

PCSS PARENT HANDBOOK

2022-2023

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HANDBOOK CONTENTS



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LETTER FROM DIRECTOR OF SCHOOLS

I am honored to serve as the Putnam County School System's Director of Schools. The responsibility of leading our school district is great and one I take very seriously to provide a safe and secure learning environment for our students, faculty, and staff.

I can genuinely say we have the best-of-the-best regarding our school leaders and teachers. We have excellent schools that care about the social and emotional well-being of our students and their academic achievements every year. Our six school board members support PCSS efforts and take the time to hear the voices of the school community. At the central office, you will find supervisors passionate about supporting the operations of our schools. The PCSS family works together for the greater good of our students. Our PCSS Mission is to ENGAGE our students in their education journey, INSPIRE them to become lifelong learners and help them ACHIEVE success academically, socially, and emotionally.

This handbook is here as a resource to learn more about our district. Please keep this and refer back to it as needed. We are happy you are a part of our PCSS family.

*Sincerely,
Corby King*



1400 E. SPRING STREET
COOKEVILLE, TN 38506
(931) 526-9777



WWW.PCSSTN.COM



PUTNAM COUNTY SCHOOL SYSTEM

ENGAGE INSPIRE ACHIEVE

DIRECTOR OF SCHOOLS

Corby King

OUR MISSION

Educators and leaders of the Putnam County School System provide outstanding, first-rate instruction and support for every student in our district.

OUR VISION

Each student in the Putnam County School System is **Engaged** and **Inspired** to learn, to **Achieve** academic success, and to develop socially and emotionally. Graduating students are motivated to excellence, equipped with a strong work ethic, and committed to family and community.

OUR CORE VALUES

Our students become valuable, thriving citizens who are honest, respectful of others, take responsibility for their actions, and otherwise contribute to the well-being of our community and society.

Our teachers are prepared and supported to embrace the daily opportunity to engage their students in the most impactful use of their time, energy, and resources.

Every student has the right to a safe, secure, and challenging learning environment that promotes his or her physical, social, emotional, and academic development.

We respect the individual differences of our students and understand the need for flexible, personalized instructional strategies and opportunities.

We set and pursue high expectations for all students that are inspiring and motivational.

Equal opportunity to access high-quality programs is available to every student.

Family engagement is crucial for the success of our students.

SCHOOLS

Elementary Schools = 11

Algood Elementary (K-4)
Baxter Primary (PK-1)
Burks Elementary (PK-6)
Capshaw Elementary (PK-4)
Cane Creek Elementary (PK-4)
Cornerstone Elementary (2-4)
Jere Whitson Elementary (PK-4)
Northeast Elementary (PK-4)
Park View Elementary (K-4)
Prescott South Elementary (PK-4)
Sycamore Elementary (PK-4)

Middle Schools = 4

Algood Middle (PK; 5-8)
Avery Trace (5-8)
Upperman Middle (5-8)
Prescott South Middle (5-8)

High Schools = 3*

Cookeville High School (PK; 9-12)
Monterey High School (7-12)*
Upperman High School (9-12)

Non-Traditional Schools = 4

Adult High School (17+ years)
Adult Learning Center (18+ years)
White Plains Academy (K-12)
VITAL e-Learning (K-12)



Our Students: 12,080

PK = 545

K-4 = 4,281

5-8 = 3,534

9-12 = 3,720



Our Employees: 1,653

Certified = 889

Non-Certified = 764

Board of Education

Lynn McHenry, Chair - District 5
Kim Cravens, Vice-Chair - District 3
Dr. Dawn Fry - District 1
Celeste Gammon - District 2
Jerry Maynard - District 6
David McCormick - District 4

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Facebook @pcsstn | Instagram @pcsstn | Twitter @pcsstn

Current as of 7/8/22



Communication

The Communications office is responsible for advancing the mission and vision as well as telling the story of the Putnam County School District by communicating and partnering with internal and external stakeholders to support the success of students and the schools. Our goal is to maintain effective, timely communications with students, families, staff members, and community members (stakeholders). To that end, a variety of communications tools and practices are used to reach out to our stakeholders. We invite you to stay in the know by visiting or following us!



WEBSITE

pcsstn.com



FACEBOOK

[@pcsstn](https://www.facebook.com/pcsstn)



INSTAGRAM

[@pcsstn](https://www.instagram.com/pcsstn)



TWITTER

[@pcsstn](https://twitter.com/pcsstn)



YOUTUBE

Putnam County
School System



MASS
NOTIFICATIONS
SYSTEM



NEWSLETTERS

Find Us Online

www.pcsstn.com

**Have questions or
concerns?**

Let's Talk!®

You can visit
www.pcsstn.com
and send us a message!

Receiving Urgent Messages from District or School

To notify parents of district events, school closings or emergencies, the district uses a mass notification system via text messaging, phone calls and/or email.

School administrators and attendance secretaries use the system to notify parents with attendance and other outreach communications.

**We encourage families to make sure all email
addresses and phone numbers are updated
every time they change.**

Those can be updated by logging into your PowerSchool parent account or by contacting the school.

If you are unable to log into Powerschool or are still not receiving emails or text messages from your child's school or from the district, contact your child's school or Technology at (931) 520-2100.

Contact Communications at communications@pcsstn.com

Putnam County School System | 2022-2023 CALENDAR

JULY '22						
S	M	T	W	Th	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						

- 26** Teacher Inservice Day
27 Teacher and Support Staff Inservice Day
28 Registration Day (10 a.m. Dismissal)
29 Teacher Word Day (No Students)

JANUARY '23						
S	M	T	W	Th	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				

- Dec. 21 – Jan.03** Winter Break
4 Begin 2nd Semester
12 Report Cards #2
16 Martin Luther King, Jr. (Holiday)

AUGUST '22						
S	M	T	W	Th	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			

- 01** First Full Day
04 Election Day, No Students

FEBRUARY '23						
S	M	T	W	Th	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				

- 06** Parent/Teacher Conf. (PK-8)
07 Parent/Teacher Conf. (9-12)
20 Presidents Day (Holiday)

SEPTEMBER '22						
S	M	T	W	Th	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	

- 05** Labor Day (Holiday)
12 Parent/Teacher Conf. (PK-8)
13 Parent/Teacher Conf. (9-12)
30 End of 1st 9 weeks

MARCH '23						
S	M	T	W	Th	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	

- 10** End of 3rd 9 weeks
13-17 Spring Break
23 Report Cards #3
 If 13 inclement weather days are exceeded, Spring Break week will be cut short, beginning with March 17 and working back as needed.

OCTOBER '22						
S	M	T	W	Th	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					

- 03-14** Fall Break
20 Report Cards #1

APRIL '23						
S	M	T	W	Th	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						

- 07** Easter (Holiday)
10 Easter (Holiday)

NOVEMBER '22						
S	M	T	W	Th	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			

- 08** Election Day – No Students
11 Veterans Day (Schools in session)
23-25 Thanksgiving (Holiday)

MAY '23						
S	M	T	W	Th	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			

- 25** Teacher Word Day (No Students)
26 Last Day of School 10:00 AM Dismissal End of 2nd Semester

DECEMBER '22						
S	M	T	W	Th	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

- 20** End of 1st Semester
21- Jan. 03 Winter Break

JUNE '23						
S	M	T	W	Th	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	

Happy Summer!

Putnam County School System 2022-2023 Assessment Calendar & Information

(Updated: 7-8-22)

Test with Source of Requirement	Testing Window	Grade Levels	Purpose & Use	Subject & Time	Parents Informed
MSAA & TCAP-ALT (Alternative Assessments) State Required	March 14, 2023 – April 29, 2023	3-11	Administered to students with the most severe cognitive disabilities to measure academic achievement against modified, more accessible academic standards.	Math, ELA, Science, Social Studies. For more info: https://www.tn.gov/education/assessment/alternate-assessment.html	Results shared with parents in late May or at the start of the following school year.
NWEA MAP Dependent Upon School Site (Applicable Students)	Fall: August 29, 2022 - September 16, 2022 Winter: January 17, 2023 - February 3, 2023 Spring: April 24, 2023 - May 12, 2023		Used to identify students needing intervention services during the school year.	K - 12 = Reading (and or) Math: As Needed Language Usage: As Needed Grades K - 2 = ~35 - 50 min. Grades 3 - 8 = ~45 - 60 min.	Results shared with parents within two to four weeks after completion of the screener. For more info: https://www.nwea.org/the-map-suite/family-toolkit/
iReady Universal Screener State Required	Fall: August 15, 2022 - September 2, 2022 Winter: January 16, 2023 - February 3rd, 2023 Spring: April 24, 2023 - May 12, 2023	K - 8	Used to identify students needing intervention services during the school year.	K - 8 = Math 4 - 8 = Reading	

