

## **GRIZZLIES PREP – REQUIRED DISCLOSURES**

As a participant in certain state and federal funding programs, Grizzlies Prep is required by statute or regulation to make certain disclosures and notifications to families. This document satisfies these requirements for:

- ) Title I, Part A of the Elementary and Secondary Education Act (ESEA) and its reauthorizations (“Title I”)
- ) Children's Internet Protection Act, as necessitated by the school's participation in the E-Rate program (“CIPA”)
- ) Family Educational Rights and Privacy Act (“FERPA”)
- ) Various state statutes

This document has been included in the Parent Binders made available to all families and distributed at the Annual Parent Meeting (i.e., Parent Orientation and Back to School Night). By signing the check-in sheet at these meetings, the family representative acknowledges that they have received this document and any other documents distributed in the Parent Binder. Additional documents may be made available online, as specified below.

### **TITLE I**

#### ***NOTICE OF TITLE I SCHOOL STATUS***

Grizzlies Prep accepts federal funding authorized in Title I, Part A of the Elementary and Secondary Education Act and is classified as a “schoolwide” or “whole school” funds recipient under definitions provided by statute.

#### ***ANNUAL PARENT MEETING***

Under Title I, schools are required to hold annual parent meetings. Grizzlies Prep holds numerous parent meetings throughout the school year and summer. The “Parent Orientation” and “Back to School Night” collectively satisfy Title I annual parent meeting requirements. Families were notified of these meetings through email, electronic newsletters, robocalls, and text message.

All other meetings are held in addition to these requirements.

#### ***POLICIES FOR FAMILY ENGAGEMENT***

Under Title I, schools are required to maintain and regularly update a family engagement plan, to disclose to families of the existence of the plan, and to make the plan available to families. Grizzlies Prep's family engagement plan is available on the school's website at [grizzliesprep.org](http://grizzliesprep.org).

## ***REPORTING PUPIL PROGRESS***

Under Title I, schools are required to report pupil progress to families and disclose the manner in which progress will be communicated. Pupil progress is reported periodically through:

- )] Weekly behavior reports (i.e., Kickboard paychecks)
- )] Bi-weekly academic progress reports
- )] Quarterly Report Cards
- )] Quarterly Reading Progress Updates
- )] Quarterly Math Progress Updates (students in math intervention)
- )] Beginning-, mid-, and end-of-year NWEA MAP score reports
- )] End-of-year TNReady/TCAP score reports

Teachers are also required to contact every family via phone call at least once per quarter to discuss student behavior and academics.

## ***PARENT-TEACHER CONFERENCES***

Under Title I, districts must implement district-wide parental involvement plans. Shelby County Schools' district-wide Title I plan specifies that schools will hold parent-teacher conferences.

Grizzlies Prep' parent-teacher conferences are conducted as twice yearly as specified in the school calendar distributed to parents. Teachers or parents may request additional conferences at their discretion.

## ***PARENTAL INVOLVEMENT REQUIREMENTS***

Under Title I, districts must implement district-wide parental involvement plans. Shelby County Schools' district-wide Title I plan specifies that schools will communicate the schools' parental involvement requirements.

Grizzlies Prep cannot legally compel parental involvement except to require that families satisfy minimum registration requirements for attendance, per district policies.

Grizzlies Prep requests that parents complete ten hours of activities at the school. Activities include but are not limited to:

- )] Attendance at parent meetings and parent-teacher conferences
- )] Chaperoning field trips
- )] Participating in parent team meetings
- )] Volunteering at the school
- )] Observing classes

## ***AVAILABILITY OF PARENTAL TRAINING***

Under Title I, districts must implement district-wide parental involvement plans. Shelby County Schools' district-wide Title I plan specifies that schools will provide training on state content standards and assessments. This training is offered at Back to School Night and upon request of the parent.

## ***DISTRICT/SCHOOL PROGRESS/STATUS***

Under Title I, state education agencies must disseminate information about districts' academic effectiveness and progress, and districts' must disseminate information about schools' academic effectiveness and progress.

Information of this nature is available on the Tennessee Department of Education's School Report Card, accessible at [tn.gov/education/data](http://tn.gov/education/data)

## ***SCHOOL IMPROVEMENT PLAN***

Under Title I, schools designated as a "schoolwide" or "whole school" funds recipient must create annual School Improvement Plans (SIP). Grizzlies Prep's SIP is available upon request.

