

## **Emergency Information Sheet**

A legal parent or guardian must complete the Emergency Information Sheet for each child. Please list persons (including yourself) and their phone numbers who are allowed to check your child out or pick them up in case of sickness or an emergency. *The student will not be able to leave with anyone whose name is not on the Emergency Information Sheet. Please update these cards during the year when addresses, telephone numbers, or custody changes.*

## **School Hours**

During normal operation, the school day begins at 7:50 AM and ends at 2:55 PM. The tardy bell will ring at 7:55 and students are expected to be in their classrooms.

## **Procedures for Arrival and Dismissal**

### **Before School**

- All school buses will arrive at the school between 7:30 and 7:45.
- Car Riders should enter on the North Side (second road beside guard shack) of the campus, turn toward the football stadium entrance, and drive toward the gym (between the yellow lines).

### **After School**

- School will dismissed at 2:55 P.M.
  - Buses will leave campus FIRST.
  - Car Riders will walk to the side walk following buses leaving campus.
  - Parents should follow the same path as morning drop off and then will be signaled to the side walk for pick-up.

**\*NOTE→No check-outs after 2:30 without a doctor's appointment card.\***

## **Visitors**

Parents, volunteers, or other citizens are welcome to visit our school. We must, however, for the welfare of our students, insist on the following:

- ✓ All visitors must report to the school office!
- ✓ Each visitor must:
  - ✓ Identify himself/herself
  - ✓ Give the reason for the visit
  - ✓ Sign in
  - ✓ Get a visitor's pass
- ✓ Students from other schools may not be visitors in the classrooms because of possible disruptions.
- ✓ Parents/Visitors will not be allowed to visit the classroom without a scheduled meeting with the teacher during the teacher's planning time.
- ✓ ONLY parents, grandparents, and/or legal guardians will be allowed to eat lunch with a student providing the name is listed on the emergency card.

## **School Closing**

In the event of inclement weather or mechanical breakdown, school may start late, dismiss early, or close. These changes will be announced using various media outlets. A school cast message will be sent out as well notifying all parents and students of the situation. Follow our official Facebook Page at Rhea County Middle School

**@rmseagles**

- *Please have a plan for early dismissal.*
- *Keep contact information updated.*

## **Disaster Awareness**

In the event of any type of disaster that would require the faculty and students of Rhea Middle School to relocate, a plan has been developed and already been tested. Students will be taken to a designated reunification point where parents can follow check-out procedures and pick up their child. The School Cast Notification System will be used to notify parents of the reunification point and the nature of the emergency. In the event this occurs, please remain calm and patient with our process. **Your child's safety is our first priority.**

## **Parent Portal**

In order to obtain access to your child's daily grades and attendance you must see our school secretary to obtain a permission form. Due to the confidentiality of student information of student in this form can only be obtained in person, with proper identification. PLEASE take advantage of this communication by visiting our school secretary at the beginning of the school year.

## **Video Cameras**

Video Cameras are used though out the building and in parking lots to monitor student behavior in hallways, vehicles during transportation, and during afterschool extracurricular activities. Video surveillance is used only to promote positive behavior, safety and security of students, staff, and property.

## **Withdrawal of a Student from School**

If a student is transferring out of our school, it is necessary for the parent or guardian to withdraw the child from school. Parents should call the school at least one day before the child is to withdraw to obtain instructions for proper procedure. Contact Melissa Manzano in records office.

## **Attendance**

Regular attendance in the school, accompanied by the responsibility to study and participate in school activities, is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend each class throughout the day. Students are given a perfect attendance reward at the end of each year if they have not missed any days.

Students will have five (5) days of excused absences each school year. All over five (5) days will be unexcused except for the following:

Excused absences are:

1. Personal illness (limit of 5 days per year)
2. Doctor excuses
3. Death in the family
4. Extreme weather conditions
5. Religious observances
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control

**If a student is absent, the parent should call the school to explain the reason for the absence by 9:00.**

Otherwise someone at the school will attempt to call you sometime during that school day.

When a student goes to a doctor or dentist, please get a note from them. If an absence should occur, the student must bring a parent note or a medical note with them when they return to school. All students will take these notes to the attendance office upon returning to school. After the fifth parent note, a student must have a doctor's excuse for each absence. For excessive absenteeism, the student is subject for referral to the RMS Attendance Review Committee or Truancy Board. Consequences can result in a parent meeting with the Truancy Board, after school intervention, Saturday School, or Juvenile Court.

**Tardy:** The tardy bell rings at 7:55 AM. Students should be in their classroom and in their seat by the time this bell rings. If students are tardy, they must go directly to the attendance office to sign in and receive an admission to class. Excessive tardiness to school is considered truancy and will be referred to appropriate school officials.

**Early Checkout:** Preferably medical and dental appointments should be made outside school hours. When this is impossible, arrangements may be made to leave early. Any student may be checked-out by his/her custodial parent, his/her legal guardian, or a designee as long as this adult is listed on the child's Emergency Information Card. **Students are not allowed to be checked out after 2:30 P.M. except for doctor's appointments (an appointment card must be shown) or an emergency.**

**Truancy:** Skipping school, skipping class, or leaving the school grounds without permission is strictly prohibited and will be dealt with as a discipline matter and as truancy. In most instances, students are taken to Juvenile Detention when these occur. **Excessive tardiness, excessive early checkouts, or unexcused absences will be considered as truancy and may be referred to the truancy board or Juvenile Court.**

*Please review the Rhea County Board of Education policy (6.200).*

*You can find the policy at [www.rheacounty.org](http://www.rheacounty.org).*

## **Grading System and Report Cards**

Report Cards will be sent out four times each year. Please check notes that your child brings for updates. (This is subject to change due to missed days during the year.)