DIBELS8 Universal Screener State Required	Fall: August 15, 2022 - September 2, 2022 Winter: January 16, 2023 - February 3, 2023 Spring: April 24, 2023 - May 12, 2023	K - 3	Used to identify students needing intervention services during the school year.	K - 3 = Reading	Results shared with parents within two to four weeks after completion of the screener.
TCAP Assessments Achievement & EOC State Required	April 17, 2023 - May 5, 2023 (Paper-Based) April 17, 2023 - May 19, 2023 (Computer-Based) Note: Fall EOC Window for Select Students... November 29, 2022 – Dec. 14, 2022	3-12	Used to measure students' understanding and application of grade - level standards over the course of the year.	Math, ELA, Science, and Social Studies. Test times match state subparts: https://www.tn.gov/education/assessment/testing-times-by-grade-subject.html	Individual student results are made available by each school site. Parents may also view their child's scores via the TNDOE Family Portal... https://familyreport.tnedu.gov/login Quick Scores are used for student grades in select courses.
WIDA Access for ELs State Required	February 13, 2023 - March 25, 2023	K-12	Administered to English Learners who have qualified for ESL services.	Listening - up to 40 mins. Reading up to 35 mins. Speaking up to 30 minutes Writing Tier A - up to 45 min. Writing Tier B/C up to 60 min	Results will be shared with parents at the beginning of the next year.
NAEP State Required	TBA	4, 8, 12	Schools & students are randomly selected to participate in the National Assessment in 4th, 8th, or 12th grade. If a school is selected the NAEP is given in the morning on the date chosen by the State.	The assessment takes approximately 2 hours including, but not limited to preparation, student assessment, and closure.	District, Schools, and Parents do not receive results of the assessment.

Advanced Placement (AP) Student Choice Required for AP (GPA) credit	May 1, 2023 - May 12, 2023	9-12	Used for students enrolled in IB classes to fulfill the requirement of the course(s).	Assessments will be administered between 8:00 AM - 3PM. Specific date and time set by the College Board.	College Board shares scores online by July.
IB Exams Student Choice Required for IB (GPA) credit	April 27, 2023 - May 19, 2023	11-12	Used for students enrolled in IB classes to fulfill the requirement of the course(s).	Approximately 50-90 minutes.	IB shares the results with students and parents. Timeline shared with students by IB.
ACT Senior Retake State Required	October 18, 2022	12	Allows the Seniors who took the 11th grade ACT another opportunity to retest.	English = 45 min. Math - 60 min. Reading = 35 min. Science = 35 min.	Student level reports are provided by ACT approximately 3-8 weeks after the administration of the assessment.
ACT 11th Grade State Required	March 7, 2023	11	Student participation in a post- secondary readiness assessment prior to graduation.	English = 45 min. Math - 60 min. Reading = 35 min. Science = 35 min.	Student level reports are provided by ACT approximately 3-8 weeks after the administration of the assessment.
CollegeforTN.org Career Planning Surveys and Information District Required	Various times during first semester	5-8 Focus but can be used in other grades.	Provides resources for schools, students, and parents in order to support career guidance, track progress, and ease data-driven decision-making with regards to preparation of an educational plan for high school and career exploration.	Career Counselors visit classrooms for 30-60 minutes and students and parents can explore on their own.	Feedback/results are immediate to the students. Parents can also access student accounts.
CERT ACT prep exam	Fall: October 18, 2022 Spring: March 7, 2023 Fall: August 2022	9,10,11 9,10 8 7, 8	Provides students the opportunity to determine their projected ACT score. The CERT assessment also gives students an ACT preparation path to improve their score.	All ACT tested subjects / subtests. Approximately 45 minutes per assessment.	School level reports will be made available to parents through the students' assigned school.

	Spring: March 7, 2023				
District Benchmark Assessments	Fall: TBA Winter: TBA Spring: TBA <i>*Based upon school site</i>	5 - 12	Provides teachers with valuable data to help inform instruction aligned with district approved curriculum.	Reading and (or) Math	Results shared with parents by classroom teachers (following administration of District Benchmark Assessments).

Note: Test windows listed above are subject to change. Please visit www.pcsstn.com for updated test windows.

For more information on both State and District Assessments, please go to: PCSS website, Departments, State & District Testing Information:
<http://www.pcsstn.com/cms/one.aspx?pageId=7702246>

Parent Resources: <https://www.tn.gov/education/assessment.html>

Putnam County School System Grading Scale

As of 6/30/2022, the Putnam County School System school board approved aligning the grading system with the new legislation passed by Tennessee Legislature, bill SB0388 and HB0324. The Putnam County School System uses a 10-point grading scale for grades 3-12.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 0-59

First and Second grades will also use the 10-point grading scale but use E, G, S, N and U instead of A, B, C, D, and F, like 3-12 grades.

E: 90-100

G: 80-89

S: 70-79

N: 60-69

U: 0-59

Students in Kindergarten will continue with current standards-based grading, which focuses on watching students' mastery of a skill.

HEALTH

K-12 Student Accident Insurance **Enroll Online**



www.studentinsurance-kk.com

Worried about paying for your child's medical care if an accident should happen? K&K's student accident insurance can help.

K-12 Accident Plans available through your school:

- *At-School Accident Only*
- *24-Hour Accident Only*
- *Extended Dental*
- *Football*

How to Enroll Online

Enrolling online is easy and should take only a few minutes. Go to **www.studentinsurance-kk.com** and click the **"Enroll Now"** button.

1. Start by telling us the name of the school district and state where your child attends school.
2. We'll request each student's name and grade level.
3. You'll see the available plans and their rates. Select your coverage and continue to the next step.
4. We'll request information about you, like your name and email address.
5. Next, you'll enter information about the child or children to be covered.
6. Enter your credit card or eCheck payment information.
7. Finally, print out a copy of the confirmation for your records.

For further details of the coverage including costs, benefits, exclusions, any reductions or limitations and the terms under which the policy may be continued in force, please refer to **www.studentinsurance-kk.com**. Student is able to purchase the coverage only if his/her school district is a policyholder with the insurance company.

****For Technical Assistance or help Enrolling please call 855-742-3135 Option 2**

¿Le preocupa tener que pagar la atención médica de su hijo si ocurre un accidente? El seguro contra accidentes para estudiantes de K&K puede ayudarlo.

Planes de cobertura en caso de accidente para K-12 disponibles a través de su escuela:

- *Sólo accidentes en la escuela*
- *Sólo accidentes, 24 horas*
- *Dental extendido*
- *Fútbol*

Cómo inscribirse en línea

Inscribirse en línea es fácil y sólo le tomará unos pocos minutos. Visite **www.studentinsurance-kk.com** y haga clic en el botón **"Enroll Now"** ("Inscribirse ahora").

1. Comience por decirnos el nombre del distrito escolar y el estado en el que su hijo(a) va a la escuela.
2. Solicitaremos el nombre y el grado de cada uno de los estudiantes.
3. Verá los planes disponibles y sus tarifas. Seleccione su cobertura y continúe con el siguiente paso.
4. Le solicitaremos información sobre usted, como su nombre y dirección de correo electrónico.
5. Después, ingresará la información acerca del niño o niños que recibirá(n) cobertura.
6. Ingrese la información de pago de su tarjeta de crédito o eCheck.
7. Finalmente, imprima una copia de la confirmación para sus registros.

Para obtener más detalles sobre la cobertura, incluidos costos, beneficios, exclusiones y reducciones o limitaciones y los términos en virtud de los cuales esta póliza podría continuar en vigencia, consulte **www.studentinsurance-kk.com**. Los estudiantes pueden comprar la cobertura únicamente si su distrito escolar es titular de una póliza con la compañía de seguros.

****Para asistencia técnica o ayuda para inscribirse, llame al 855-742-3135 Opción 2**

Putnam County Schools
Coordinated School Health



Parent Information

If your child requires medication at school, the following guidelines **MUST** be followed:

1. The school **DOES NOT** provide medication for the students. Each medication **MUST** be brought to school and taken to and signed in at the clinic or school office by a parent or guardian. It **CANNOT** be sent to school on the bus or carried into school by the student.

ANY STUDENT WHO BRINGS OR POSSESSES MEDICATION WILL BE SUBJECT TO DISCIPLINE.

2. Prescription medication must be in a *properly labeled prescription bottle or package*. Over-the-Counter medication must be in a *new, unopened bottle or package*. School personnel must be assured that are giving what the bottle/package states it contains.

ANY MEDICATION (INCLUDING COUGH DROPS) SENT TO SCHOOL IN A ZIP-LOCK BAG WILL NOT BE GIVEN. YOU WILL BE CALLED TO PICK UP THE MEDICATION.

