



LAUDERDALE COUNTY SCHOOLS

OFFICE USE ONLY

Grade _____ Homeroom _____ Enrollment date _____ School ID # _____

Please complete the following paperwork for student enrollment in Lauderdale County Schools.

Please mark the school of enrollment.

☐ Halls Elementary

School (Pre-K – 6)

☐ Ripley Primary

School (Pre-K – 2)

☐ Halls Junior High

School (7 – 8)

☐ Ripley Elementary

School (3 – 5)

☐ Halls High School

(9 – 12)

☐ Ripley Middle

School (6 – 8)

☐ Ripley High School

(9 – 12)

DEMOGRAPHIC INFORMATION

Last Name _____ First Name _____ Middle Name _____

Home Physical Address _____

Home City _____ Home State _____ Home Zip _____

Mailing Address (if different from physical) _____

Mailing City _____ Mailing State _____ Mailing Zip _____

Birth Date _____ / _____ / _____ All Call Number _____ - _____ - _____

Gender ☐ Male ☐ Female

Mother's Maiden Name _____

City of Birth _____ State of Birth _____ County of Birth _____

Social Security Number _____ - _____ - _____ Ethnicity ☐ Hispanic ☐ Non-Hispanic

Race (Mark all that apply) ☐ White ☐ Black/African American ☐ Asian

☐ American Indian/Alaska Native ☐ Native Hawaiian/Pacific Islander

If "yes" is marked on the following questions, parent/guardian must submit appropriate documentation.

Is there an active custody order on file for the child you are enrolling? ☐ Yes ☐ No

Are there any known medical conditions and/or allergies for the child you are enrolling? ☐ Yes ☐ No

Please list all known medical conditions and/or allergies. _____

FAMILY/EMERGENCY CONTACT INFORMATION

**** Please provide at least TWO different contact numbers for each listed adult to ensure timely communication occurs from school to home. ****

Are you the legal guardian of this student? ☐ Yes ☐ No

Parent/Guardian Name _____ Relationship _____

Home Physical Address _____

Home City _____ Home State _____ Home Zip _____

Home Phone ____ - ____ - ____ Cell Phone ____ - ____ - ____ District Alert ☐ Home ☐ Cell

Email Address _____

Place of Employment _____ Work Phone ____ - ____ - ____

Parent/Guardian Name _____ Relationship _____

Home Physical Address _____

Home City _____ Home State _____ Home Zip _____

Home Phone ____ - ____ - ____ Cell Phone ____ - ____ - ____ District Alert ☐ Home ☐ Cell

Email Address _____

Place of Employment _____ Work Phone ____ - ____ - ____

Emergency Contact Name _____ Relationship _____

Home Physical Address _____

Home City _____ Home State _____ Home Zip _____

Home Phone ____ - ____ - ____ Cell Phone ____ - ____ - ____ District Alert ☐ Home ☐ Cell

Email Address _____

Place of Employment _____ Work Phone ____ - ____ - ____

Emergency Contact Name _____ Relationship _____

Home Physical Address _____

Home City _____ Home State _____ Home Zip _____

Home Phone ____ - ____ - ____ Cell Phone ____ - ____ - ____ District Alert ☐ Home ☐ Cell

Email Address _____

Place of Employment _____ Work Phone ____ - ____ - ____

In addition to the above parents/guardians and contacts, the following people may pick up my child from school:

| Name | Phone Number | Relationship |
|------|--------------|--------------|
| | | |
| | | |
| | | |
| | | |

If your child has siblings attending schools in Lauderdale County, please list them below.

| Sibling Name | School | Grade |
|--------------|--------|-------|
| | | |
| | | |
| | | |
| | | |

RESIDENCY, SCHOOL, and TRANSPORTATION INFORMATION

Where does your child stay at night? (Select one.)

