

Unicoi Elementary School

Parent/Student Handbook 2020-2021

404 Massachusetts Avenue
Unicoi, TN 37692
Phone: 423-743-1665
Fax: 423-743-1667

Principal: Michael Riddell
Assistant Principal: Alexa Transki



It is the mission of Unicoi Elementary School to provide all students fair and equal opportunities in order to establish sound academic foundations for their future endeavors. These opportunities will be provided in a safe and nurturing environment where all students feel that they are a part of something special.

Dear Parents and Students,

I would like to welcome everyone to the 2020-2021 school year at Unicoi Elementary School. I am excited about the learning opportunities for our students this year academically, socially, and emotionally. Our school is now in the third year of a three year process in becoming a trauma-informed school. We are very excited about the next step in this process and being able to better serve the needs of all of our students at the school, especially the students that are most at risk.

This year, our students will be entering a challenging and trying year due to the COVID situation. However, I know our staff and students are up to the challenge. Even though some of our students will be learning in person and others will be learning from home, our teachers and staff are dedicated to making it a high quality instructional year for all students in the school.

I am looking forward to working with each one of you this year to make the learning experience the best it can be for our students. If I can assist you in any way possible, please feel free to contact me, and I will be glad to help you. Together, we will make sure Unicoi Elementary stays on top.

Sincerely,

Michael Riddell
Principal

UNICOI COUNTY SCHOOLS CALENDAR

2020 - 2021

Investing in students



Building our future

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8/3 - 8/6 In-Service
- 8/10 First Day of School (Dismiss 11:45/12:00)
- 8/21 Professional Development (Dismiss 11:45/12:00)
- 9/7 Labor Day (No School)
- 9/18 Professional Development (Dismiss 11:45/12:00)
- 9/24 Parent/Teacher Conference (Dismiss 11:45/12:00)
- 9/28 - 10/2 Fall Break (No School)
- 11/3 Election Day (No School)
- 11/20 Professional Development (Dismiss 11:45/12:00)
- 11/25 - 11/27 Thanksgiving Break (No School)
- 12/18 Professional Development (Dismiss 11:45/12:00)
- 12/21 - 1/1 Christmas Break (No School)
- 1/4 Professional Development (No School)
- 1/18 Martin Luther King Day (No School)
- 2/19 Professional Development (Dismiss 11:45/12:00)
- 3/18 Parent/Teacher Conference (Dismiss 11:45/12:00)
- 4/2 - 4/5 Spring Break (No School)
- 4/23 Professional Development (Dismiss 11:45/12:00)
- 5/19 Professional Development (Dismiss 11:45/12:00)
- 5/20 Last Day of School (Report Cards)

COLOR CODES	
	Students in School
	Students out of School
	Schools dismiss early

Mission Statement

It is the mission of Unicoi Elementary School to provide all students fair and equal opportunities in order to establish sound academic foundations for their future endeavors. These opportunities will be provided in a safe and nurturing environment where all students feel that they are a part of something special.

Beliefs

Students will

- Actively participate in a balanced curriculum with innovative instructional methods which meet the developmental needs and unique characteristics of elementary school students.
- Learn best in a safe, caring, and positive environment.
- Be able to read, write, interpret, summarize, and synthesize essential information.
- Demonstrate proficient/advanced scores in all academic areas.
- Efficiently use current and future technology.
- Be provided with opportunities to make appropriate decisions, practice self-discipline, and develop good character.
- Communicate in a variety of ways such as verbally, visually, etc.
- Be knowledgeable of the world around them.
- Recognize and appreciate diverse cultures.

Teachers will

- Be caring, compassionate and consistent in their interactions with our students.
- Use research-based teaching strategies that address the diversity in the classroom.
- Set high expectations for student academic achievement.
- Establish effective communication with parents and other stakeholders.
- Provide assistance to parents in order for them to help their children.
- Participate in professional growth activities

Stakeholders will

- Actively support the educational processes of the school.
- Communicate concerns to the faculty and administration of the school.
- Participate in the decision-making process for the school.
- Encourage their child's efforts in school and encourage their success.