3. A Medical Authorization form **MUST** be signed by a parent or guardian on all medication before it will be given at school.

4. Please consider alternative dosage schedules to minimize medication in the school. Medications such as antibiotics, that are administered three times a day (TID) should be given outside of school hours at home and can be given when the student wakes up, when the student returns from school, and when the student goes to bed.

5. The parent or guardian is responsible for picking up any remaining or unused medication at the end of each school year. Medication **CANNOT** be kept over the summer at school. Any medication not picked up at the end of the school year will be destroyed.

Thank you for your assistance in helping us maintain a safe environment for all of our students.

Meningococcal ACWY Vaccine:

What You Need to Know

Many vaccine information statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1. Why get vaccinated?

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

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

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

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

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

2. Meningococcal ACWY vaccine

Adolescents need 2 doses of a meningococcal ACWY vaccine:

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

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

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



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

3. Talk with your health care provider

Tell your vaccination provider if the person getting the vaccine:

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

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

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

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

Your health care provider can give you more information.

4. Risks of a vaccine reaction

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

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

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

5. What if there is a serious problem?

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

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

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at www.vaers.hhs.gov or call **1-800-822-7967**. *VAERS is only for reporting reactions, and VAERS staff members do 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. Claims regarding alleged injury or death due to vaccination have a time limit for filing, which may be as short as two years. Visit the VICP website at www.hrsa.gov/vaccinecompensation or call **1-800-338-2382** to learn about the program and about filing a claim.

7. How can I learn more?

- Ask your health care provider.
- Call your local or state health department.
- Visit the website of the Food and Drug Administration (FDA) for vaccine package inserts and additional information at www.fda.gov/vaccines-blood-biologics/vaccines.
- 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.



CERTIFICATE OF IMMUNIZATION



Child's Name (Last name, first name, middle)

Birthdate (mm/dd/yy)

Parent/Guardian Name (Last name, first name, middle)

Phone (please include area code xxx-xxx-xxxx)

Address

City

State

Zip Code

Section 1a. Religious Exemption

☐ Check here if religious exemption to immunization selected by parent/guardian

1b. Health Examination Documentation (if required)

☐ This child has been examined: MM / DD / YY

Certified by (Signature/Stamp)

1c. Check if needed

☐ Dental Screening

☐ Vision Screening

Unless specifically exempted by law, Tennessee law requires a certificate on file for each child in attendance in any school or child care facility in Tennessee. Detailed instructions for this form and explanation of requirements are in "TDH Summary of Immunization Rules- Certificate Instructions" at the Tennessee Department of Health website (<https://www.tn.gov/health/article/childcare-12th-grade-immunization-requirements>) and on the Tennessee Immunization Information System (TennIIS).

VACCINE	DATE MM / DD / YY	DATE MM / DD / YY	DATE MM / DD / YY	DATE MM / DD / YY	DATE MM / DD / YY	DATE MM / DD / YY	Diagnosed (YY)	+ Serology (YY)	History (YY)	Medical Exemption (X)
Section 2a. Required Vaccines for School or Child Care Attendance (Dates Required)										
Hib Child Care Only (<5 years)										
Pneumococcal (PCV) Child Care Only (<5 years)										
DTP, DTaP, DT, Td										
Poliomyelitis										
<input type="checkbox"/> Hepatitis B Check here if 11-15 years 2-dose schedule used								YY		
Hepatitis A Child Care Effective 7/2010 Kindergarten Effective 7/2011								YY		
Measles								YY		
Mumps								YY		
Rubella								YY		
Varicella							YY	YY	YY	
Tdap Booster 7 th Grade Entry Only										
2b. Recommended Vaccines (Documentation Optional)										
Rotavirus										
Influenza										
Meningococcal										
HPV										

Section 3. Provider Assessment (select one*, not valid if blank)

- ☐ **A) Temporary Certificate - Expires** MM / DD / YYYY
Expiration date one month after date next catch-up immunization is due.
- ☐ **B) Up to Date for Child Care Entry and <18 Months of Age**
Only if requirements incomplete, but up to date for age. Expires at 19 months of age.
- ☐ **C) Complete for Child Care / Pre-School***
Fulfills all requirements for child care / pre-school or pre-K under 5 years of age.
- ☐ **D) Complete K-6th Grade***
Fulfills requirements, Kindergarten through 6th grade.
- ☐ **E) Complete 7th Grade or Higher**
Fulfills requirements, 7th grade or higher.

*If age 4 years and fulfills requirements for Pre-School and Kindergarten, check BOTH Boxes C and D.

Section 4. (Required) Printed or Stamped Name, Address, Phone of Qualified Healthcare Provider (MD, DO, PA, Advanced Practice Nurse or Health Department):

Certified by (Signature/Stamp)

Date of Issue

Vaccinations for Preteens and Teens, Age 11–19 Years

Getting immunized is a lifelong, life-protecting job. Make sure you and your healthcare provider keep your immunizations up to date. Check to be sure you've had all the vaccinations you need.

Vaccine	Do you need it?
Chickenpox (varicella; Var)	Yes! If you haven't been vaccinated and haven't had chickenpox, you need 2 doses of this vaccine. Anybody who was vaccinated with only 1 dose should get a second dose.
Hepatitis A (HepA)	Yes! You need 2 doses of hepatitis A vaccine if you would like to be protected from this disease or if you have a risk factor (such as international travel) for hepatitis A. Check with your healthcare provider to find out if you have a risk factor for this vaccine.
Hepatitis B (HepB)	Yes! This vaccine is recommended for all people age 0–18 years. You need a hepatitis B vaccine series if you have not already received it.
<i>Haemophilus influenzae</i> type b (Hib)	Maybe. If you haven't been vaccinated against Hib and have a high-risk condition (such as a non-functioning spleen), you need this vaccine.
Human papillomavirus (HPV)	Yes! All preteens and teens age 11 and older need a series of doses of HPV vaccine. The vaccine protects against HPV, the most common cause of cervical cancer. It also protects against some other types of cancers, such as cancer of the anus, penis, and throat. HPV vaccine also protects against genital warts.
Influenza (Flu)	Yes! Everyone age 6 months and older needs annual influenza vaccination every fall or winter and for the rest of their lives.
Measles, mumps, rubella (MMR)	Yes! You need 2 doses of MMR vaccine if you have not already received them. MMR vaccine is usually given in childhood.
Meningococcal ACWY (MenACWY, MCV4)	Yes! All preteens and teens need 2 doses of MenACWY vaccine, the first at age 11–12 years and the second at age 16 years. If you are a first-year college student living in a residence hall, you need a dose of MenACWY if you never received it or received it when you were younger than 16. Check with your healthcare provider.
Meningococcal B (MenB)	Yes! Teens who want to be protected from meningitis type B are recommended to receive 2 doses of MenB vaccine starting at age 16. Teens with certain risk conditions (such as a non-functioning spleen) should be vaccinated also. Ask your healthcare provider if you have a risk factor.
Pneumococcal (Pneumovax, PPSV; Prevnar, PCV)	Maybe. Do you have an ongoing health condition? If so, check with your healthcare provider to find out if you need one or both of the pneumococcal vaccines.
Polio (IPV)	Yes! You need a series of at least 3 doses of polio vaccine if you have not already received them. Polio vaccine is usually given in childhood.
Tetanus, diphtheria, and whooping cough (pertussis; Tdap)	Yes! All preteens and teens (and adults!) need a dose of Tdap vaccine, a vaccine that protects you from tetanus, diphtheria, and whooping cough (pertussis). After getting a dose of Tdap, you will need a tetanus-diphtheria (Td) shot every ten years. If you become pregnant, however, you will need another dose of Tdap during any pregnancy, preferably during the third trimester.

Will you be traveling outside the United States? Visit the Centers for Disease Control and Prevention's (CDC) website at wwwnc.cdc.gov/travel/destinations/list for travel information, or consult a travel clinic.



Saint Paul, Minnesota • 651-647-9009 • www.immunize.org • www.vaccineinformation.org

Technical content reviewed by the Centers for Disease Control and Prevention

www.immunize.org/catg.d/p4020.pdf • Item #P4020 (6/17)

When Do Children and Teens Need Vaccinations?