The grading scale is as follows:

A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

Progress Reports will be sent mid-point of the grading period to students who are in danger of failing.

## **Academic Services**

Rhea Middle School will use a variety of assessment tools to determine academic progress of each child. While a numeric grade is assigned there are a variety of assessments and terms that track academic progress.

## **Make-up Work**

Students are expected to complete all make-up work for absences. It is the student's responsibility to see the teacher to get the make-up assignments. Make-up work will not be given in advance. If a student misses one day, the makeup work is finished when he/she returns to school. If the student is to be absent more than one day, parents may call the school prior to 10:00 A.M. on the second day to have make-up assignments prepared. Assignments may be picked up after 2:00 P.M. on that day. Tests and class work will be made up at the teacher's discretion.

## **Honor Roll**

Outstanding academic work is recognized through an honor roll each nine-week grading period. Students who achieve all A's will be placed on the **Star Honor Roll** and those who achieve all A' and B's will be placed on the **Honor Roll**. The honor roll will be published in the local newspaper and students will be given an incentive for their achievement.

## **Talented & Gifted Program**

This is composed of students who attain certain scores on their academic achievement tests or certain grade point averages in their class work. The program coordinator will contact students who qualify for this program.

## **Bus/Transportation Rules**

Riding a school bus is a privilege extended to the students by the school district. From the time a student boards a bus until he/she is dropped off in the afternoon, he/she will comply with the bus driver's instructions. The following rules should be observed daily:

- Be under the direct supervision and authority of the bus driver.
- Observe the same respectful conduct as in the classroom.
- Except for ordinary conversation, students shall observe quiet conduct on the bus.
- Students shall stay in their seats while the bus is in motion
- Students shall not throw waste paper on the floor of the bus.
- No part of the body shall be extended through the bus window.
- Students must be quiet while the bus is stopped for a railway crossing.
- Use appropriate language while on the bus.

If it is necessary for a student to ride a bus that is different from the regularly scheduled one, parents are to send a note requesting that the student be permitted to ride that bus. School Administration must sign the note. The note is given to the driver when boarding the bus. If a student forgets a note giving this permission, he/she will be placed on the bus that the student rides regularly unless the parent or guardian brings a note by the school. Students who normally ride a bus need a note from a parent/guardian if doing something other than riding the bus.

**REMEMBER THAT ANY TIME YOUR CHILD IS TO GO TO A DIFFERENT PLACE OR GO HOME BY DIFFERENT MEANS WE MUST HAVE A NOTE FROM THE PARENTS. CHANGES IN AFTERNOON PLANS SHOULD RARELY OCCUR. THIS IS FOR THE SAFETY OF OUR CHILDREN IF A CHILD IS UNSURE WHAT TO DO OUR POLICY IS TO SEND THEM HOME BY DAILY ROUTINE UNLESS WE HAVE A NOTE FROM HOME TO GIVE THE BUS DRIVERS. DRIVERS ARE NOT ALLOWED TO PERMIT A STUDENT ON AN ALTERNATE ROUTE UNLESS THEY HAVE A NOTE SIGNED BY YOU AND A PRINCIPAL SIGNATURE.**

*Please work out afternoon plans prior to the start of school. PHONE CALLS changing afternoon plans will be limited to EMERGENCIES ONLY and rarely should occur.*

*As per board policy, if a discipline problem does occur, Rhea County School Board Policy will be followed. The RCBOE policy can be found at [www.rheacounty.org](http://www.rheacounty.org)*

## **Field Trips**

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. Students may be excluded from field trips due to prior behavior problems. **Students who cannot go on the field trip or choose not to go on the field trip will be counted absent if they do not attend school on the day of the trip.**

## **Title I School**

Overview of ESEA – NCLB – Title I – Improving the Academic Achievement of the Disadvantaged Section 1001.- Statement of Purpose: The purpose of this title is ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments. Rhea Middle School has a school-wide Title I Program. This means that the school receives federal funds to be used in providing a quality educational

program with special emphasis on the area of reading and math. All students in the school share equally in the services, equipment, and materials provided by Title I.

### **Response to Intervention (RTI) and the Tier System**

Rhea Middle School will be utilizing a variety of strategies and approved interventions to track and document student’s progress. The school will utilize the expertise of the faculty, designated RTI teachers, and additional support from central office staff to help all students. The RTI Teachers will work with classroom teachers to give additional support to students through the Tier System. All students receive 90 minutes of Tier I instruction and students that need additional support receive additional time in Tier II and Tier III services.

### **Character Education**

Rhea Middle School is committed to working with the parents and community in promoting character development of all students. Each month students are nominated for recognition of a specific Character Trait. One winner is chosen and recognized by the Director of Schools and the Rhea County School Board at the monthly school board meeting.

### **OLWEUS BULLYING PREVENTION PROGRAM**

Rhea Middle School is committed to providing a safe atmosphere for students and staff members to both work and learn. This year all schools in the Rhea County School District will participate in the “OLWEUS BULLYING PREVENTION PROGRAM”. The program is research based and has proven very effective in other school districts around the country. The program will include addressing, with all stakeholders, the need for education about bullying, what bullying is and what it is not, and the impact that bullying can have on both students and the overall school climate.