Vision Statement

The vision of Unicoi Elementary is to be recognized as a school with high moral standards and values that provides an educational program which enables all students to achieve academically. Utilizing the entire learning community, Unicoi Elementary will create a safe and nurturing environment with highly qualified teachers implementing research based teaching strategies to instill in our students the value of a sound education and life-long learning.

ATTENDANCE

Attendance is a key factor in student achievement. Therefore, students are expected to be present each day school is in session. The Board of Education has set, in compliance with the State Department of Education requirements, a daily student attendance goal of 95%. Absences shall be classified as either excused or unexcused as determined by the principal. Excused absences include:

1. Personal illness
2. Illness of immediate family
3. Death of immediate family member
4. Medical appointments
5. Religious Observances
6. Court subpoenas (not guilty)

A child is marked unexcused until we have an excuse provided by a Doctor's office. Parents or guardians have one day to provide the school with a written excuse or phone call. Please note that 3 unexcused tardies also equal 1 unexcused absence. In the case of tardiness, the parent **MUST** sign their child in with the main office and state the reason for tardiness. If it is not one of the above reasons, then the tardy is unexcused.

Regular school attendance is a key to good school grades, overall achievement, and a rewarding educational experience, as well as being required by the Tennessee State Law. Parents or guardians will be contacted by letter or phone for students who have excessive absences or tardies. If attendance does not improve, the Attendance Supervisor at the Central Office will be informed. Court action could result. A Truancy Board has been established to deal with parents/guardians and students that have chronic absenteeism problems. The process is as follows:

1) When absences and/or tardies exceed a number that interferes with the child's progress, a phone call will be made to parents or a letter will be sent to parents informing them of the number in our records. If improvement is not shown, a referral form will be completed by the principal and forwarded to the Attendance Supervisor.

2) After five (5) days of absences, a referral form is completed by the school and forwarded to the Attendance Supervisor.

3) A letter will be mailed to the parent/guardian with the date and time they are expected to appear before the Truancy Board. At least one legal parent/guardian must be in attendance.

4) After meeting with the parent/guardian, the truancy board will determine the necessary action to take.

5) The Truancy Board will meet at the school during school hours.

6) If absences continue after the initial meeting with the Truancy Board, the parent/guardian may be referred to court for legal action.

The state of Tennessee has developed chronic absenteeism guidelines for schools and students. Chronic absenteeism means a student has missed 10% or more of the days in a particular school year. In a 180 day year, this means the student would have missed 18 or more days. These students are at a particularly strong risk of getting behind their peers academically and staying there and eventually dropping out of school. We will notify you early on if your student is in danger of becoming chronically absent from school.

Attendance for perfect attendance awards is based on physical presence all school year and no absences, tardiness or early dismissals. A tardy is defined as coming after 8:00 a.m. Early dismissal is leaving school any time prior to 3:00 p.m.

* Parents, please call school by 8:30 A.M. if your child is going to be absent that day. You may arrange to pick up any assignments from the day missed at the office.

BUS CONDUCT

All school rules apply while students are on the bus and at all school events. Transportation is provided as a convenience for the families of our students. Students who do not follow school and bus rules will lose the privilege of riding the bus for a period of time. Students are expected to be courteous to each other and the driver, remain seated, speak quietly, and follow all directions given by the driver. These rules will be enforced in order to maintain the safety of ALL students who ride the bus.

The following consequences will be enforced for bus referrals to the office:

First offense: punishment, parent notice, and assigned seat by driver

Second offense: suspension of bus privileges (length determined by principal)

Third offense: suspension of bus privileges for up to the remainder of the school year

Each year students come to the office to arrange going home with someone else. Due to the many safety concerns that arise from this situation, students will not be allowed to leave the bus at any location other than their normal stop without written permission signed by the family. **Phone calls will not be made to ask permission.**

CAFETERIA

Unicoi County School Food Service receives funding through the United States Department of Agriculture (USDA). Unicoi Elementary and Unicoi County Schools are pleased to offer a free breakfast to all students who attend. Breakfast will be served each morning from 7:15 to 7:45. Students who wish to participate must take enough offerings to satisfy meal requirements. Second breakfasts or additional milks will require payment at the usual charges.