- | | |
|---|---|
| <input type="checkbox"/> Home/apartment owned or rented by parent(s)/guardian(s) | <input type="checkbox"/> In a shelter |
| <input type="checkbox"/> With a relative or friend (family does not have residence) | <input type="checkbox"/> In a motel |
| <input type="checkbox"/> In housing that is <u>inadequate</u> (i.e., no electricity, running water, etc.) | <input type="checkbox"/> In an automobile |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> In a campsite |

Last School Attended _____ **City and State** _____

Has your child previously attended school in Lauderdale County? ☐ Yes ☐ No **If yes, which one?** _____

Has your child repeated any grades? ☐ Yes ☐ No **If yes, which grade?** _____

Does your child currently receive services from Special Education? ☐ Yes ☐ No

If yes, please mark the services your child receives. ☐ 504 ☐ CDC ☐ Gifted ☐ Inclusion ☐ Speech

Morning Transportation ☐ Bus Rider, Bus # _____ ☐ Car Rider ☐ Walker (Halls & RHS only)

Afternoon Transportation ☐ Bus Rider, Bus # _____ ☐ Car Rider ☐ Walker (Halls & RHS only)

If your child has an open case with the following institutions, please mark “yes”.

Department of Children’s Services ☐ Yes ☐ No

Juvenile Court ☐ Yes ☐ No

Professional Care Services (PCS) ☐ Yes ☐ No

Truancy ☐ Yes ☐ No

If you marked “yes” to any of the previous, please provide Caseworker Information below.

Name _____ Phone Number _____ - _____ - _____

I affirm that I am currently a resident of Lauderdale County and that I am the legal parent/guardian of the enrolling student, who currently lives with me at the address state above. I understand that my child is zoned to attend school in Halls or Ripley by virtue of residence. I understand that if my residence changes during the school year, I must notify my child’s school to determine the appropriate school assignment. If my change in residence requires my child to be assigned to a different school, I may request that my child remain in the school in the zone from which he/she moved until the end of the current grading period.

Parent/Guardian Signature _____ **Date** _____

I affirm that the information provided is true and accurate, and of my own personal knowledge.

Parent/Guardian Signature _____ **Date** _____

**** Once this registration form is completed, please return it and all appropriate documentation to the appropriate campus. ****

Halls Elementary School – 601 Carmen Street, Halls, TN 38040

Halls Junior High School – 800 West Tigrett Street, Halls, TN 38040

Halls High School – 800 West Tigrett Street, Halls, TN 38040

Ripley Primary School – 225 Volz Road, Ripley, TN 38063

Ripley Elementary School – 100 Highway 19 East, Ripley, TN 38063

Ripley Middle School – 309 Charles Griggs Street, Ripley, TN 38063

Ripley High School – 254 South Jefferson Street, Ripley, TN 38063



ANNUAL NOTIFICATION OF BOARD POLICIES

Lauderdale County Board of Education Policy Manual is located on the district website at www.lced.net. The policies referenced below may be examined further by viewing the online policy manual. Please note that this is a summary to provide to students and parents/guardians and does not encompass the entire school board policy manual. Individuals may contact the school or the district office for more specific information.

Section 504 and ADA Grievance Procedures – POLICY 1.802 - The school district is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities. This policy outlines the reporting and grievance procedures for individuals whose rights may have been violated.

Tobacco-Free Schools – POLICY 1.803 - All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms. Further, in the interest of student and staff safety, the possession of electronic cigarettes and associated paraphernalia by district employees and students is prohibited in school buildings, on school grounds, in district vehicles and buses, and at any school-sponsored activity whether on or off school property. Any student who possesses tobacco products shall be issued a citation by the school principal or resource officer.

Student Technology Acceptable Use Agreement – POLICY 4.406 - This agreement explains the rights and responsibilities each student has when using technology owned by the school district. The ***Acceptable Use Policy (AUP)*** agreement will be sent home with each student in the registration packet. The AUP agreement, a legally binding document, should be read carefully before signing and returning to the student's school.

Parent/Family Involvement – POLICY 4.502 - The school district encourages the involvement of parents, families, and community members in all of its schools. The student's school may be contacted for information about volunteering or becoming more involved. This policy also includes that Title I schools will be in compliance with the *Elementary and Secondary Education Act*, which states that upon parental request, depending on the type of information requested, the district must provide: 1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction; 2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; 3) Whether the teacher is teaching in the field of discipline not of the certification of the teacher; and 4) Whether the teacher is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications.