Age	HepB Hepatitis B	DTaP/Tdap Diphtheria, tetanus, pertussis (whooping cough)	Hib Haemophilus influenzae type b	IPV Polio	PCV13 Pneumococcal conjugate	RV Rotavirus	MMR Measles, mumps, rubella	Varicella Chickenpox	HepA Hepatitis A	HPV Human papillomavirus	Men- ACWY	MenB Meningococcal	Influenza Flu
at Birth (within 24 hours of birth)	✓												
2 months	✓	✓	✓	✓	✓	✓							
4 months	✓ ¹	✓	✓	✓	✓	✓							
6 months	✓ (6-18 mos)	✓	✓ ¹	✓ (6-18 mos)	✓	✓ ¹							✓ (6 mos and older)
12 months			✓ (12-15 mos)		✓ (12-15 mos)		✓ (12-15 mos)	✓ (12-15 mos)	✓ ² (2 doses given 6 mos apart at age 12-23 mos)				One dose each fall or winter to all people ages 6 mos and older. Some children younger than age 9 years need 2 doses; ask your child's health- care provider if your child needs more than 1 dose.
15 months		✓ ² (15-18 mos)											
18 months													
19-23 months													
4-6 years		✓		✓			✓	✓					Influenza vaccine is recom- mended every year for every- one age 6 months and older.
7-10 years													
11-12 years		✓ (1dap)								✓ ³	✓		
13-15 years													
16-18 years											✓	✓ ^{4,5}	

FOOTNOTES

- 1 Your child may not need this dose depending on the brand of vaccine that your healthcare provider uses.
- 2 This dose of DTaP may be given as early as age 12 months if it has been 6 months since the previous dose.
- 3 Children with certain medical conditions will need a third dose.
- 4 This vaccine may be given to healthy teens. It is also recommended for adolescents with certain health conditions.
- 5 Your teen may need an additional dose depending on your healthcare provider's recommendation.

**Putnam County Schools
Coordinated School Health**

If your child has a medical condition that might require special action, please contact the Coordinated School Health Office at 525-4707. Examples would be diabetes, asthma, and severe allergies with the need for an epi-pen, seizures, or others. We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Individual Health Plan (IHP).

This is intended to serve as informational guidelines in the prevention of the spread of communicable diseases in the schools. Please refer to the guidelines through out the school year.

****STUDENTS HAVING ANY OF THE FOLLOWING SIGNS AND/OR SYMPTOMS SHOULD REMAIN HOME UNTIL SYMPTOM FREE FOR 24 HOURS. ****

- Temperature of 100 degrees or more
- A dry, hacking or productive cough
- Purulent (green, yellow, thick or unusual) nasal or eye drainage
- Skin rashes or eruptions, such as scabies, chicken pox or impetigo
- Diarrhea
- Complaints of earache, severe stomachache, sore throat or severe headache
- Red throat, swollen glands around jaw, ears or neck
- Nausea and Vomiting
- Lethargy (general complaint of muscular aches and pains)
- Head or Body Lice must be treated with appropriate medication and proof submitted to the nurse before returning to school.

MEDICATION

We want to encourage you **not** to send medications to be administered at school. If that is necessary, there are specific guidelines we must follow to comply with the state.

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. Students required to take prescription medication must have an *Authorization to Assist with Self-Administration of Medications* form completed and on file. This form is available from the school nurse or the office and **MUST BE COMPLETED** when medication is delivered to the clinic or principal's office by the parent or guardian of the student. **(Students do not complete the form or transport medication to school).**

If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the nurse, principal or designee will administer the medication in compliance with following regulations:

- * The medication must be delivered to and signed in to the clinic or principal's office in person by the parent or guardian of the student.
- * All prescription medications must be brought to school in the original container labeled by the pharmacy to include the following

information:

Name of the student
Prescription number
Name of medication and dosage
Administration route or other directions
Date filled
Date expires
Licensed prescriber's name
Pharmacy name, address and phone number

* Certain prescription medicine that must be maintained by the student for emergency use (i.e. inhaler, epi-pen, diabetic supplies) requires additional steps and documentation be completed with the nurse. Authorization for self-carry medication can be revoked at any time if the student does not comply with the requirements.

* All non-prescription medication must be brought to school in the manufacturer's new, unopened container with ingredients listed and the child's name affixed to the container. The medication will be administered in accordance with label directions or written instructions from the student's physician. Medication cannot be accepted in an opened container or in a zip-lock bag (including cough drops).

* The parent or guardian is responsible for informing the nurse or principal of any changes in the student's health or medication.

* A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medicine.

The medication designee/administrator will:

- * Inform appropriate personnel of medication being administered
- * Keep an accurate record of the administration of the medicine
- * Keep all medication in a locked cabinet except medication retained by the student per physician's order
- * Return unused medication to the parent or guardian only

NOTE! Any student possessing, selling, giving, sharing or misrepresenting any medication in any form including, but not limited to any type of over-the-counter medication or health aide (such as vitamins), will be subject to discipline.



Head Lice: Guiding Principles and Protocol for PCSS

Putnam County School System recognizes the parent's role and responsibility in prevention, detection, and management of head lice. Routine screening of children's heads by their parents is strongly encouraged for early identification of head lice. Information will be provided to all parents regarding prevention, treatment, and control of head lice at their request or upon detection of head lice on student's head.

1. If LIVE lice are found on student:

- a. Parent will be notified verbally with phone call and also in writing by sending the PCSS standard "HEAD LICE" form letter, head lice checklist, and educational information. The written items are to be sent home in a sealed envelope.
- b. A student with active head lice should remain in class and not be isolated but be discouraged from close head to head contact with others. The student should be allowed to remain for the remainder of the academic day, however if upon call to inform the parent decides to pick up the student that is acceptable and will be excused for that day.

****Note:** If a student returns to class instruct student to not share hats, combs, or other personal items of other students. Discourage head to head contact with other students. Encourage space between student with head lice and other students.

- c. The parent is instructed that the student should be treated before returning to school and bring proof of treatment to School Nurse before student will be returned to school.

****Note:** student may return to school after proof of one treatment has been brought to school and school nurse is satisfied that there are no live lice.

- d. The student's head must be checked by the School Nurse prior to being allowed to return to school. Based upon the professional judgment of the School Nurse, the student will be allowed to return to school if there are no live lice or be returned home for further treatment if live lice are still visible.

2. When NITS only are present (no live lice detected) and student has been treated:

- a. Student is allowed to return to school.
- b. The parent is instructed to continue using a nit comb daily for two weeks to remove nits.

- c. Parents are instructed to repeat treatment with lice killing shampoo in five to seven days and continue to comb hair with a nit comb daily for another week.
- d. If upon future head lice screening there appears to be an increase in the number of nits or it appears no treatment has occurred, the parent will be contacted for follow-up and support. (Repeat 1. a instructions)

3. Chronic cases:

A chronic case is defined as a student with live lice for 3 consecutive weeks or three separate months during the school year. Each case should be reviewed with administration on a case-by-case basis to be considered chronic. For these rare cases, school staff will continue to follow the stated intervention protocol. Additionally, staff may refer the family for assistance, resources, and/or recommendations to the PCSS Family Resources office or the appropriate county agency such as the Putnam County Health Department, Putnam County Department of Social Services and/or Department of Child Services in isolated cases.

In chronic cases the nurse will secure documentation of repeated and unsuccessful head lice management measures. Prior to a clearly documented chronic case being reported to DCS or Social Services for help the parents will be made aware of consequences of repeated chronic untreated head lice.

Tips and things to consider about lice:

**Head lice are not a medical or public health hazard, as they are not known to spread disease.

**Head lice are not an indication of “being dirty”. In reality, lice prefer a clean head.

**Routine or school-wide screening for head lice is not recommended, according to the American Academy of Pediatrics, and have not been proven as an effective measure in the incidence of head lice, nor cost effective in utilization of school nurse time. Children should be checked only when demonstrating symptoms of head lice.

**Extra consideration and help can be offered to students with prolonged and chronic cases of head lice infestation to minimize the number of days they are absent from school.

Head Lice Checklist

The following checklist has been prepared to assist you. Your child may return to school upon proof of treatment.

1. Proof of treatment such as a box top or bottle from a special anti-lice shampoo or rinse has been brought to school. Yes or No
 2. Did all household members, including your child, have treatment with a special shampoo for killing head lice? Yes or No
 3. Did you begin removing nits from all members of the household? Comb hair daily with nit comb or use fingernails, or tweezers until all nits are removed. Yes or No
 4. Did you wash your hand and your child's hands thoroughly, especially under the fingernails after treatment and nit removal? Yes or No
 5. Did all family members put on clean, laundered clothes after treatment? Yes or No
 6. Were all brushes and combs soaked in hot water for 10-20 minutes? Yes or No
 7. Were all clothes, which had been worn before the shampoo treatment, washed in hot water? (at least 130 degrees) Yes or No
 8. Was the bedding (including pillows, pillowcases, sheets, blankets, and bedspreads) both washed in hot soapy water and dried in hot clothes dryer or professionally dry-cleaned? Yes or NO
 9. Were hats and coats, which were worn before and during the shampoo treatment washed in hot water with detergent and dried in hot clothes dryer? Yes or No
 10. Were bath towels and washcloths, which were used before and during the shampoo treatment washed in hot water with detergent and dried in a hot clothes dryer? Yes or No
 11. Were all non-washable items (backpacks, hair accessories? stuffed animals, etc.) dry cleaned or placed in airtight plastic bags for 14 days? Yes or No
 12. Does everyone in your household understand not to share? clothing, hair combs, and /or brushes, barrettes, bows, headsets, lockers with others who may be infested with lice? Yes or No
- After completing all of the above instructions, the chances of your child getting head lice again from within the home are minimized. You may choose to notify who has recently been in close contact with your child to minimize chances of reoccurrence.