Lunch prices for the 2020-2021 school year will be \$2.25. All students must take the necessary items to meet the nutrition guidelines of a full meal, or they will be charged A La Carte prices. Parents may check their student's lunch account balance through our on-line grade book account using your Skyward log-in and password. Parents can also deposit lunch money into their student's account electronically at the following website:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> or by clicking on the “Deposit Lunch Money” button on the www.unicoischools.com home page. The following chart shows meal prices and A La Carte prices for this school year:

PRICES	GRADES K-5
Lunch	\$2.25
Breakfast	FREE
Milk/Juice	\$0.50
Bottled Water	\$0.50
Extra Meat	\$1.80
Extra Fruit	\$0.80

Cafeteria Charges

Students will be able to charge lunch if they forget their lunch money. Charges should be paid back the next day, when possible. Charges must be paid back to the office in cash. Students are not permitted to take money out of their account to pay charges in the office. Checks cannot be cashed to pay office charges and put money into student accounts. Due to accounting restrictions both accounts must be kept separate.

CHECK-IN AND CHECK-OUT

When it is necessary to check a student in late or check a student out early, **parents must sign the student in/out at the front desk.** If a student is sick or injured and will have to be absent from school five or more days, parents should contact the school so homebound services can be arranged. If a parent drops a student off without signing him or her in, it will be counted against the student as an **unexcused tardy.** Only those persons named on the Emergency Form will be permitted to pick up students. Please do not send unauthorized persons (not on emergency form) to pick up your child. You may update your student’s emergency form any time in person at the school office.

CHILD ABUSE & NEGLECT

All personnel shall be alert for any evidence of child abuse or neglect. Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately. The report shall be made to the judge having juvenile jurisdiction, the office of the chief law-enforcement official where the child resides, or to the Department of Children's Services in a manner specified by

the department, either by contacting a local representative of the department or by utilizing the department's centralized intake procedure where applicable.

DRESS CODE

Dress should be a matter of personal choice as long as it does not interfere with classroom instruction. However, there are limits of modesty, safety, and cleanliness each student will be asked to follow. Students should dress comfortably and meet the dress code requirements at all times.

Tops Should:

- Be appropriate
- Should not show undergarments
- Have straps that are 3 fingertips wide (if a tank top)
- Cover the waistband of pants when arms are raised
- Should not promote drugs, alcohol, tobacco products, or anything considered derogatory

Bottoms Should:

- Be the length of the student's fingertips when walking or standing
- Should not have holes above the knee
- Leggings are NOT considered pants and should have a top that is fingertip length covering the leggings.

Students should wear athletic shoes on days that they have Physical Education class.

DROP-OFF / PICK-UP

The following are the procedures for dropping students off in the mornings and picking them up in the afternoons this year:

1. Beginning at 7:15 a.m. each morning, all student drop-off will take place at the back cafeteria door on Virginia Street. The students will enter through the double doors and go to the gym or cafeteria. **Please do not drop your child off before 7:15 a.m., as the doors will not open before then.**
2. Students will be dismissed from the gym/cafeteria to their classrooms at 7:30 a.m.
3. After 8:00 a.m., all students must enter through the front main entrance at the office.
4. Pick-up for Kindergarten through 2nd grades will take place at 2:45 at the loop off of the Kindergarten wing. Please make sure the first car pulls all the way to the end of the loop to the access road exit. Each car that follows needs to pull into the loop closely behind. The line will extend out to Massachusetts Avenue along the front of the school from there. Please make sure you do not block the parking spaces that are on the road if you are in the line.
5. Pick-up for 3rd-5th grades will take place at 2:45 at the back cafeteria door, where students are dropped off in the mornings. Only 3rd-5th graders who have siblings in Kindergarten

through 2nd grade may be dismissed with their sibling(s) at the loop off of the Kindergarten wing.