#### ***OLWEUS DEFINITION OF BULLYING***

**“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.**

<b>Conflict</b>	<b>Bullying</b>
<b>Equal power</b>	<b>Imbalance of power</b>
<b>One time / occasionally</b>	<b>Repeated over time</b>
<b>Accidental / Not planned</b>	<b>Intentional</b>
<b>No serious, lasting harm</b>	<b>Physical/emotional harm</b>
<b>Equal emotional reaction</b>	<b>Unequal emotional reaction</b>
<b>Not seeking power</b>	<b>Seeking control/possession</b>
<b>Often: remorse</b>	<b>No remorse-blames target</b>
<b>May try to solve problem</b>	<b>No effort to solve problem</b>

### **Physical Education**

State Law states that all students must take physical education unless excused in writing by a licensed physician or participate in the Rhea Middle Marching Band.

### **Wellness Policy**

State and federal guidelines have required school systems to adopt a wellness policy that addresses student wellness and the growing problem of childhood obesity. We will encourage the students to eat more nutritious foods and get more exercise.

### **Fire and Tornado Drills**

Every precaution is taken to ensure the safety of your child during normal school hours. Fire and tornado drills are held at regular intervals to make sure the students learn proper safety procedures and adhere to all safety guidelines. Such practice is important and should be approached seriously.

### **Telephone**

Messages and deliveries from home should be left in the office. Students will be called out of class only in emergency situations. Students may use the phone with permission and only if it is absolutely necessary. Students will be asked the reason for requesting to use the phone. **Messages for students should be brought to the school in writing. Only emergency messages will be taken over the phone. Deliveries of gifts to students will not be accepted.**

### **Personal Communication Devices**

Students may possess cell phones while on school property, however, the device must not be used in any way without permission from classroom teacher, coaches, bus drivers or administration. RMS does not assume any responsibility for cell phones or other devices that are brought to school.

### **Posters**

No posters or notices are to be placed anywhere in the building without the approval of the administration.

### **Lost and Found Items**

Items found are to be placed in the school office or the Lost and Found Box in the gym. They will be held for a two-week period. Any item left over two weeks will be removed. RMS assumes no responsibility for money, clothing, cell phones, or any other items lost at school.

### **Locks & Lockers**

Each student will be assigned a locker by his/ her teacher. Students need to use only the locker assigned to them. Lockers and other storage areas are school property and are subject to search. Students are **encouraged** to use a combination lock.

### **Textbooks**

Textbooks, library books, and other school material assigned to a student are the responsibility of that student and must be returned or replaced if lost, stolen, or damaged. Students will not receive their grade cards at the end of the school year if they owe for textbooks, library books, etc.

### **Computers**

Computers are for educational use only. Students are not to download or install any program on a school computer. Students are only allowed to download files as directed by the teacher. Any intentional destruction/damage to computers will result in disciplinary action. Each student will complete an internet safety class prior to being allowed on a computer this year. **Parents and students must sign that they have seen and agree to the Internet Use Policy Agreement. Parents and students must complete the signature page that will be sent home in student enrollment paperwork. No student shall be permitted on a computer without this signature page on file.**

**Chromebooks are for classroom use only and cannot be taken home.**

## **CLINIC**

Rhea Middle School has a clinic staffed by a nurse. Any student who is sick will be sent to the school nurse. If a student needs to go home, our nurse will contact a person listed on the school's Emergency Information Card or the Health Information Request Form. Students must have a note or pass from their teacher when they come to the nurse. The nurse **MUST** have a **Health Information Request Form** on all students.

## **Medication**

All medication is to be kept and dispensed by the nurse. In compliance with the State Guidelines, all medications are limited to those required during school hour. Also it states that **all** non-prescription drugs given in school shall be brought in the original container; **unopened** with the **original label listing the ingredients, dose schedule and child's name affixed to the container**. In regards to prescription medication, it must be brought to school in the **original, pharmacy labeled container**.

The container shall display: Child's name, prescription number, medication name and dosage, administration route or other directions, date, licensed prescriber's name, pharmacy name, address, and phone number. The parent/guardian must complete the necessary form provided by the nurse for both prescription and non-prescription drugs. Any prescription medicine needed for long-term use will require a doctor's signature and medication form. These forms can be picked up in the school clinic.

Any medicine needed during the school year, **must be brought in by the parent/guardian to the nurse's office**. Your child may not carry medicine with them with the exception of an inhaler, if the appropriate form is filled out. If a student brings any medicine to school, the medicine will not be given. Any medicine brought in without the items listed above, will not be given. This is for the safety of your child.

Use of a drug authorized by a medical prescription from a registered physician and administered by our nurse, shall not be a violation of Rhea Middle School drug policies. Intoxication from abuse of prescribed drugs shall be considered in the same manner as intoxication from illegally obtained substances. **REMEMBER----All medication must be registered with the school nurse. Anyone who has any kind of medicine that has NOT been registered with the school nurse will be subject to strict disciplinary action.**

**"No Shots, No School."** Students must have proof of immunizations that are up-to-date.

## **Cafeteria**

**Our cafeteria serves breakfast and lunch daily. Breakfast is served from 7:30-7:50 A.M.**

Students will be permitted to bring their lunches from home and to purchase beverages and incidental items from the cafeteria. All students are allowed to eat one breakfast and one lunch free of charge each day. This is limited to one lunch per day. Extra items are sold in cafeteria at the regular prices of \$.50 and \$1.00. Adult lunches purchased, breakfast \$2.25 and lunch \$3.75. A water bottle refill tank is provided in the cafeteria.