REQUIRED NOTIFICATIONS

Putnam County School System

Annual Parent Notice Right to Request Teacher Qualifications

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

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

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications. Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the school's principal for more information.

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

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

Putnam County School System

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

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

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

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

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested.
2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination.
3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
 - a. a person employed by the district;
 - b. a person serving on the school board;
 - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
 - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
 - e. an official of another school district in which a student seeks to enroll;
 - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released. You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

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

Putnam County School System

Protection of Pupil Rights (PPRA) Annual Notice to Parents

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

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
- Religious practices, affiliations or beliefs of the student or parents; or
- Income, other than is required by law to determine program eligibility.

2. You must receive notice and an opportunity to refuse to have your student participate in –

- Any other protected information survey, regardless of funding;
- Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. You may review, upon request and before administration or use –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education

Picture/Video Permission

Permission must be given in order for the school or Putnam County School System to publish photos and/or videos of your child. By initialing the appropriate box on the signature sheet you agree to the following:

The school and Putnam County School System have permission to photograph and/or create videos of your child for the current school year to be used in the school yearbook, newspaper, school and district social media pages, magazine articles about the school and publication on the school and PCSS website. Images of your child will only be used to represent the school and the Putnam County School System.

Field Trip Permission

Schools reserve the right to collect additional information if needed for specific school trips.

By initialing the appropriate box on the signature sheet you agree to the following: For the duration of this school year your child has permission to travel on field trips sponsored by the school. All students going on field trips must ride on Putnam County School buses to and from the designated destination. There will be teacher sponsors on each bus to supervise students. Some trips will include parent chaperones to help supervise students. **All school rules apply during field trips.** Any student breaking the rules will be disciplined and/or banned from future field trips.

Locker Agreement

By initialing the appropriate box on the signature sheet you agree to the following: (For schools where lockers are assigned)

I agree that I will be responsible for the locker assigned to my child. I agree that I will reimburse the school for the cost of repair or replacement of the locker if damaged or destroyed.

I will make a lock available to my child if the locker does not include a lock. It is my child's responsibility to keep the key or the combination secure and not share with anyone else.

The school assumed no responsibility for items lost or stolen from lockers. Lockers are the property of the school and may inspected at any time.

Textbook/Library Book Agreement

By initialing the appropriate box on the signature sheet you agree to the following: You are responsible for all textbooks/library books issued to your child. You agree to reimburse to the Putnam County Board of Education the replacement cost of any book issued to your child that is badly damaged, destroyed, lost or not returned at the appointed time.

Cell Phones and Electronics Guidelines

Tennessee State law amended TCA, Title 49, Chapter 2 and Title 49, Chapter 6, which addresses withholding a student's cellphone. This bill went into effect July 1, 2022. It states: relative to student discipline allows a teacher to withhold a student's phone from the student for the duration of the instructional time if the student's phone is a distraction to the class or student.

Putnam County Board of Education policy 6.312 states, **“Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.”**

This policy also gives the principal/designee the right to search the contents of the cell phone/electronic device if they have reasonable suspicion that it has been used inappropriately. If a confiscated device reveals inappropriate contents, such as pornography, inappropriate pictures of other students or threats, the matter will be dealt with in accordance with the Department of Children's Services and law enforcement guidelines.

Improper use of cell phones and electronic devices will result in disciplinary action including confiscation of the device for the duration of the disciplinary action. I.E. – if detention is assigned, the device is confiscated until the detention is served.

Cell Phone and Electronics Agreement

Board Policy 6.312, “By allowing a student to bring a cell phone, personal communication device, or electronic device to school, the parent and the student voluntarily agree to abide by these disciplinary rules and restrictions and the disciplinary rules established at each school by the principal and/or his/her designee with respect to said items at each individual school.

The Putnam County Board of Education, its schools, and its employees assume no responsibility or liability for the loss of or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.”

School Technology Use

Use of school technology (including but not limited to laptops, chromebooks, iPads, Promethean Boards, and the school wired or wireless network and internet) is a revocable privilege. By initialing the appropriate box on the signature sheet you agree to the following:

- School technology will be used for school projects as directed by teachers or other adults in charge.
- Parents will reimburse the school for damages done by their child to school technology. This could include but is not limited to damage to computer mice, keyboards, and screens.
- Students will not engage in use of inappropriate language or “cyberbullying” while using school technology.
- Students will not use school technology to copy the work of other students or violate United States copyright laws.

Violation of these stipulations will result in appropriate disciplinary action including the loss of the privilege to use school technology.

Requested School Fees

School systems may request but not require payment of school fees. No fees may be required of any student, regardless of financial status (including eligibility for free or reduced price lunch), as a condition of attending public schools or using its equipment while receiving educational training.

Fees and their purpose vary from school to school but generally, requested school fees are used for things such as student planners, art supplies, science lab supplies, calculators for math classes, copier costs, locker maintenance, bulletin board paper, and laminating film.

Putnam County School System

Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that the Putnam County School System, with certain exceptions, obtain your consent prior to the disclosure of personally identifiable information from your child's educational records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary. The primary purpose of directory information, which is information that is generally not considered harmful or an invasion of privacy if released, is to allow the district to include this type of information in certain school publications. Examples include:

- A playbill or concert program showing your student's role or listing your student's name
- The annual yearbook
- Honor roll or other recognition lists
- Graduation or "stepping up" programs
- Sports activity sheets, such as for wrestling, showing the weight and height of team members.

The term "directory information" is used for the portion of the education record that, if disclosed, would not generally be considered harmful or an invasion of privacy. WCS has designated the following as directory information:

- name, address and, telephone number;
- day and month of birth
- parent's email address;
- participation in officially recognized activities and sports;
- dates of attendance;
- awards received;
- most recent previous education agency or institution attended; and
- photograph.

Directory information may be released at the discretion of school administration, without consent, for appropriate reasons. Under the provisions of FERPA, parents must be notified annually of their right to withhold the release of any or all directory information. PCSS will honor a parent's request that their student's directory information not be released. If parents wish, they may sign a note to withhold the release of their child's directory information and give to the school principal.

Disclosure of Student Information

Generally, schools must have written parent permission to release any information from a student's education records. However, in addition to properly designated "directory information," FERPA allows disclosure, without consent, to the following parties or under the following conditions:

A Legitimate Educational Interest

School officials with a "legitimate educational interest" may access student records under FERPA.

Generally, this refers to individuals in the school who need to know information in the student's education record in order to perform their professional responsibility.

Other Schools into Which a Student is Transferring or Enrolling

Schools that submit a records request or in which a student has enrolled are eligible to receive information from that student's education records, so long as the disclosure is for purposes related to the student's enrollment, or transfer. This includes post-secondary institutions to which the student is applying.

Judicial Orders or Lawfully Issued Subpoenas

Schools must release information requested by judicial order or legal subpoena. However, the school must make a reasonable effort to notify the parent in advance of compliance, unless the court or other issuing agency has ordered that the contents of the subpoena not be disclosed, or that the protected education records not be included.

Health and Safety Emergencies

Disclosure to appropriate officials is valid if the information contained in the education record is necessary to protect the health or safety of the student or other individuals. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. When making a disclosure under the health or safety emergency provision in FERPA, schools are specifically required to record the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the school disclosed the information

The Juvenile Judicial System

Schools may release information to state and local juvenile justice authorities after receiving written certification that the information will not be disclosed to any other agency, organization, or third party without the parent's permission, except as allowed by state law.

Specified Officials for Audit or Evaluation Purposes

This exception refers to federal, state, and local education agencies that must collect data or student information to audit, evaluate, or enforce educational programs.

Immigration and Customs Enforcement for Foreign Students Attending School Under a Visa

INS requires foreign students attending an educational institution under an F-1 visa to sign the Form-I-20. The form contains a consent provision allowing for the disclosure of information to INS. This consent is sufficiently broad to permit an educational institution to release personally identifiable information of a student who has signed a Form I-20 to the INS for the purpose of allowing the INS to determine the student's non-immigrant status.