6. All bus pick-up will take place in the back of the school at the gym exit on Lincoln Street.

EARLY DISMISSAL

There is a possibility students will be dismissed early because of weather conditions. Please discuss with your child what they should do if school is dismissed early. As winter approaches, the school will send home an early dismissal form for you to fill out that notifies the faculty and staff of how all students are getting home in the event of an early dismissal. If you want to be called, leave a contact number with the teacher and every effort will be made to call. For information about school closings or delays, parents and students may listen to any one of the area radio and television stations. Parents are urged **NOT** to phone the school, but to stay tuned to the station of their choice.

EMERGENCY FORMS

Updated emergency contact information is critical in the case of an emergency. Each student must have enrollment and emergency forms completed in Skyward before the start of each school year. If you cannot access Skyward or have problems with your login and/or password please contact the school. Paper forms are available as well if necessary.

Skyward can be accessed at the following web address:

<https://sis-unicoi.tnk12.gov/scripts/wsisa.dll/WService=wsUNCStu/seplog01.w>

Please notify the school ANYTIME there is a change with your phone number, address, work site, etc. and make the changes in Skyward.

HEAD LICE POLICY – 6.4031

The Pediculosis Management Program includes routine school-wide screening for head lice and their nits, scheduled lice case tracking and follow-up. Each year, between 8 and 12 million children acquire head lice. If your child is constantly itching, check the scalp for lice or eggs (nits). The nits will appear as white specks stuck to the hair near the scalp and will not slide off the hair shaft easily. If you suspect that your child has head lice, please do not send them to school. Check with the school nurse at 743-1665 for proper instruction on how to treat a lice infestation. If your child is found to have lice at school, you will be contacted to pick up your child to be treated. Students sent home with lice must be brought to the office for a check prior to being readmitted to class. **One day's absence only will be excused.**

HOMEWORK

Homework varies based on the teacher your child has. For questions regarding homework, please contact your child's teacher.

Each teacher has developed consequences for failing to complete homework. These may affect your child's grades. Students who need to meet reading goals or have incomplete class or homework assignments may have to miss recess or other school privileges to get caught up.

Students will be given the opportunity to make-up class and homework assignments when they are absent. Students will have the responsibility for making the arrangements to successfully complete the assignments. The responsibility for making up assigned work is an important learning experience for life, and it begins at the elementary level.

MEDICINE POLICY – 6.405

Oral medications will not be administered to children by school personnel, except by the school nurse. If, under exceptional circumstances, a child is required to take prescribed oral medications or inhalers during school hours and the parent cannot be at school to administer the medications, the following procedure must be followed:

1. Written parent/guardian permission must be given.
2. Physician's prescription, instructions, and signature with reason for giving the medication and the beginning and ending dates must be provided.
3. A list of possible side effects – this can be provided by the pharmacist.
4. Medication must be in the original pharmacy bottle.
5. Medication must be brought to the office immediately upon arrival at school.

ALL student medication must be given to the school nurse in order for students to be able to have medication at school. This policy is for protection of teachers and children in our school system. Your cooperation will enable us to meet the needs of our students. The forms may be obtained from the school office.

PARENT CONFERENCES

Parents are encouraged to contact the school to discuss a student's school work. Please be aware, however, that teachers are not available to meet when they have students in the class. If you call or stop by, leave a message for the teacher, and the teacher will contact you before or after school or during their planning time to set up a meeting.

The Board of Education also sets aside two days a year for scheduled conferences; however, due to remote learning circumstances, as a result of COVID-19, teachers and parents have been in frequent

communication. Therefore, the fall Parent Conference will not be held. The spring Parent Conference is scheduled for March 18th.

PARENT INVOLVEMENT & COMMUNICATION

At Unicoi Elementary we highly value parental involvement. We will strive to work together for the benefit of all our students. Unicoi Elementary has a parental involvement contract that meets the guidelines outlined by Federal Programs and Title I Funding. The contract will be sent out within the first couple of weeks of school for parents to review and sign. We welcome any suggestions or concerns that you may have.