## ***OPPORTUNITIES FOR ADDITIONAL PARENT MEETINGS***

Under title I, schools must notify parents of opportunities for parent meetings in addition to the Annual Parent Meetings held in the fall (i.e., Parent Orientation and Back to School Night). Grizzlies Prep holds the following additional meetings annually:

- ) Report Card Pickup and Parent-Teacher Conference Meetings (fall, winter, spring)
- ) Enrollment sessions for students accepted in the school's lottery (spring)
- ) One-on-one high school selection counseling (fall, 8<sup>th</sup> grade families only)
- ) High school fairs (8<sup>th</sup> grade families only)
- ) IEP Meetings (students with or considered for IEPs only)

Other meetings are held at the discretion of school staff according to the needs of students, staff, and parents. Parents are notified of these meetings via:

- ) This document
- ) Emails
- ) Weekly electronic newsletters
- ) Monthly calendars
- ) At the school's discretion, via special electronic newsletters, robocalls, and text messages

## ***TEACHER QUALIFICATIONS***

Under Title I, parents are entitled to information about the qualifications of teachers employed by schools. Parents can look up state licensing information for any teacher at [tdoe.tncompass.org/public](http://tdoe.tncompass.org/public).

If a class is taught for more than 20 consecutive days by an unlicensed teacher or long-term substitute, the school will apply for a waiver from state licensing rules and notify families of students in that class.

## ***PARENTS' RIGHT TO KNOW***

Under Title I, schools designated as a "schoolwide" or "whole school" funds recipient must make the following disclosure:

Parents and guardians of children attending schools receiving this type of Title I funding are entitled to request or receive certain types of information about the school, school personnel, and academic programs.

All parents have the right to request the following:

- ) A teacher's professional qualifications, licensure, grade(s) certification, waivers
- ) A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
- ) A paraprofessional's qualifications
- ) An annual notice of Student Education Records Privacy and notice for disclosure of School Directory Information
- ) An assurance that their child's name, address and telephone listing not be released to military recruiters
- ) Notification that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified

All parents will receive information on the following:

- ) Their child's level of achievement on each of the state's academic assessments
- ) Notification of right to transfer their child to another school in the district if the student becomes the victim of a violent crime or is assigned to an unsafe school
- ) District Family Engagement Policy and School Family and Community Engagement Plan
- ) Their right to public school choice, Supplemental Educational Services and more effective involvement if their child's school is identified for school improvement

## ***SCHOOL-PARENT COMPACT***

Under Title I, schools must develop a School-Parent Compact that outlines how parents, school staff, and students will share the responsibility for student academic achievement and school culture.

Grizzlies Prep's compact is its Commitment to Excellence document which is distributed during Parent Orientation and is included in the Parent Handbook, which is in turn available on the school's website at [grizzliesprep.org](http://grizzliesprep.org).

## ***STUDENT CODE OF CONDUCT***

Under Title I, schools must disclose their student code of conduct. Grizzlies Prep's Student Code of Conduct as well as extensive information on discipline policies is included in the Parent Handbook, which is available on the school's website at [grizzliesprep.org](http://grizzliesprep.org).

## **CIPA**

CIPA requires schools receiving E-Rate telecommunications discounts to operate "a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors" and to "provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy."

Grizzlies Prep maintains employee and student technology acceptable use policies which are available in the Employee Handbook and Parent Handbook, respectively. The Employee Handbook is not routinely distributed to non-employees. The Parent Handbook is available on the school's website at [grizzliesprep.org](http://grizzliesprep.org).

All guardians sign a waiver committing their family to compliance with the student technology acceptable use policy at the time of registration. All students receive instruction on acceptable and safe internet usage at the time access is granted and continually throughout the school year.

The information contained in this section is referenced verbally at the Title I Annual Parent meetings.

## **FERPA**

Grizzlies Prep fully complies with all requirements of the Family Educational Rights & Privacy Act (FERPA). FERPA guarantees certain rights to families with respect to their children's education records and directory information. Tennessee's laws regarding open records, contained in T.C.A. § 10-7-504, further refine the requirements for handling student records and information.

## ***EDUCATION RECORDS AND DIRECTORY INFORMATION***

### **What Are Education Records?**

Education records include anything that contains information directly tied to a student (i.e. personally identifiable) and is maintained by a school or education organization. These records span formats and include both print and electronic information.

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following the receipt of a written request. A school is required to provide a parent with copies of education records, or make other arrangements if necessary (e.g. the parent cannot travel to the school to view the record.)

