other form of communication to student, parent or guardian when three un- excused absences occur.



3. Letter, call or other form of communication to student, parent or guardian when four un- excused absences occur.
4. Letter, call or other form of communication to student, parent or guardian when five un- excused absences occur.

### **Tier II**

Tier II of the progressive truancy plan shall include the following:

At the fifth unexcused absence, the attendance clerk calls student into office to talk to student about absences and gives them three (3) days to have parent, guardian, or other person in parental relation to contact school to set up a parental conference, or a conference call meeting in which the parent and student are able to meaningfully participate. The Tier II plan includes:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s) and an attendance supervisor or designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student.
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
  - d. Give parent a copy of the contract and attendance report
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community- based services, or other services to address the student's attendance problems (Family Resource, Coordinated School Health, Nurse, RTI, etc.)

**If a student does not show up for the conference:**

4. After at least two attempts to meet with the student the student will be subject to Tier III.

### **Tier III**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III includes:

1. Truancy Board referral
  - a. These interventions shall be determined by a team, (Truancy Board) formed by the



district. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be (Truancy Board) approved by the Director of Schools/designee. The Truancy Board will examine any available information and afford the student and parent/guardian the opportunity to enter an attendance contract with them.

2. Referral to TN Dept. of Children's Services FCIP (if needed).
3. Referral to any other community-based services (if needed).
4. Contract aimed at addressing student's attendance problems

**If a student or parent does not show up for the Truancy Board:**

5. After at least two attempts to meet with the student or parent the school may document that the student's parent or guardian is unwilling to cooperate in the truancy intervention plan. The director of schools or designee may report the student's absences to the appropriate judge.

**If student, parent/guardian fails to comply with Tier Three :**

6. If your child is expelled from school for any reason, your child is still subject to the compulsory school attendance law, if under the age of eighteen. It becomes the parent's obligation to obtain an educational program for the child. If this is not done, the child may be placed into state custody.

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In closing, please note that this letter is not intended to single out any person and is not for the majority of parents or their children in our school district. However, it is a reminder to those who do not see the importance of attending school and behaving appropriately while there. If you begin to experience a problem with your child attending school, please contact the Attendance Supervisor, Patrick O'Neil or the Juvenile Court Youth Services Officers, Jennifer Shelton or Martha Newman. They have resources and advice that may be beneficial. It is our goal for children and parents to not be petitioned to court or arrested. We believe in utilizing preventive measures before the matter goes too far.

May each of you have a safe and productive school year.

Sincerely,

Patrick O'Neil, Attendance Supervisor  
Coke County School System 423-623-7821 ext. 4008

Dennis Balch, Attendance Office  
Coke County School System 423-623-7821 ext. 2020

Jennifer Shelton  
Coke County Juvenile Court 423-623-9291