Communication between students, parents, and teachers is vital to the success of all students. As a school we will strive to maintain open lines of communication between home and the school. Unicoi Elementary will promote an “open door” policy and actively seek to have parents participate in school activities. Throughout the school year we will strive to have close contact with 100% of our parents as often as possible. We also request that you help with this process. You may stay in contact with us by:

- Visiting our school website.
- Attending parent conferences, parent meetings, and any other family activities.
- Taking a few minutes each day to talk to your child about their school day.
- Call or write a note with any questions or concerns.
- Reading your child’s weekly classroom newsletter.
- Monitoring your child’s progress through our on-line grade book (Skyward).

We would like to offer and encourage everyone the opportunity to join and support our Parent Teacher Organization. It is our hope that our PTO is an important and active part of our school. Through this organization, we provide opportunities for parents and teachers to establish a good working relationship for the benefit of our students. If you would like more information about how to get involved with the PTO please see Mr. Riddell or one of our PTO officers.

PERSONAL PROPERTY

Due to COVID-19 restrictions, students will not be allowed to bring any personal items from home to school. Students should not bring expensive toys, jewelry, etc. to school. Many times they are lost or broken. No one is allowed to bring a knife or other dangerous objects to school. It is a good idea to put your name on coats, jackets, and other property brought to school.

Students may possess personal communication devices (cell phones, CD players, iPods, MP3 players, etc.) while on school property. However, the personal communication device must be in the off mode, must be kept in a backpack, and may not be used during school hours unless the principal or his designee grants permission. **The school will not be responsible for any items that are lost or broken while students are at school or on the bus.**

STUDENT BEHAVIOR & DISCIPLINE

Our goal is to provide the safest and most productive learning environment for all of our students. **We have high expectations for achievement and conduct for ALL students.** Students will be expected to follow the procedures developed in their classroom and those already established by the school. Each classroom will have specific student procedures and consequences. This will be communicated with each student and parent at the beginning of the school year. Families should try to attend our Virtual Open House at the beginning of the school year. Students will be expected to:

1. Respect each other, all employees, and the building itself.
2. Demonstrate personal responsibility and good citizenship at all times.
3. Strive to reach their full potential.

At Unicoi Elementary we will operate on the premise that the school has the responsibility to ensure that no student's learning will be infringed upon by another student's misbehavior. Each student has the right to an education in a positive, safe learning environment. The faculty, principal, and assistant principal will maintain student behavior. Minor offenses will be handled through parent-teacher contact. Students who continue to be disruptive, disrespectful, disobedient, or defiant will be removed from the class. Parents will be notified shortly after their removal. Students who are expelled or suspended from school are counted absent. Students may receive school-work. School work completed during suspensions may or may not be graded or may or may not count towards the student's average. The principal will make the final decision concerning work submitted for grades during suspensions. All discipline procedures will be governed by Board of Education Policy 6.313.

Zero Tolerance Offenses (6.309) include weapons & dangerous instruments, drugs, assault, and electronic threats.

- In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than 1 calendar year.
- In accordance with state law, any who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than 1 calendar year.

In accordance with state law, any student who commits aggravated assault as defined in 39-13-102 upon any teacher, principal, any other employee of the school shall be expelled for a period of not less than 1 calendar year.

This year we will continue with the implementation of our positive behavior supports program, RTI2-B. This has made a tremendous impact on the behavior and attitudes of the students in our school in a very short time. More information about this program will be coming home during the school year. Please make sure you have signed up for Class Dojo on your electronic device to receive important messages from your child's teacher. Information on how to sign up if you have not already will be sent to you from your child's teacher.

STUDENT HARASSMENT/BULLYING - 6.304

The Unicoi 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.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of this policy.

Bullying/Intimidation/Harassment is an act that substantially interferes with a student's education 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
- Creating a hostile educational environment

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal. 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.

The principal shall be responsible for investigating and resolving complaints. The principal 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

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.

TECHNOLOGY

Computer, network, and Internet use in the Unicoi County Schools is a privilege and NOT a right and a student's use of this privilege may be revoked at any time for any reason. **Students and Parent/Guardians will be required to sign a user's agreement.**

TITLE I

Unicoi Elementary is a School-Wide Title I Federally Funded School. This designation provides additional funding for our school to be used for personnel, equipment, supplies, and staff development. These additional resources enable our students to receive help in promoting their educational progress. Unicoi Elementary has a Title I Committee that oversees all expenditures. If you are interested in serving on this committee please return the letter that is sent home at the start of the school.