Student Equal Access (Limited Public Forum) – POLICY 4.802 - **Student Meetings** – Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. A student or a group of students who wish to conduct a meeting under this policy must file a request with the principal. The principal shall approve the meeting if he/she determines that the meeting is voluntary and student-initiated, not sponsored by the school or its employees, does not interfere with educational activities or conflicts with previously scheduled meetings, and school employees are voluntarily present in a non-participatory monitoring capacity. **School Sponsored Events** – If the principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The forum may not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject. An appropriate, neutral criteria will be used to select student speakers. Student speakers may not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

Attendance – POLICY 6.200 - Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Refer to the ***Attendance and Truancy Procedures***.

Code of Behavior – POLICY 6.300/Discipline Procedures – POLICY 6.313 - These policies prohibit serious student misconduct and behaviors that interfere with the educational process. Discipline procedures are outlined in school student/parent handbooks distributed each year.



Student Discrimination/Harassment Bullying/Intimidation and Cyberbullying – POLICY 6.304 - In order to maintain a safe, civil, and supportive learning environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Definitions:

- **Bullying/Intimidation/Harassment** – an act that substantially interferes with a student’s educational benefits, opportunities or performance, and has the effect of—physically harming a student or damaging a student’s property; knowingly playing a student in reasonable fear of physical harm to the student or damage to the student’s property; causing emotional distress to a student; or creating a hostile educational environment.
- **Cyber-bullying** – a form of bullying undertaken through the use of electronic devices, including but not limited to, telephones/cellular or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.
- **Hazing** – an intentional or reckless act by students that is directed against any other student(s) endangering the mental/physical health or safety of the student(s) or that induces or coerces the student to endanger his/her mental/physical health or safety. Coaches and other school district employees shall not encourage, permit, condone or tolerate hazing activities.

Alleged victims of the above-referenced offenses shall report incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation. The principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report, and shall notify the parent/guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. A prompt, thorough, and complete investigation of the alleged incident should occur within 20 calendar days and parents of the complainant and accused students shall be informed of the findings. Retaliation against any person who reports or assists in any investigation of an alleged act is prohibited. After considering the nature, severity, and circumstances of the act, the administrator shall determine the consequences/disciplinary actions of engaging in retaliation. Falsely accusing another person of having committed an act covered in this policy are prohibited. Consequences for a person found guilty of making false accusations may range from positive behavioral interventions and up to possible suspension and expulsion.

Title IX and Sexual Harassment – POLICY 6.3041- In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy outlines procedures for reporting and investigating allegations of sexual harassment as it relates to Title IX.

Student Alcohol and Drug Testing– POLICY 6.3071 – Students are subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that: the school board policy on drugs and alcohol use has been violated; a search of lockers produced evidence of the presence of drugs and/or alcohol; A search of persons and containers produced evidence of a presence of drugs and/or alcohol; or through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

Bus Conduct – POLICY 6.308 - Acceptable bus conduct is expected and outlined in this policy. Bus conduct procedures are defined in school student/parent handbooks distributed each year.

Use of Personal Communication Devices and Electronic Devices – POLICY 6.312 – In grades K-5, students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, lockers, etc. In grades 6-12, students shall place cell phones in a designated container upon entering the classroom. This container will be monitored by the classroom teachers; however, the teacher, school and/or the district is not responsible for any lost, stolen or damaged devices.

Student Surveys, Analyses, and Evaluations – POLICY 6.4001 – Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials and to provide consent for their child’s participation. More information can be found in Policy 6.4001.

Student Records Annual Notice of Rights – POLICY 6.601 - Parents may inspect and review the student’s education records.

Student Records and Inspection Rights – POLICY 6.602 - Parents of students may inspect and review the student’s education records upon written request.



Media Access to Students – POLICY 6.604 - School administrators are authorized to grant permission for media access to students. Upon prior approval from administration, media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Each year parents/guardians will be given the option to withhold permission for public news, media interviews or photographs of their child at school. The parent consent form (in the registration packet) must be completed and returned to the student's teacher so that parental wishes can be recognized throughout the school year.