### **Cafeteria Rules**

- Keep your hands to yourself at all times
- Stay seated. If assistance is needed, raise your hand and an adult will come to you.
- Leave the top of the table clean. Leave the floor free of debris.
- Keep voices low as you talk. Excessive noise or unbecoming conduct is not acceptable.
- New State Law requires that every student take a school lunch with ½ cup of fruit or ½ cup of vegetables and 2 other additional items to be counted as a full meal.

Menus are available on-line at [www.rheacounty.org](http://www.rheacounty.org) and upon request at the local school.

**USDA is an equal opportunity provider and employer.**

## **STUDENT BEHAVIOR**

**THE ADMINISTRATION HAS THE RIGHT TO CHANGE BY ADDING OR DELETING ANY RULE OR REGULATION. THE STUDENTS MAY BE NOTIFIED BY WRITTEN OR ORAL COMMUNICATION AND IN CONJUNCTION WITH SCHOOL BOARD POLICY UPDATES.**

**Daily Behavior:** Each staff member at the school accepts the responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. The staff requests parental support in helping maintain appropriate conduct in the school. Student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

### **General Rules of Conduct**

- Walk quietly in the hallways and as you enter and exit the building
- Keep hands, feet, and objects to one's self.
- Follow directions the first time they are given.
- Use appropriate language at all times.
- Respect the property of others and the school.
- Be courteous and respectful toward other students and to all adults.
- RMS has a "hands off" policy.
- No buying, selling or trading at school.

**Vandalism and Property Damage:** Students are expected to take proper care of all school property, building, and grounds. Students, and their parents/guardians, will be held responsible for any damage the student might do to the furniture, books, and other property of the school or Rhea County School System. If students willfully destroy school property, suspension may be necessary. If a student should accidentally damage something, it should be reported to a teacher or the school office immediately.

**Illegal or Non-Allowed Items:** Students may not have drugs, tobacco products, alcohol, matches, lighters, razor blades, knives, guns, sticks, laser lights or any item judged capable of inflicting harm to others. These items will be taken from the student and will not be returned.

Ipods, Ipads, Kindles, MP3 players, portable radio/ cd / DVD machines, electronic gaming devices, playing cards, or trading cards are not permitted at school. Disciplinary measures may result.

**Smoking and Tobacco Policy:** Students shall not be allowed to use any tobacco product, including smoking, dipping, e-cigarettes, or chewing while on school property, or while participating in or in attendance of a school-sponsored event. This includes while on school buses to and from school, to and from school-sponsored activities, or while being a spectator at a school athletic event. Students caught with any tobacco product will be subject to punishment.

**Drug Policy:** Students will not consume, possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. (School Board Policy 6.307)



# Minor/Major Discipline Chart

**MINOR OFFENSES** → Handled with classroom consequences. These violations may require a discipline referral to the office, but the student can remain in class until called by the office.

**MAJOR OFFENSES** → A discipline referral is expected for all major offenses. Student is subject to immediate removal from the classroom and a referral should be sent along with the student.

<u>Violation</u>	<u>Major</u>	<u>Minor</u>	<u>Definition</u>
Abusive Language/ Inappropriate Symbolism/ (Written, Verbal, Gestured)	Swearing or cursing toward anyone, gang signs, rude or inappropriate gestures (shooting birds)	Name calling / saying stupid, ugly, shut up, retard, etc.	Swearing or symbolism directed toward others in a demeaning or provoking manner
Irresponsible Acts/ Disrespect / Possession of Inappropriate Materials	Leaving room without permission/ refusal to go to the office/ overt refusal to follow instructions/ Pornographic materials	Not completing work, sleeping, not following directions, minor talking back, off-task, tardy	Yelling at teacher, leaving class without permission, verbal defiance, passive noncompliant acts/ possession of pornographic materials
Disruption	Yelling, escalated confrontation between students, slamming books or knocking books to the floor in anger, acts of rage	Talking, tapping items, repeated noises, blurting out, out of seat, passing gas on purpose, burping	Any disturbance or interference that takes away from the learning environment which may or may not cause potential harm to one's self or others.
Technology	Violation of Acceptable Use Policy	Violation of Board Policy concerning communication devices  Unauthorized use of electronic devices (iPod, games, etc.)	Any disturbance or interference that takes away from the learning environment which may or may not cause potential harm to one's self or others.
Fighting/Physical/Personal Aggression	Punching, hitting, kicking, spitting, causing harm to another	Pushing, shoving, horse playing that does not escalate (Includes PDA)	Physical contact with the intent or outcome of causing injury or harm to others (major), no harm (minor) PDA contact included
Theft / Forgery / Cheating	Taking school, teacher's, or student's (more than \$5) property without permission, forgery, turning in	Cheating on assignment, taking someone else's school supplies (value less than \$5)	Stealing school, teacher, or student property/ Signing someone else's name/ Copying/Cheating on work

<b>Drugs / and other offenses dealt with</b>		someone else's work			<b>Alcohol / major will be in</b>
	<b>Harassment/Threats/Bullying</b>	<b>Inappropriate comment or physical contact that makes the receiver feel uncomfortable or threatened</b>	<b>Horseplay, actions or comments that do not make the victim feel threatened (making faces, etc.)</b>	<b>Bullying, verbal abuse, inappropriate touching, threats of physical harm, including threats of violence or weapons</b>	
	<b>Property Damage</b>	<b>Breaking classroom materials, throwing desks, chairs, computers, destroying text books, and destruction of any building fixture or structure</b>	<b>Kicking/Writing on furniture, breaking pencils, slamming lockers or doors, etc.</b>	<b>Intentional destruction of property belonging to the school, staff, or other students through misuse or aggressive behavior/ Writing on Furniture</b>	
<b>Weapons</b>	<b>Knives or guns (real or look alike), objects readily capable of causing bodily harm found on the student or in lockers, backpacks, purses, etc.</b>	<b>Pencils, scissors, etc. when not being used correctly, but NOT intended as a weapon</b>	<b>Having possession of a weapon or weapon look alike capable of causing bodily harm (major) / not intended as a weapon (minor)</b>		