Ex Parte Orders

Schools must release information in response to an ex parte order from the Attorney General of the United States or his designee in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court of competent jurisdiction without notice to an adverse party.

Putnam County School System Notification of Title III Programs

Our school district receives Title III funds from the *Elementary and Secondary Education Act* as amended (2015). Title III funds provide additional programs and activities for English Learners and students that fit a federal funding definition of Immigrant Student. School districts that receive Title III funds are required to report to the State about the district's Title III programs and activities and the children that take part in the programs and activities.

If you need assistance understanding this letter, please contact:

District ELL Coordinator: **Alice Brown** Phone: **931-528-7308 Ext. 1222**

Do you need an interpreter? Please tell us and we will make sure one is available.

Title III Program Information

The district provides all English Learner students with a core English Learner program(s). These program(s) meet Civil Rights compliance requirements. Title III funds are used to provide programs and activities that are in addition to the district's core English Learner program(s). All of the district's English Learner programs have the goal of helping English Learner students become proficient in English and succeed academically in school. Proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication. The district used Title III funds to provide the following additional English Learner program(s) and activities:

- Supporting the development and implementation of language instruction educational programs (LIEPs)
- Supporting implementation of school-wide programs
- Professional development to teachers and other personnel serving ELs (required under ESEA)
- Parent and community engagement activities (required under ESEA)
- Supporting the development and implementation of pre-school programs for ELs
- Improving LEIPs by upgrading curricula, instructional materials, software and assessment procedures

Putnam County School System

Notice of Educational Services for Children and Youth that are Homeless

Welcome to Putnam County School System. Your student is eligible to receive services offered by the district based on your answers on the Student Residency Questionnaire. These services are required under the McKinney-Vento Homeless Assistance Act, a federal law that says that children or youth who do not have a fixed, regular, and adequate nighttime residence are classified as homeless. *Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living. Students eligible for services under this law must be living in one of the following types of situations; living in a shelter, living in a hotel or motel due to financial hardship, living in an unsheltered situation, or living with friends or family members due to financial hardship.* The district staff member listed here will help introduce you to the educational programs for students that are homeless and make sure you are provided services. This person will also help you to complete forms or request records we may need, such as previous school and immunization records.

District Liaison: **Kristy Hunt** Phone: **931-525-4707 Ext. 1505**

Our school district actively enrolls and provides services for children and youth that are homeless. We provide the same educational services to all students without regard to their home living situation. Students that are homeless do not have to attend a separate school. They have the right to be in all programs that they qualify for. Children, youths, and unaccompanied youth (a youth that does not live with a parent or guardian) that are homeless also have rights that include:

- Based on what is best for the child or youth, the child or youth can continue to attend the “school of origin” or be immediately enrolled in any public school where the student now lives. This includes any school that students who are not homeless attend that is in the area where the child or youth now lives.
- Being given services without delay, such as transportation and meal programs.
- Other appropriate services and programs, such as programs for:
 - gifted children;
 - children with disabilities;
 - English learners;
 - career and technical education;
 - and preschool.
- Help in school through the district’s federally funded Title I program. A student that is homeless can receive Title I services even if the student is not attending a Title I funded school.
- School activities for parents or guardians and family engagement.
- Participation in athletics, fine arts, or other extra-curricular activities.
- Being treated the same as students who are not homeless by school personnel;

Your child or an unaccompanied youth can immediately enroll in school while education records and information are being obtained. The child or unaccompanied youth may attend the school of origin, the last school attended, or the school in the attendance zone where the student is currently living. A list of schools the student may attend is included at the end of this letter.

‘School of origin’ means the school the child or youth attended before becoming homeless or the school the child or youth last attended, including a preschool. When the child or youth completes the final grade level of a school of origin, then ‘school of origin’ means the school the child or youth would attend at the next grade level. The district must consider what is best for the child or youth when making a decision about which school the student will attend. Placement at the school of origin must be a choice unless doing so is not what is best for the student or is against the wishes of the parent, guardian or unaccompanied youth.



Worried about paying for school fees and field trips?

Tennessee law says all our children have a right to a free public education. This means public schools have to make sure all students have the school supplies they need. This law applies to every class a student takes for a grade or credit. It also applies to field trips and other activities during school hours.

School Supplies

The school must make sure every child has the school supplies they need for class. The school can ask you to help out if you can.

If the family doesn't get the supplies for class, the school must do it. This is true no matter how much money or how little money the family has. The school should do it in a way that doesn't make the child feel bad.

What school supplies does the law cover?
It includes supplies like:

- Books and workbooks
- Paper and notebooks
- Calculators, compasses and rulers
- Pencils, pens, map colors, crayons
- Gym clothes, if the class is for credit
- Band instruments, if the class is for credit

Field Trips and other activities

By law, schools **cannot** leave students behind because they didn't pay for a field trip. Schools cannot make students pay for field trips or activities that happen during school hours. It doesn't matter what the field trip is or where



the class goes. What about an overnight trip? Or, what if the field trip or activity is before or after school? If the trip is for a credit or grade, students **never** have to pay. This is true even if the trip happens overnight or before or after school.

Is this for students in every grade?

Yes, it is for public preschool, elementary, middle and high school.

Does your child get free or reduced price school lunch?

Then you also **don't** have to pay for summer school or graduation fees. Graduation fees are things like money for a cap and gown.

What you DO have to pay for:

- Fees for activities outside the regular school day, unless your child **must** do them to get credit or a grade
- Fines for turning library books in late
- Fines for losing or tearing up textbooks
- Fines for illegal parking at school



What if the school won't:

**Give your child school supplies
or
Let your child go on a field trip?**

Show this paper to the principal or superintendent. If that doesn't work, call Legal Aid about free legal help.

1-800-262-6817



This information cannot take the place of advice from a lawyer. If you need legal advice, call a private lawyer or Legal Aid.

E2 (Bright green) Revised 7/16

Elementary Bullying Rubric Guidelines

Behavior	1 st Time	2 nd Time	3 rd Time
Level 1 <ul style="list-style-type: none"> • Socially excluded on purpose • Ignored other student to be hurtful • Name calling/Mimic • Racial slur • Inappropriate language and/or sexual connotations • Spreading rumors • Getting another person to assault or bully someone • The display or circulation of written or electronic materials • Stealing or theft • Invading privacy • Cyber Electronic Bullying • Impersonation or Defamation 	<ul style="list-style-type: none"> • Conference with Student • Written warning & logged in Powerschool • Verbal or written apology • Parents contacted 	<ul style="list-style-type: none"> • Conference with Student • Written warning & logged in Powerschool • Verbal or written apology • Restricted Activities and/or special assignments • Parents contacted and/or parent meeting at school 	<ul style="list-style-type: none"> • Conference with Student • Logged in Powerschool • Verbal or written apology • Restricted Activities and/or special assignments • Parents contacted and/or parent meeting at school • Detention and/or Out of School suspension
Level 2 <ul style="list-style-type: none"> • Physical Aggression • Hair pulling • Pinching • Biting • Scratching • Kicking • Shoving • Spitting • Tripping • Altering others' appearance • Fighting and/or punching 	<ul style="list-style-type: none"> • Conference with Student • Written warning & logged in Powerschool • Verbal or written apology • Parents contacted 	<ul style="list-style-type: none"> • Conference with Student • Written warning & logged in Powerschool • Verbal or written apology • Restricted Activities and/or special assignments • Parents contacted and/or parent meeting at school 	<ul style="list-style-type: none"> • Conference with Student • Logged into Powerschool • Verbal or written apology • Restricted Activities and/or special assignments • Parents contacted and/or parent meeting at school • Detention and/or Out of School suspension

❖ *Because this rubric list is not inclusive of all possibilities, school administration team reserves the right to use this rubric to best address the needs of students in any conflict and/or bully situation. Severe situations that arise will be dealt with accordingly and may result in immediate suspension.

Elementary Bullying Rubric Guidelines

<p style="text-align: center;">Level 3</p> <ul style="list-style-type: none"> • Harassment • Physical Aggression with Injury 	<ul style="list-style-type: none"> • Conference with Student • Written warning & logged in Powerschool • Verbal or written apology • Parents contacted • Restricted Activities 	<ul style="list-style-type: none"> • Conference with Student • Written warning & logged in Powerschool • Verbal or written apology • Restricted Activities and/or special assignments • Parents contacted and/or parent meeting at school 	<ul style="list-style-type: none"> • Conference with Student • Logged into Powerschool • Verbal or written apology • Restricted Activities and/or special assignments • Parents contacted and/or parent meeting at school • Detention and/or Out of School suspension
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- ❖ *Because this rubric list is not inclusive of all possibilities, school administration team reserves the right to use this rubric to best address the needs of students in any conflict and/or bully situation. Severe situations that arise will be dealt with accordingly and may result in immediate suspension.