Special Education Students – POLICY 6.500 - All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education.

McKinney-Vento Homeless Education Assistance Act – POLICY 6.503 - Any pre-school or school-aged students, who qualify as homeless under the McKinney-Vento Act definition, have certain rights and protections when they attend public school.

Migrant Students – POLICY 6.504 - This policy ensures that migrant students receive services for which they are eligible. Each student should have in their permanent record a Home Language Survey that identifies migrant students.



District Parent and Family Engagement Procedure

In support of strengthening student academic achievement, Lauderdale County School System receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement procedure that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The procedure establishes the district's expectations and objectives for meaningful parent and family engagement and describes how the district will implement a number of specific parent and family engagement activities. The Lauderdale County School System agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of families with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the district plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the families of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state department of education.
- The school district will be governed by the following definition of family engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:
 Family engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;
 - (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESEA.

JOINTLY DEVELOPED

The Lauderdale County School System will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The district shall involve parents with the development of required educational or improvement plans by invitation or by information shared on the district and school websites. The school district shall put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities



and procedures will be planned and operated with meaningful consultation with parents. Parents will be encouraged to participate and share ideas, suggestions, and/or feedback regarding all required documents.

TECHNICAL ASSISTANCE

The Lauderdale County School System will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.
- The school district shall ensure Title I Schools are in compliance with the Every Student Succeeds Act.

ANNUAL EVALUATION

The Lauderdale County School System will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by families in activities (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective family engagement, and to revise, if necessary, its parent and family engagement policies.

Each spring, meetings are held at all Title I schools in the district. The Parent & Family Community Engagement policy is reviewed with all that attend, including staff members and parents. The results will be used to determine necessary changes. Any necessary modifications will be updated to the policy to insure effectiveness.



RESERVATION OF FUNDS

The Lauderdale County School System will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

The Federal Projects Director allocates at least 1% of the total allocation to the Title I schools. Title I set-aside funds are allocated for the Title I Parent and Community Engagement district parent engagement events and/or workshops. The amount allocated from Title I funds will be shared with parents at district and school-level meetings.

COORDINATION OF SERVICES

The Lauderdale County School System will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs: such as district pre-school programs, Head Start, Family Resource Center, higher education institutions, and local industries that encourage and support families in more fully participating in the education of their children by:

- Welcoming families into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

BUILDING CAPACITY OF PARENTS AND FAMILY MEMBERS

The Lauderdale County School System will, with the assistance of its Title I schools, build families' capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help families work with their children to improve their children's academic achievement. Assistance will also be provided to parents and families in understanding the following topics:

- The challenging state academic standards;
- The state and local academic assessments including alternate assessments;
- The requirements of Title I, Part A;
- How to monitor their child's progress; and
- How to work with educators.

A variety of events to increase parent involvement and student achievement in the schools:

- Maximize family engagement and participation in their children's education, arranging school meetings at a variety of times. Workshops/events shall be offered during the day, after school, and evenings, as well as at a variety of locations across the district.
- Adopting and implementing model approaches to improving family engagement.
- Establishing a district wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities.

**BUILDING CAPACITY OF SCHOOL STAFF**

The Lauderdale County School System will, with the assistance of its schools and families, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and schools by:

- Providing necessary literacy training for families from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Paying reasonable and necessary expenses associated with family engagement activities, including transportation and child care costs, to enable families to participate in school-related meetings and training sessions.
- Maximize family engagement and participation in their children's education, arranging school meetings at a variety of times or conducting in-home conferences between teachers or other educators who work directly with participating children, with families who are unable to attend those conferences at school.
- Adopting and implementing model approaches to improving family engagement.
- Provide professional development for school staff to improve communication and parent engagement.

ADOPTION

This district parent and family engagement procedure has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by invitations, agendas, minutes, and other appropriate documentation.



TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

Purpose: *Lauderdale County School System provides students access to electronic devices and media to enhance the student educational experience. The purpose of this contract is to assure that students and parents recognize the guidelines, which the school imposes, on the use of electronic devices, electronic media, and other educational resources provided to the student while participating in all approved learning models. In addition, this contract requires that students agree to abide by the Lauderdale County School System policies, and stipulations of the Children’s Internet Protection Act (CIPA) as well as laws pertaining to cyberbullying, stalking, and harassment.*

Summary of Electronic Device(s)/Resources

Educational Platforms/Networks: Lauderdale County Schools will utilize various educational platforms and networks to enhance the learning experience and success of students. Educational Platforms are the property of Lauderdale County Schools and students should understand that these platforms are subject to monitoring of accounts at all times and should not expect that any documents to be private. It is the goal of Lauderdale County Schools to provide tools for effective and meaningful instruction in order to promote student learning.

Educational Platforms accounts are to be used for the following purposes:

- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creating/editing/sharing of documents for class work
- Correspondence with students/partners in collaborative class activities assigned by the teacher
- Any additional class-related assignments.

▪ **Account Security & Safety:**

As a student user, I agree to:

- Be responsible for all actions that occur within my account, even if the account is accessed and/or utilized by others.
- Maintain confidentiality of my Educational Platform account information, including usernames and passwords.
- Report any possible unauthorized account use immediately.
- Report any possible cyber-bullying, harassment, suspicious or threatening communications immediately.
- Access or attempt to access only my assigned Educational Platform account(s) and not those of another student or an employee.
- Maintain confidentiality of personal information for self and others, including full names, locations, family information, phone numbers, etc.

▪ **Student Use Guidelines:**

As a student user, I agree to:

- Engage only in authorized personal communication.
- Preserve school resources through proper use of the Educational Platforms/network system.
- Access only authorized, unrestricted information or resources that are not abusive, obscene, sexually oriented, threatening, harassing, and/or damaging to another’s reputation.
- Use school resources in a legal manner.
- Refrain from communicating inappropriate, immoral content and/or language or forwarding chain e-mails, spam, or commercial content.
- Use this account to communicate for identified educational purposes and relevant school-related business.
- Have my access privileges suspended or revoked by LCS if improper use occurs.



Student Email: Lauderdale County Schools (LCS) will assign student email accounts to use in conjunction with the Google Suites platform and other Educational Platforms provided by the district. Student email should only be utilized to support classroom instruction and other school related purposes in an appropriate manner. Please note that Lauderdale County Schools will take reasonable steps to preclude access to objectionable matters. However, it is not possible to absolutely prevent such access. It is the responsibility of the student and the parent to understand and follow the rules for appropriate use.

Student Email accounts are to be used for the following purposes:

- Teacher-student correspondence
- Correspondence with students/partners in collaborative class activities assigned by the teacher
- Accessing/submission of classroom assignments or materials

▪ Account Security & Safety:

As a student user, I agree to:

- Be responsible for all actions that occur within my account, even if the account is accessed and/or utilized by others.
- Maintain confidentiality of my Student Email account information, including usernames and passwords.
- Report any possible unauthorized account use immediately.
- Report any possible cyber-bullying, harassment, suspicious or threatening communications immediately.
- Access or attempt to access only my assigned Student Email account(s) and not those of another student or an employee.
- Maintain confidentiality of personal information for self and others, including full names, locations, family information, phone numbers, etc.

▪ Student Use Guidelines:

As a student user, I agree to:

- Engage only in authorized personal communication.
- Preserve school resources through proper use of the Student Email/network system.
- Access only authorized, unrestricted information or resources that are not abusive, obscene, sexually oriented, threatening, harassing, and/or damaging to another's reputation.
- Use school resources in a legal manner.
- Refrain from communicating inappropriate, immoral content and/or language or forwarding chain e-mails, spam, or commercial content.
- Use this account to communicate for identified educational purposes and relevant school-related business.
- Have my access privileges suspended or revoked by LCS if improper use occurs.

Equipment: Lauderdale County Schools will provide equipment/electronic devices to students to be checked-out through their assigned school for supplemental use in the instructional process. In exchange, the student and parent/guardian must agree to follow all of the policies set forth in the agreement. The Parent/Guardian must agree to accept responsibilities specified herein as well. Usage of equipment that is owned by LCS will be monitored by building and district level administration to gauge use and effectiveness of the device in the educational setting.