**(NOTE –**

**Consequences escalate for repeat offenses! Consequences may also be escalated for students repeatedly visiting In School Suspension)**

**Office Referrals**

May include the following:

Loss of PBS Activities, Lunch Detention, Parent Contact, Parent Conference, In School Suspension, Out of School Suspension, Time for Time Duties, Thursday's After-School Detention, Saturday School, Parent Consent Corporal Punishment, Alternative School. Extreme cases may include Court Petitions or Law Enforcement involvement of School Resource Officer.

**All disciplinary decisions are at the discretion  
of school administration**

For Specific Questions about Board Policies.....You can visit the online policies at [www.rheacounty.org](http://www.rheacounty.org) .

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# **SCHOOL WIDE** **POSITIVE BEHAVIOR SUPPORT**

Rhea Middle School will initiate a School Wide Positive Behavior Support component to the overall behavioral plan of expectations for student conduct while on campus.

## **What is School-Wide PBS?**

A team approach to teaching expectations and preventing behavior problems

## **Rationale for Positive Behavior Support**

RMS desires for school time to be focused on INSTRUCTIONAL TIME.

Negative behaviors force time to be spent on non-instructional time.

(Writing referrals, telephoning parents, parent conferences, etc.)

Through this incentive program we can spend less time on those negative behaviors and more time being creative and enthusiastic in our planning of engaging activities for the students.

## **RMS School-Wide PBS**

The focus of our PBS program will be to teach & reward positive student behaviors/attitudes. Students will be rewarded each grading period that meet certain criteria for helping maintain the behavioral expectations of the school.

RMS will teach the academic, behavioral, and social expectations for the school.

Students will have opportunities for positive reinforcements throughout the year.

## **RMS Reward System**

Rhea Middle School will implement reward system in an effort to reward students that are following the expected behaviors of the school. Each teacher will be given tickets that they will distribute to students as they catch them being good and following school rules and expectations.

At the conclusion of each nine weeks, the school will host an AWESOME EAGLE ASSEMBLY and a certain number of tickets will be required for students to gain entry into the event. This assembly will have organized activities and fun things for students to participate in.

At the end of the school year, the school will have a final assembly and all unused tickets may be placed in a bucket for a school wide drawing for several gifts.

**Rhea Middle School students will be expected to be respectful, responsible, and ready for school EACH DAY.**

## **TITLE I PARENT INVOLVEMENT POLICY**

The Rhea Middle School parent involvement policy is developed with, agreed upon with, and distributed to parents at the annual meeting. This policy is reviewed annually and updated as appropriate to meet the changing needs of the parents and the school. Names of individuals involved in the development of this policy are on file in the principal's office and at the Central Office. A copy of this policy is included in the materials available for review at each Title I Parent Meeting, the annual system-wide meeting, and at the two scheduled parent-teacher conferences.

All parents are invited and encouraged to attend the annual meeting. At the meeting this policy, legal requirements, and the parents' rights to be involved in the Title I Program are available for review. A copy of this policy is distributed to parents. In addition, a description and explanation of curriculum, individual assessments, and expectations are discussed. Parents are given reports and explanations of their child's progress throughout the year.

Comments by parents of participating children concerning dissatisfaction with the LEA plan or the school wide program plan are attached to the plan when submitted to the SEA and LEA respectively. All parents' requests are submitted to the school principal or the LEA Title I Director and are taken into consideration by the school's Title I planning team. Reasonable support for parental involvement activities requested by parents is provided by the individual school and the LEA.

### **Rhea County Educational Leadership Team**

**Director of Schools: Mr. Jerry Levengood**

**Asst. Director of Schools:**

**Mr. Jesse Messimer**

**Mr. Bryant Collins**

**Mrs. Lori Derlak**

*School Board District 1: Mr. John Mincy*

*School Board District 2: Mr. B.J. McCoy*

*School Board District 3: Mr. Perry Massengill*

*School Board District 4: Mr. Bimbo McCawley*

*School Board District 5: Mrs. Brenda Hill*

*School Board District 6: Mr. Carroll Henderson*

*School Board District 7: Mr. Dale Harris*

*School Board District 8: Mr. Chip Pendergrass*

*School Board District 9: Dr. Henry Reid*

**For Specific Questions about Board Policies, you can view policies online at [www.rheacounty.org](http://www.rheacounty.org) .  
Board Policies are located in the School Board Section.**

# Compact Between Home & School

## School Responsibilities

*The Rhea Middle School will:*

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic standards as follow:
  - Provide, safe, supportive, and effective environment conducive to learning
  - High expectations for ourselves and our students
  - Rigor of curriculum at high standard and relevance to real world problems
  - All staff highly qualified through No Child Left Behind
  
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
  - **October 28, 2020 Parent/Teacher Conferences**
  - **February 3, 2021 Parent/Teacher Conferences**
  - Additional Conferences available upon request
  - Each student receives copy of compact in handbook
  