PCSS Middle Schools: CONSEQUENCES OF BULLYING.

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
LEVEL 1: TEASING (L1T) Name calling, insulting, or other behavior that would hurt others' feelings or make them feel badly about themselves; "Horseplay", destruction of personal property	<ul style="list-style-type: none"> • "Think About It" Form • Verbal or Written Apology • Read and sign bullying contract 	<ul style="list-style-type: none"> • 1 Detention • Parent Contact • "Think About It" Form • Verbal or Written Apology 	<ul style="list-style-type: none"> • 3 Detention • Parent Contact • Communication with Parent(s) • "Think About It" Form • Letter of Apology
LEVEL 2: MODERATE PHYSICAL CONTACT (L2MP) Hitting, pushing, shoving, grabbing, slapping, tripping, pinching, etc.	<ul style="list-style-type: none"> • 1 Detention • Parent Contact • "Think About It" Form • Verbal or Written Apology • Read and sign bullying contract 	<ul style="list-style-type: none"> • ISS for 1-3 days (principal discretion) • Parent Contact • Communication with Parent(s) • "Think About It" Form • Letter of Apology 	<ul style="list-style-type: none"> • 1 day Suspension • Parent Contact • Student/Parent/Admin meeting • "Think About It" Form • Letter of Apology
LEVEL 3: INTIMIDATION (L3I) Threats of emotional or physical violence, exclusion, taunting, humiliation DEFIANCE (L3D) Refusal behavior directed toward supervisory staff	<ul style="list-style-type: none"> • Detention • Parent Contact • "Think About It" Form • Verbal or written Apology • Read and sign bullying contract 	<ul style="list-style-type: none"> • ISS for 1-3 days (principal discretion) • Parent Contact • Communication with Parent(s) • "Think About It" Form • Letter of Apology 	<ul style="list-style-type: none"> • 1 day Suspension • Parent Contact • Student/Parent/Admin Meeting • "Think About It" Form • Letter of Apology
LEVEL 4: MORE SEVERE PHYSICAL CONTACT (L4SP) Punching, kicking and similar behavior that causes bodily harm	<ul style="list-style-type: none"> • ISS for 1-3 days(principal discretion) • Parent Contact • Communication with Parent(s) • "Think About It" Form • Letter of Apology • Read and sign bullying contract 	<ul style="list-style-type: none"> • 3 day Suspension • Parent Contact • Student/Parent/Admin Meeting • "Think About It" Form • Letter of Apology 	<ul style="list-style-type: none"> • 3-5 day Suspension (with possible expulsion) • Parent Contact • Student/Parent/Admin Meeting • "Think About It" Form • Letter of Apology
LEVEL 5: HARASSMENT OR SEVERE PHYSICAL CONTACT (L5HSP) Racial, ethnic, sexual, religious or other forms of severe harassment	<ul style="list-style-type: none"> • Consequences may be more severe in this category based on either the seriousness of the action or on relevant policy • Read and sign bullying contract 		

***Principal & Faculty will use discretion as necessary to meet the needs of each child. Administrators reserve the right to issue discipline according to the severity of the offense. ***

Violence is any mean look, gesture, action, or word that hurts a person's body, feelings, friendship, reputation or property. Bullying is a form of violence that is repeated, intentional and involves an imbalance of power between the people involved. Bullying can take the form of a look, gesture, word or action.

Putnam County High School Bullying Rubric

Verbal/Cyber Bullying		Physical Bullying	Social/Relational Bullying	Sexual Bullying	Consequences
Harm to someone's self-esteem or feeling of safety		Harm to someone's body or personal property	Harm of a sexual nature to someone's self-esteem, safety, or body	Harm of a sexual nature to someone's self-esteem, safety or body	Any or all the following consequences may be imposed by administration
Level 1	<ul style="list-style-type: none"> Teasing/Taunting Name Calling Insulting remarks, verbal or written 	Level 1 <ul style="list-style-type: none"> Pushing/shoving Tripping, causing a fall Personal Deprivation of Property 	Level 1 <ul style="list-style-type: none"> Purposeful exclusion Spreading or starting rumors 	Level 1 <ul style="list-style-type: none"> Leering to the point of causing intimidation or discomfort 	<ul style="list-style-type: none"> Incident Report Form completed and filed Student Reflection Form completed and filed Clarify Behavioral Expectations Parent Contact Youth Court Suspension from School Activities Detention Loss of ALL technology devices at school Private Lunch
Level 2	<ul style="list-style-type: none"> Harassing remarks, pictures or post about intelligence, appearance, race, religion, ethnicity or gender Slander Any Level 1 infraction that has occurred more than one time 	Level 2 <ul style="list-style-type: none"> Hitting/Slapping Threatening gestures/threat of physical harm Damaging property Any Level 1 infraction that has occurred more than 1 time 	Level 2 <ul style="list-style-type: none"> Purposefully embarrassing or humiliating another student Any Level 1 infraction that has occurred more than 1 time 	Level 2 <ul style="list-style-type: none"> Sexual comments, drawings, or gestures Any Level 1 infraction that has occurred more than one time 	<ul style="list-style-type: none"> Incident Report Form completed and filed Student Reflection Form completed and filed Clarify Behavioral Expectations Parent Contact Youth Court Suspension from School Activities Saturday School or Detention Loss of ALL technology devices at school Private Lunch
Level 3	<ul style="list-style-type: none"> Threats Verbal intimidation Any Level 2 infraction that has occurred more than 1 time 	<ul style="list-style-type: none"> Assault Destruction of property Any Level 2 infraction that has occurred more than one 	<ul style="list-style-type: none"> Extortion Any Level 2 infraction that has occurred more than 1 time 	<ul style="list-style-type: none"> Displaying sexually explicit pictures or objects Physical contact (touching) Exposure Any Level 2 infraction that has occurred more than 1 time 	<ul style="list-style-type: none"> Incident Report Completed and filed Student Reflection Form completed and filed Clarify Behavioral Expectations Parent Contact Youth Court Suspension from School Activities Saturday School or Detention Loss of ALL technology devices at school Private Lunch

Putnam County School System

Community Learning Center Information

Putnam County School System must inform parents that there is a 21st Century Community Learning Center that is operating in our community.

The Elementary and Secondary Education Act (ESEA) as amended (2015) provides funding under Title IV, Part B for 21st Century Community Learning Centers. The 21st Century Community Learning Centers program provides services outside of the regular school day to children and their families. This typically includes before school, after school and summer programs, but may include programs at other times as well. These services target students who attend low-performing schools to help them succeed in school.

21st Century Community Learning Center activities may include:

- Education programs that provide opportunities for academic assistance that may include tutoring to help students succeed in school;
- Other additional programs, services, and activities that may include:
 - o Youth development activities;
 - o Service learning (Service learning is a learning strategy that mixes meaningful community service with instruction and review of the community service experience. This strategy is intended to improve learning, teach civic responsibility, and strengthen communities.);
 - o Nutrition and health education programs;
 - o Drug and violence prevention programs;
 - o Counseling programs;
 - o Arts, music, physical fitness, and wellness programs;
 - o Financial literacy programs;
 - o Environmental literacy programs (These are programs that help students understand the physical world we live in and teach important life skills.);
 - o Math, science, or career and technical education programs;
 - o Internship or apprenticeship programs (These are programs where students work with a skilled professional to acquire skills and knowledge.); and
 - o Other programs that help improve the regular educational experience of students.
- Opportunities for the families of students to meaningfully engage in their children's education; and
- Family literacy and other educational programs for parents and family members.

For more information, please contact PCSS Extended Learning Coordinator, Brenda Hughett at 931-528-1847 Ext. 1219.

Student Attendance

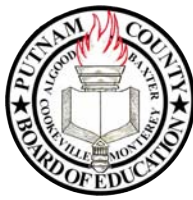
Regular school attendance is essential for promotion and success in schoolwork. When an absence is necessary, it is the responsibility of the student to see that his/her work is made up in a period of time defined by the teacher in accordance with the class that was missed.

The State of Tennessee requires all schools to develop attendance plans for all students who are at-risk of being chronically absent.

A student is considered chronically absent in Tennessee if they miss only two days of school per month (18 days per school year) whether excused or unexcused. Chronic Absenteeism can have lasting academic affects and puts students at risk of dropping out of school.