▪ Equipment Ownership:

- LCS retains sole right of possession of all equipment that is issued/used by the student, and grants permission to the student to use the equipment according to the guidelines set forth in this contract. LCS and/or the school of record will inspect all electronic equipment returned to ensure that no significant damage is done to the property. Upon returning the devices/equipment to the respective school, the student must return any additional items issued with the device, including power cords, protective covers, carrying sleeves, etc.).



▪ Responsibility for Damage/Loss:

- The student is responsible for maintaining the electronic device and any additional equipment that is issued or checked-out by the school district. Students shall use reasonable care to ensure that the device/equipment is not damaged. In the case of accidental damage, LCS will hold the parent/guardian responsible for any necessary repairs.
- The student and parent/guardian should report any incidence of damage or loss of the equipment immediately to the assigned school.
- Any laptop/electronic device considered stolen will require a police report as documentation.
- To replace damaged, lost or stolen items:
 - Laptop \$225
 - Power cord \$35
 - Dropped/damage \$40
 - Spill/Liquid Damage \$100
 - Missing Keys \$30
 - Cracked Screen \$75
 - Other damage TBD
 - **Costs for damage and loss are subject to change.**

▪ Proper Care of Equipment/Device:

Although the equipment/devices issued is the property of Lauderdale County Schools, it is the student's responsibility to care for the device so that it is returned in good or exceptional condition.

As a student user, I agree to:

- Keep the device and equipment in a well-protected, temperature-controlled environment when not in use. I realize that the device and equipment should not be left in a vehicle or location that is not temperature controlled.
- Keep the device in the assigned protective equipment at all times.
- Prevent others from using my assigned equipment, including intentionally swapping equipment in or out of class.
- Be held fully responsible, along with my parent/guardian, for equipment loss or damage, regardless of the responsible party.
- Keep equipment clean using soft, dry, antistatic cloths.
- Keep food and drink away from the equipment.
- To be responsible for maintaining ALL technology devices owned by Lauderdale County Schools at 100% working order at all times. I shall use reasonable care to ensure that the device is not damaged. A repair fee may be applicable for each occurrence of damage to the devices or accessories.

▪ Student Use Guidelines:

As a student user, I agree to:

- Access only authorized, unrestricted information or resources that are not abusive, obscene, sexually oriented, threatening, harassing, and/or damaging to another's reputation.
- Refrain from recording others with cameras and/or microphones installed on the device without permission from parties involved as this is considered to be a serious offense.
- Obtain separate permission from the parties involved in a recording before publishing content, understanding that this recording must be for educational purposes and relevant to a teacher-issued assignment.
- Use this device to communicate for identified educational purposes and relevant school-related business.
- Have my access privileges suspended or revoked by LCS if improper use occurs.

**Lauderdale County Schools - Administrative Procedure**

- Use this device in a legal manner.
- Be held fully responsible, along with my parent/guardian, for ensuring that LCS owned equipment is used for appropriate educational use and that non-educational use is not permitted.

Lauderdale County Schools recognizes that the effective use of electronic media and telecommunications networks enhance the quality and delivery of education in our schools by providing access to unique resources and opportunities for collaborative work.

However, the use of electronic technology is a privilege and is subject to all applicable state and federal laws and policies of the district. LCS reserves the right to examine electronic mail messages, files on all types of LCS computers and servers, web browsers, cache files, websites, website logs and any other information stored or passing through our information systems. Parents will be required to sign an Acceptable Use Agreement, which will be kept on file at each school, for students who wish to access the LCS network.

At no time shall there be an expectation of privacy by students while utilizing any LCS network, stand-alone system, or other device. The district reserves the right to examine any information originating on, accessed by or processed through LCS owned computers, networks or other information system components. This examination may occur with or without the user's prior knowledge and may be conducted in real time or by examining access history and/or related files.

Users should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed and/or stored by others. Electronic communications are also retrievable after the user has deleted them from his/her system, so it is best practice not to store personal confidential information on a district machine or server.