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
  - Regular progress reports at mid-point of each grading period
  - 9 weeks report card (4 grading periods per year)
  - Copies of TCAP
  - Teacher / Parent contact log (emails, phone calls, weekly class newsletters, monthly school-wide newsletters)
  
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - Teachers have meeting time available daily with parents during the school day
  - Teachers frequently make themselves available for post work hours meetings
  - Two Parent/Teacher Conferences per school year (1 per semester)
  - Open House at the beginning of School
  - Grade Level Orientation (mid-August)
  - Email and Phone Conferences occur daily
  
5. Provide parent's opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
  - Volunteers sign-in daily at front office and report to their rooms
  - Parents may observe classroom any day (school requests notice they are attending)
  - Parents/Volunteers serve as chaperones on field trips

## Parent Responsibilities

1. We, as parents, will support our children's learning in the following ways:
  - Monitoring attendance
  - Making sure that homework is completed
  - Monitoring amount of television their children watch
  - Volunteering in my child's classroom
  - Participating, as appropriate, in decisions relating to my children's education
  - Promoting positive use of my child's extracurricular time
  - Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups
  - Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district

## Student Responsibilities

1. We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:
  - Do my homework every day and ask for help when I need to.

- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day
- Always try to work to the best of my ability
- Come to school each day on time, with my homework completed and have the supplies that I need
- Show respect for myself, my school, other students and have consideration for cultural differences
- Conform to the rules of conduct at my school
- Believe that I can learn and I will.

## **Rhea Middle School—Family Engagement Plan**

Rhea Middle School, with the cooperation of parents, has developed a written family engagement plan and home-school compact, which will give parents the ability to be involved with their children and understand the expectations. This plan will be reviewed annually and updated as needed when the school and needs for the parents change. The persons that developed The Family Engagement Plan is on file and can be reviewed in the principal's office and also at Rhea County Department of Education. This Policy Plan is also at all Title I meetings as well as the annual system-wide meeting and parent-teacher conferences.

The Rhea Middle Family Engagement Plan will hold annual meetings to inform parents of the following:

- translations of written notifications and interpreters at parent conferences, parent meetings, and training sessions,
- means of notification of parents of school events in a timely, efficient manner,
- the individual achievement levels of students,
- academic assessment measures for student achievement,
- the school's curriculum,
- Opportunities for parent involvement and suggestions in the school.

Involve parents/guardians in an organized, ongoing, and timely way in planning, revising as well as voicing suggestions to improve the need for changes in the future of the school by:

- PTO Meetings,
- Newsletters,
- Phone calls,
- Home visits,
- Personal contact at school

Provide all parents/guardians the opportunity to make suggestions, or opinions that will better suit their child as well as their education by giving these opportunities:

- IEP's,
- PTO Meetings,
- S-Team Meetings

Hold flexible meetings for the parents' convenience such as:

- Parent teacher conferences during teacher's planning time,
- Parent teacher conferences held twice each year,
- PTO meetings

Provide information that is weekly and on a scheduled time such as:

- Newsletters,
- Progress reports,
- Report cards,
- T-CAP scores yearly,
- Web site for each teacher,
- Web site for state standards
- School Facebook Page
- School Schoolcast Messages (Voice, Text, & Emails)

## **Rhea County School System**

All Rhea County School Board meetings and workshops are open to the public. A proposed Board policy or policy change is submitted as part of the Board's agenda. Any interested party will be given the opportunity to be heard on the proposal. Meetings/workshops are announced in the local newspaper, school calendars and newsletters.

The Rhea County School System has a very informative web site.

[www.rheacounty.org](http://www.rheacounty.org)

You may find pertinent information concerning school board policies, calendar events, etc.

The Rhea County School's course of study is the State of Tennessee Curriculum. It can be viewed at the State of Tennessee Web site ([www.state.tn.us/education](http://www.state.tn.us/education)). Local facilities providing access to the state web site are public libraries, schools and the Rhea County Superintendent of Schools office.

**Discrimination and Grievance Procedure:** The Rhea County School System does not discriminate on the basis of race, sex, color, religion, national origin, handicap, age, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits. The following persons have been designated to handle inquiries regarding non-discrimination policies:

*Sue Brown, Titles II, VI, IX and Age Discrimination Act Contact  
Rhea County Department of Education  
305 California Avenue, Dayton, TN 37321 (423) 775-7813*

*Ray Fugate, 504 Contact  
Rhea County Department of Education  
305 California Avenue, Dayton, TN 37321 (423) 775-7813*

**Special Education and 504 Policies:** It is the policy of the Rhea County Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents, under Section 504 will be enforced.

**Parents Rights to know Professional Qualifications:** As a parent of a student attending Rhea County Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's teachers:

- Whether the Tennessee State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Tennessee State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, and if so, the subject of the degrees.



- Whether any teachers' aide, or similar paraprofessional, provide services to your child and if so what are their qualifications.

**If you would like to receive any of this information, please call Jerry Levengood, Director of Schools at (423) 775-7813.**

### **Transfer Option for Students Victimized by Violent Crime at School**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Central Office at 775-7813.

# Rhea County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Standardized Dress Code (Grades 6-12)</b>	Descriptor Code: <b>6.3101</b>	Issued Date: <b>11/13/08</b>
		Rescinds:	Issued:

## *BOTTOM WEAR (waist & below) – Pants, skirts, shorts, skorts*

Bottom wear may be any color or style pants of appropriate size and length worn securely around the waist with **NO SAGGING, BAGGING, OR HOLES**. Wind suits, sweat pants, tight fitting knit pants, spandex shorts, boxer shorts, and biker short are not permitted.