1. Attendance is checked and reported daily for each class.
2. Written excuses are accepted from parents up to (5) days per semester. Other excused absences with proper documentation may include: Doctor's excuses, death in the family, religious observances, appearance by court order. (PCBOE Policy 6.200)
3. Students who are absent (5) days per school year without adequate excuse shall be reported to the director of schools/designee who will provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences, the director of schools shall implement the progressive truancy intervention plan. (PCBOE policy 6.200) If a student accumulates a total of (5) unexcused absences, he/she is subject to referral to juvenile court.
4. Perfect attendance is defined as being at school or at a school sponsored event all day, every day school is in session.

I agree to make school attendance a priority for my child every day, and understand it is my responsibility to provide adequate excuse for necessary absences.

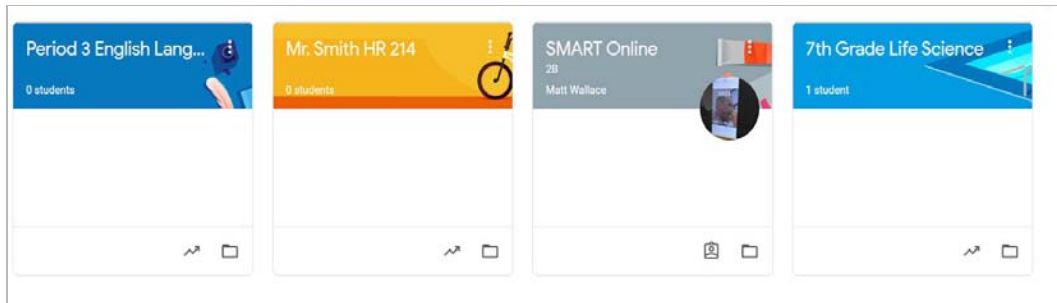
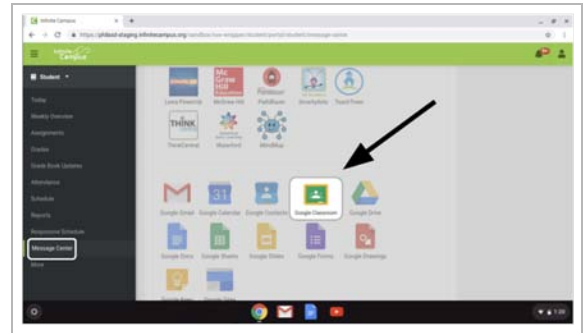


Google Classroom: An Introduction for Parents

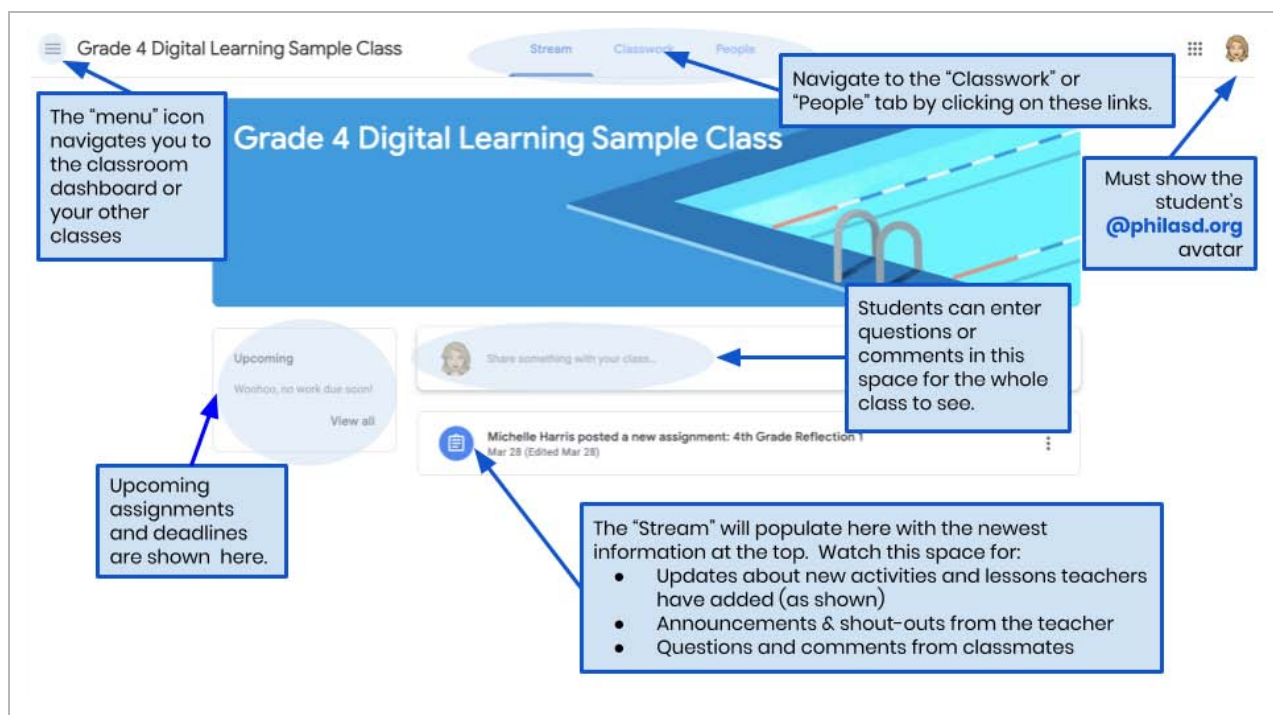


If you would like to login to your child's Google Classrooms to see and access digital learning activities, follow these directions:

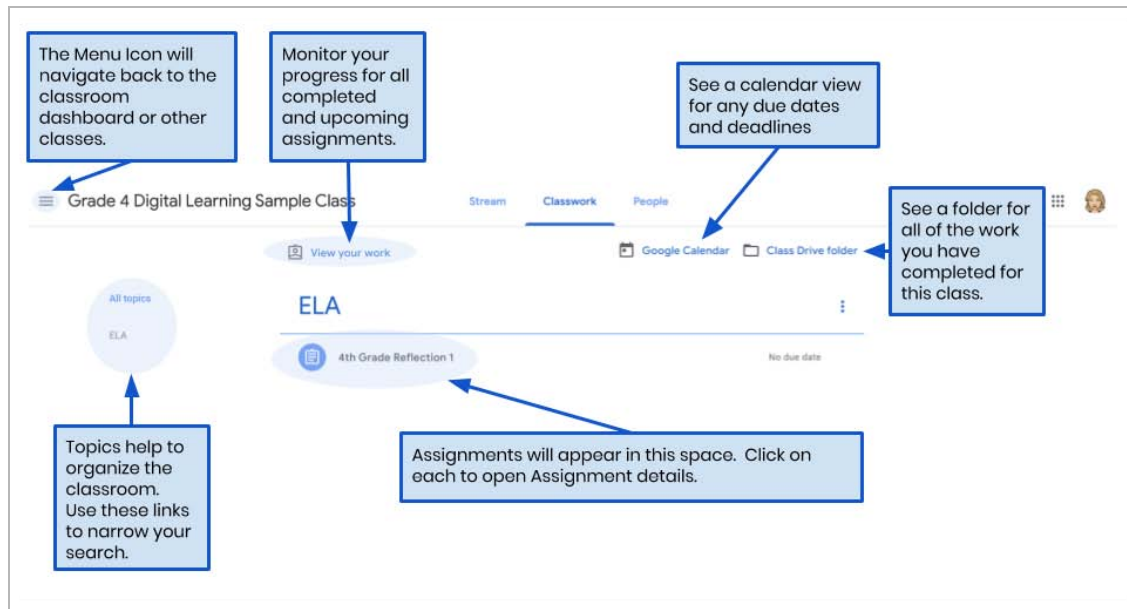
1. Turn on your child's Chromebook and login with their school district username (student id#) and password.
2. Access Google Classroom through Infinite Campus:
 - Select the Message Center to access student resources. Scroll until you find G Suite Applications and select Google Classroom.
 - This will bring you to your student's classroom dashboard, where you will see cards for each class as shown below. Select a class by clicking on the card.



3. Once you have opened up your class, you will be brought to the Classroom homepage, otherwise known as the "**Stream**". See the image below to understand how to navigate and monitor this page:



4. Each Google Classroom has three main pages: the “Stream”, “Classwork”, and “People”:
 - The **Stream** is your classroom home page. Watch this space for:
 - Updates about new materials and assignments
 - Announcements from your teachers
 - Questions and comments from students
 - The **Classwork** tab is where teachers will post assignments and share class materials for students to access.
 - The **People** tab lists the members of your class, including teachers and classmates, and gives you the option to email them directly.
5. As you access the **Classwork** tab, you will see a list of assignments and materials, organized by topic.



6. Click to expand an assignment to access instructions, assignment details, and hyperlinks to the activities and resources. See the image below to better understand how to navigate the assignment windows, communicate with your classmates and teacher, and submit your work.