In accordance with federal law, LCS shall ensure the safety of students through strict enforcement of acceptable use guidelines and a filtered network that is consistently monitored for unacceptable content pursuant to 47 USC §254(h) and the Children's Internet Protection Act (CIPA).



TECHNOLOGY ACCEPTABLE USE POLICY (AUP) FORM

Student Name: _____ Grade: _____

As a student user of Lauderdale County Schools educational platforms/networks, email accounts, and equipment, I, along with my parent/guardian, have carefully read all content contained in this contract, and do hereby agree to abide by the policies and procedures contained herein. We understand that Lauderdale County Schools reserves the right to make changes to this document to address future technology developments or curriculum needs.

The student and his or her parent/guardian have read and agree to abide by the following provisions of the Lauderdale County Schools Technology Acceptable Use Policy Agreement:

- Attest that LCS shall not be liable for any damage resulting from a student's impermissible use of the supplied devices in violation of this User Agreement.
- Understand that any misuse or misconduct in relation to LCS Technology Acceptable Use Policy Agreement may be subject to consequences as deemed appropriate by the Lauderdale County Schools to ensure the safety and protection of our students.
- Understand that financial responsibility may also be placed on the student and his or her parent/guardian due to loss/theft and/or damage of property issued by Lauderdale County Schools.
- As the parent/guardian, on behalf of my student, release and waive any and all claims against Lauderdale County Schools arising out of the provision of the device and the Student's use of the devices and media referenced herein.
- As the parent/guardian, agree to indemnify, defend, and hold harmless Lauderdale County Schools and its officers, employees, and volunteers from, and against, all liability, loss, damage, expense, and costs (including, without limitation, reasonable attorney's fees, expert fees, and all other costs and fees of litigation) arising out of LCS provision of the devices and the Student's use of devices and educational platforms/email referenced herein.

It is expressly understood and agreed upon that the forgoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of Tennessee and will survive termination of this Agreement. The student using any Lauderdale County Schools equipment, email, and/or platforms for educational purposes and his or her parent/guardian have completely and carefully read all of the content in this Agreement, and do hereby agree to abide by the policies and procedures contained herein.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Device Serial Number: _____

Asset Tag: _____



Parental Consent Form for Students Photographs/Videos

It is our practice to seek consent before including your student's photograph and/or recorded video on the Lauderdale County School System web page, in any publications, or to release any images to the media in compliance with Lauderdale County School Board Policy, for the purpose of showcasing the accomplishments of our students, teachers, and staff. In order to release or include your student's image in any district-wide project, we must have your consent. Please review the three sections below. Please complete this form in its entirety and return it to school as soon as possible. This form will be good for one academic year and will remain on file at your student's school.

The Lauderdale County School System has my permission to publish a photograph and/or video image of my student,
 _____, **for the following:**

Section I: Internal Use of Photographs and Video

Student photographs/video images may be taken for internal use such as student recognition bulletin boards, school newspapers/newsletters, classroom projects, etc.

Please check one:

- ☐ I grant permission to use my student's photograph/video as described above.
☐ I DO NOT grant permission to use my child's photograph/video as described above.

Section II: External Use of Photographs and Video

Student images may be used for external publications such as press releases, newspapers, print ads, or other Lauderdale County School System publications related to my student's participation in school related and/or extracurricular activities.

Please check one:

- ☐ I grant permission to use my student's photograph/video as described above.
☐ I DO NOT grant permission to use my child's photograph/video as described above.

Section III: Web Page Use of Photographs and Videos

Student images may be used for district and individual school websites with the understanding that the student's full name will not be published on the Internet when an image is posted. Last names of students will NOT be used on web page projects.

Please check one:

- ☐ I grant permission to use my student's photograph/video as described above.
☐ I DO NOT grant permission to use my child's photograph/video as described above.

 Parent/Guardian Signature

 Date



STUDENTS FROM MILITARY FAMILIES

Due to the number of children of active-duty military parents and guardians and the challenges these families face by frequent moves and deployments, *T.C.A 49-6-5101* requires the state to collect the below information through the schools' information system. The Department of Defense will use this information to assist with policy and education initiatives for this student population.