Skirts, shorts, or skorts must be no shorter than 3” above the knee. Undergarments cannot be worn as outer garments.

## *TOP WEAR (waist & above)*

Shirts of any color with sleeves may be worn as long as there is no messages promoting alcohol, tobacco, drugs, professional wrestling, satanic beliefs, or displaying obscene, crude, vulgar, or sexual logos. Additionally, any logo or message which is offensive to an ethnic or a religious group will not be permitted.

Spaghetti straps, tank tops, halter tops, mesh and sheer tops are not permitted.

Shirts and pants or skirts must meet. No bare midriffs.

All shirts must be size appropriate.

## *DRESSES & SKIRTS*

Dresses and skirts may be worn provided the length is no shorter than 3” above the knee. All dresses must have sleeves.

## *SWEATERS*

Any size appropriate long sleeve crewneck sweater, V-neck sweater/vest may be worn.

## *SWEATSHIRTS*

Sweatshirts may be worn as long as the writing meets the guidelines for shirts.

## *ALL APPAREL*

Messages/Print on all apparel must adhere to the guidelines for shirts.

### *JEWELRY/ACCESSORIES*

Students are not to wear jewelry, ornaments, or accessories which distract from the educational process, such as excessively noisy jewelry and/or belts. No body piercing jewelry is allowed except in the ears. No heavy metal chains! Students may not wear metal spiked apparel or similar accessories.

### *SHOES*

Shoes must be worn at all times.

### *HAIR*

All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision. Students are not to have: sprayed or dyed in unnatural colors, (such as blue, pink, green, orange, etc.) spiked hair or Mohawks.

### *HEADWEAR*

No hats, bandannas, hoods, sweatbands, or sunglasses will be worn in the building.

### *SPECIAL DRESS DAYS*

Any school may develop special dress days for special occasions at the direction of the principal.

### *SPECIAL SITUATIONS*

If a student cannot comply with the standardized dress code based on religious beliefs, his or her parent or guardian may write a letter explaining the situation to the Director of Schools with a copy to the school principal. Each case will be dealt with on an individual basis.

Students violating dress code will be referred to the office and allowed to call home for a change of clothing. Multiple violations of dress code policy will result in an office referral and the potential of losing PBS privileges, student activity privileges, or In-School Suspension. Ongoing violations of dress code could lead to Out-of-School Suspension.

**The final decision as to what is appropriate or acceptable for dress at school will be made by the principal or designee.**

# Rhea County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>11/10/16</b>
		Rescinds: <b>6.304</b>	Issued: <b>01/17/13</b>

The Rhea County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

## DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.<sup>3</sup>

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

## **COMPLAINTS AND INVESTIGATIONS**

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.<sup>2</sup> All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.<sup>4</sup> If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.<sup>4</sup>

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.<sup>1,4</sup>

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student’s person or property;
- It has a substantially detrimental effect on the student’s physical or mental health;
- It has the effect of substantially interfering with the student’s academic performance; or
- It has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>4</sup> If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.<sup>4</sup> Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

## **RESPONSE AND PREVENTION**

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

## **REPORTS**

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

## **RETALIATION AND FALSE ACCUSATIONS**

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

# Rhea County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Homeless Students</b>	Descriptor Code: <b>6.503</b>	Issued Date: <b>04/20/17</b>
		Rescinds: <b>6.503</b>	Issued: <b>11/14/02</b>

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths.<sup>1</sup>

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.<sup>2</sup> Homeless students include:<sup>2</sup>

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

## ENROLLMENT

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines.<sup>3</sup> Parents/guardians are required to submit contact information to the district's homeless coordinator.<sup>3</sup>

## PLACEMENT

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program.<sup>9</sup> School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin.<sup>9</sup>

Placement shall be determined based on the student's best interest.<sup>4</sup> At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth.<sup>5</sup> When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered.<sup>5</sup> The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.<sup>6</sup>

If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth.<sup>5</sup> The written explanation shall include a statement regarding the right to appeal the placement decision.<sup>5</sup> If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as

expeditiously as possible and in accordance with the law.<sup>7</sup> Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.<sup>7</sup>

## **RECORDS**

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.<sup>8</sup>

## **SERVICES<sup>10</sup>**

The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

The director of schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school of origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status as independent students.

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.



# Rhea County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Migrant Students</b>	Descriptor Code: <b>6.504</b>	Issued Date: <b>11/14/02</b>
		Rescinds:	Issued:

The Board directs the administration to identify migratory students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory students the district will:<sup>1</sup>

1. Identify migratory students and assess the educational and related health and social needs of each student.
  
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
  
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.
  
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff.
  
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the director of schools or designee will notify the Tennessee Department of Education and request assistance if needed.

## VACCINE INFORMATION STATEMENT

# 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/via](http://www.immunize.org/via)

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

### 1 Why get vaccinated?

Influenza ("flu") is a contagious disease that spreads around the United States every year, usually between October and May.

Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact.

Anyone can get flu. Flu strikes suddenly and can last several days. Symptoms vary by age, but can include:

- fever/chills
- sore throat
- muscle aches
- fatigue
- cough
- headache
- runny or stuffy nose

Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse.

Flu is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk.

Each year **thousands of people in the United States die from flu**, and many more are hospitalized.

**Flu vaccine can:**

- keep you from getting flu,
- make flu less severe if you do get it, and
- keep you from spreading flu to your family and other people.

### 2 Inactivated and recombinant flu vaccines

A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season.