VISITORS

Parents or guardians are always welcome to visit our school. However, COVID-19 restrictions will be in place to ensure the safety and welfare of our students and staff:

1. All visitors and parents are welcomed to the school by appointment or under extenuating circumstances.
2. All visitors are to enter the school through the front entrance.
3. All visitors must report to the office to sign in, have their temperature checked, and obtain a visitor's pass.
4. All visitors entering the building should wash and/or sanitize their hands prior to entering, should practice social distancing, and are required to wear a mask.

Unicoi Elementary School Handbook Agreement

My child and I have read and reviewed the Unicoi Elementary School Handbook for the 2020 – 2021 school year. We understand that we are responsible for the guidelines and policies contained in the handbook.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that Unicoi County Schools, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a child's education records. However, Unicoi County Schools may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory

information is to allow the Unicoi County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Unicoi County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. Unicoi County Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Footnotes:

1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Children's Online Privacy Protection Act (COPPA)

Your child will use school system device(s) and will have access to the Internet. The school system will share your child's information with 3rd parties including but not limited to textbook manufacturers, eBackpack, Google (Google Apps), and Food Service Applications. Federal Law requires 3rd parties to provide protection and restricts how the information may be used. 3rd parties may store your student's information as long as they remain enrolled in our district and/or the service is used by the school system. If you would like copies of how the companies use the data, please contact your school district central office.

QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

The Every Student Succeeds Act (ESSA) requires all students be taught by fully certified teachers. Tennessee's state licensure requirements still require a bachelor's degree and demonstrated content knowledge. Verification of licensure and certifications is maintained at the school system central office.

You as a legal parent/guardian, have the right to request information regarding professional qualifications of your child's teacher(s). Upon your request, the school system will provide you with the following information: whether a teacher is teaching under emergency status for which certification has been waived, and the degree major of a teacher and any other graduate degree or certification the teacher may hold. Under ESSA, you will be promptly informed if for any reason a non-highly qualified teacher teaches your child for four or more consecutive weeks.

ESSA also requires that instructional paraprofessionals in Title I schools demonstrate highly qualified status by passing a test to demonstrate knowledge of and the ability to assist in the instruction, having completed two years of higher education, or having obtained an associate's or higher degree. All instructional paraprofessionals at Unicoi County High School have demonstrated highly qualified status. You have the right to request information about the paraprofessionals that may work with your child. Verification of highly qualified status is maintained at the school system central office.

ACCOUNTABILITY

2015-16 was the transition year for TNReady and Tennessee suspended testing in grades 3-8. Moreover, there are not accountability ratings available due to the transition. At the time of publication, test results were not available for the 2016-2017 testing cycle.

While the federal government requires states to maintain rigorous state-established top-line goals, it is also the state's responsibility to determine the interim measures that will lead to achieving its top-line goals. The state defines measurement tools, including how to measure growth in outcomes and reduce gaps in student achievement. Additionally, the state sets district goals, measures district and school level progress annually (disaggregated by historically underserved student groups), and reports district and school results publicly. Each year after we receive our system's report card from the state, we will inform you about each school's accountability status, as well as how the achievement of the students compares to those in the system and the state.

You will also be provided information on the achievement level of your child on each of the state academic assessments as soon as is practicably possible after we receive the assessment results.

SAFE SCHOOLS

All Unicoi County Schools have been deemed "safe schools" under the guidelines of our state and ESSA. However, should your child become the victim of a violent crime at any Unicoi County School, you have the right to request a transfer to the nearest county school, pending their enrollment. The Tennessee State Board of Education Unsafe School Choice Policy states that the district may choose to facilitate a requested transfer to another school; however, such transfer shall not be required. Unicoi County Schools' faculty and staff are making every effort to prevent any situation in which your child may not be safe. If you have any questions regarding safety policies or procedures, please contact the central office at (423) 743-1600.