Under FERPA, a school is not required to provide information that is not routinely maintained or to create new education records in response to a parent's request. Accordingly, a school is not required to provide a parent with special updates on his or her child's progress in school unless such information already exists in an education record.

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records, it must consider all requests. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

This amendment procedure exists to challenge facts that are inaccurately recorded. It may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require that schools keep fair records, not to override the standards and procedures for making academic assessments, disciplinary rulings, or placement determinations.

### **What Is Directory Information?**

Directory information includes things that would generally not be considered harmful or an invasion of privacy if disclosed, such as name, address, photograph, and age. Directory information may not include things such as a student's social security number or grades. Schools are required to notify parents of what information they designate as directory information, and parents and students may prohibit schools from disclosing directory information by submitting a written request within two weeks of enrollment.

Grizzlies Prep does not disclose directory information to third parties who do not have both a related educational interest and legitimate need for the information, except to provide student

names and images for media related to news coverage of the school and school events, and in those cases only when the student's parent has signed a media release.

## **MEDICAL INFORMATION DISCLOSURES**

These disclosures are required either by law, district policy, or our insurance carrier.

### ***CONCUSSION***

Grizzlies Prep complies with all state laws (TCA § 68-55-502) and regulations regarding concussion awareness and training for participants in sports programs. These requirements can be found on the state of Tennessee's website at this address: <https://www.tn.gov/health/health-program-areas/fhw/vipp/tbi/tennessee-concussion.html>

### ***CPR/FA/AED***

Grizzlies Prep complies with all state laws (TCA § 49-2-122, TCA § 68-140-408) requiring schools that place Automated External Defibrillators (AEDs) in their buildings to require expected AED users (e.g., teachers and staff) to complete training and demonstrate competence in CPR and the use of an AED through a course of instruction approved by the Tennessee emergency medical services board.

All staff and coaches at Grizzlies Prep are trained in first aid, CPR, and AED use.

### ***IMMUNIZATIONS***

Grizzlies Prep complies with all state laws (TCA § 37-10-401, § 37-10-402, § 49-6-5001) and regulations regarding immunization requirements for students in public schools. These requirements can be found on the state of Tennessee's website at this address: [tn.gov/health/cedep/immunization-program/ip/immunization-requirements.html](http://tn.gov/health/cedep/immunization-program/ip/immunization-requirements.html)

Students who do not meet these requirements will be barred from attendance and marked unexcused absent until the requirements are met.

### ***INFLUENZA***

Grizzlies Prep complies with all state laws (TCA § 68-5-111) and regulations requiring schools to provide parents and guardians with information about influenza and the effectiveness of vaccination at the beginning of each school year

According to the Centers for Disease Control (CDC):

*Flu is more dangerous than the common cold for children. Each year flu places a large burden on the health and well-being of children and their families. Annual influenza*

*vaccination is the best method for preventing flu and its potentially severe complications in children.*

Parents can learn more here: <https://www.cdc.gov/flu/parents/index.htm>

## ***MENINGITIS***

Grizzlies Prep complies with all state laws (TCA § 49-6-5005) and regulations requiring schools to provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination against meningococcal disease at the beginning of every school year.

According to the Centers for Disease Control (CDC):

*Meningococcal disease can refer to any illness caused by the type of bacteria called Neisseria meningitidis, also known as meningococcus [muh-ning-goh-KOK-us]. These illnesses are often severe and can be deadly. They include infections of the lining of the brain and spinal cord (meningitis) and bloodstream infections (bacteremia or septicemia).*

*These bacteria spread through the exchange of respiratory and throat secretions like spit (e.g., by living in close quarters, kissing). Doctors treat meningococcal disease with antibiotics, but quick medical attention is extremely important. Keeping up to date with recommended vaccines is the best defense against meningococcal disease.*

Parents can learn more here: <https://www.cdc.gov/meningococcal/>

## ***SUDDEN CARDIAC ARREST***

Grizzlies Prep complies with all state laws (TCA § 68-6-103) requiring schools to notify participants in sports programs and their parents and guardians about the nature, risk, and symptoms of sudden cardiac arrest, and to provide annual training for all coaches in a sudden cardiac arrest education program approved by the Tennessee Department of Health.

## ***STUDENT ACCIDENT COVERAGE***

The school carries a student accident coverage policy that will reimburse parents for all out-of-pocket medical services and prescriptions related to an injury that occurs at school or during a school function. Contact the Office Manager for more information.