Some inactivated flu vaccines contain a very small amount of a mercury-based preservative called thimerosal. Studies have not shown thimerosal in vaccines to be harmful, but flu vaccines that do not contain thimerosal are available.

There is no live flu virus in flu shots. **They cannot cause the flu.**

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. But even when the vaccine doesn't exactly match these viruses, it may still provide some protection.

Flu vaccine cannot prevent:

- flu that is caused by a virus not covered by the vaccine, or
- illnesses that look like flu but are not.

It takes about 2 weeks for protection to develop after vaccination, and protection lasts through the flu season.

### 3 Some people should not get this vaccine

Tell the person who is giving you the vaccine:

- **If you have any severe, life-threatening allergies.**

If you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Most, but not all, types of flu vaccine contain a small amount of egg protein.

- **If you ever had Guillain-Barré Syndrome (also called GBS).**

Some people with a history of GBS should not get this vaccine. This should be discussed with your doctor.

- **If you are not feeling well.**

It is usually okay to get flu vaccine when you have a mild illness, but you might be asked to come back when you feel better.



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

## 4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of reactions. These are usually mild and go away on their own, but serious reactions are also possible.

Most people who get a flu shot do not have any problems with it.

**Minor problems** following a flu shot include:

- soreness, redness, or swelling where the shot was given
- hoarseness
- sore, red or itchy eyes
- cough
- fever
- aches
- headache
- itching
- fatigue

If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

**More serious problems** following a flu shot can include the following:

- There may be a small increased risk of Guillain-Barré Syndrome (GBS) after inactivated flu vaccine. This risk has been estimated at 1 or 2 additional cases per million people vaccinated. This is much lower than the risk of severe complications from flu, which can be prevented by flu vaccine.
- 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. Ask your doctor for more information. Tell your doctor if a child who is getting flu vaccine has ever had a seizure.

**Problems that could happen after any injected vaccine:**

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

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

The safety of vaccines is always being monitored. For more information, visit: [www.cdc.gov/vaccinesafety/](http://www.cdc.gov/vaccinesafety/)

## 5 What if there is a serious reaction?

**What should I look for?**

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

**What should I do?**

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get the person to the nearest hospital. Otherwise, call your doctor.
- Reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

*VAERS does not give medical advice.*

## 6 The National Vaccine Injury Compensation Program

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.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation). There is a time limit to file a claim for compensation.

## 7 How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- 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)

### Vaccine Information Statement Inactivated Influenza Vaccine

08/07/2015

42 U.S.C. § 300aa-26

Office Use Only



# 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 disease** is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Meningococcal disease often occurs without warning—even among people who are otherwise healthy.

Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household.

There are at least 12 types of *N. meningitidis*, called “serogroups.” Serogroups A, B, C, W, and Y cause most meningococcal disease.

Anyone can get meningococcal disease but 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*
- People at risk because of an outbreak in their community

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, amputations, nervous system problems, or severe scars from skin grafts.

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

### 2 Meningococcal ACWY Vaccine

Meningococcal conjugate vaccine (**MenACWY**) is licensed by the Food and Drug Administration (FDA) for protection against serogroups A, C, W, and Y.

Two doses of MenACWY are routinely recommended for adolescents 11 through 18 years old: the first dose at 11 or 12 years old, with a booster dose at age 16. Some adolescents, including those with HIV, should get additional doses. Ask your health care provider for more information.

In addition to routine vaccination for adolescents, MenACWY 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 “persistent complement component deficiency”
- Anyone taking a drug called eculizumab (also called Soliris®)
- 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 dormitories
- U.S. military recruits

Some people need multiple doses for adequate protection. Ask your health care provider about the number and timing of doses, and the need for booster doses.



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

### 3 Some people should not get this vaccine

Tell the person who is giving you the vaccine if you have any severe, life-threatening allergies. If you have ever had a life-threatening allergic reaction after a previous dose of meningococcal ACWY vaccine, or if you have a severe allergy to any part of this vaccine, you should not get this vaccine. Your provider can tell you about the vaccine's ingredients.

Not much is known about the risks of this vaccine for a pregnant woman or breastfeeding mother. However, pregnancy or breastfeeding are not reasons to avoid MenACWY vaccination. A pregnant or breastfeeding woman should be vaccinated if she is at increased risk of meningococcal disease.

If you have a mild illness, such as a cold, you can probably get the vaccine today. If you are moderately or severely ill, you should probably wait until you recover. Your doctor can advise you.

### 4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of side effects. These are usually mild and go away on their own within a few days, but serious reactions are also possible.

As many as half of the people who get meningococcal ACWY vaccine have mild problems following vaccination, such as redness or soreness where the shot was given. If these problems occur, they usually last for 1 or 2 days.

A small percentage of people who receive the vaccine experience muscle or joint pains.

#### Problems that could happen after any injected vaccine:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy or lightheaded, or have vision changes.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a

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

more information, visit: [www.cdc.gov/vaccinesafety/](http://www.cdc.gov/vaccinesafety/)

### 5 What if there is a serious reaction?

#### What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness—usually within a few minutes to a few hours after the vaccination.

#### What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get to the nearest hospital. Otherwise, call your doctor.

Afterward, the reaction should be reported to the "Vaccine Adverse Event Reporting System" (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

*VAERS does not give medical advice.*

### 6 The National Vaccine Injury Compensation Program

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.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation). There is a time limit to file a claim for compensation.

### 7 How can I learn more?

- Ask your health care provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- 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)

Vaccine Information Statement (VIS) for  
**Meningococcal ACWY  
Vaccines**



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