Please answer the following questions and return to your school:

- Is your child an active-duty military dependent? Yes___ No___
- Is your child a National Guard military dependent? Yes___ No___
- Is your child a reserve military dependent? Yes___ No___

Student Name: _____

Student School (Select One):

- ☐ Ripley Primary School
- ☐ Ripley Elementary School
- ☐ Ripley Middle School
- ☐ Ripley High School
- ☐ Halls Elementary School
- ☐ Halls Junior High
- ☐ Halls High School

Parent/Guardian Name: _____ Date: _____



Tennessee Parent Occupational Survey

Under Title I, Part C of the Elementary and Secondary Education Act (ESEA) our school district provides supplemental services to the children of agricultural workers who have recently moved. This survey is to help the school identify if your child might qualify for these free supplemental services such as tutoring, school supplies, summer camps in select counties, and other free services. Please answer the following questions and return this form to your child's school. **The information provided below will be kept confidential.**

Today's Date _____

Parent/Guardian First & Last Name _____

Student First Name _____

Student Last Name _____

Student Grade _____

School Name _____

1. Have you or an immediate family member performed any agriculture or fishing jobs temporarily or seasonally, in any part of the United States, in the past 3 years? Check all that apply.

____ NO

____ YES. Check all that apply:

Agriculture/Field Work: planting, picking, sorting crops, soil preparation, irrigation, fumigation ☐



Processing & Packaging: fruit, vegetables, chicken, pork, beef, eggs, etc. ☐



Dairy/Cattle Raising: feeding, milking, rounding up. ☐



Nursery/Greenhouse: planting, potting, pruning, watering, harvesting ☐



Forestry: soil preparation, planting, cutting trees; does not include landscaping. ☐



Other: Any other agriculture or fishing work, please list here:

2. In the past 3 years, has your family moved to another state, city, school district, and/or county?

____ NO

____ YES. My family has moved within the past 3 years. Indicate how long ago below.

_____ Years

_____ Months

_____ Weeks

If you answered "Yes" to question 1 above, please complete the information below.

A staff from the Migrant Education Program will follow up with your family to verify if you qualify for free services.

Home Street Address: _____

Apt #: _____

City: _____ Zip Code: _____

Telephone #: _____

Language: _____ Email Address: _____

Best Day of Week and Time to Call: _____

For School Use Only: Please forward all surveys with a "YES" responses to Questions 1 and 2 to your district migrant liaison. If the OS has not answered "Yes" to Question 2, but there are other signs that indicate the family may qualify, please submit them to your district migrant liaison. The District migrant liaison will submit to the ID&R Team through tn.msedd.com. If you have any questions, email the TN MEP ID&R Team: idr@tn-mep.net

Student State ID: _____

Enrollment Date: _____

District ID: _____



Encuesta Ocupacional Para Padres de Tennessee

De conformidad con la Parte C del Título I de la Ley de Educación Primaria y Secundaria (ESEA, en inglés), nuestro distrito escolar brinda servicios complementarios a los hijos de los trabajadores agrícolas que se hayan mudado hace poco. Esta encuesta tiene el objetivo de ayudar a la escuela a identificar si su hijo podría reunir los requisitos para recibir dichos servicios complementarios gratuitos, como clases de apoyo, insumos escolares, campamentos de verano en determinados condados y otros servicios sin costo. Responda las siguientes preguntas y entregue este formulario en la escuela de su hijo. **Se mantendrá la confidencialidad de la información proporcionada a continuación.**

Fecha de hoy

Nombre y apellido del padre, madre o tutor

Nombre del estudiante

Apellido del estudiante

Nombre de la escuela

Grado del estudiante

1. ¿Ha realizado usted o algún familiar inmediato trabajos relacionados con la agricultura o la pesca de forma provisoria o temporal en alguna parte de los Estados Unidos en los últimos 3 años? Marque todas las opciones que correspondan.

☐ NO ☐ Sí. Marque todas las opciones que correspondan.

Trabajo agrícola/de campo: siembra, cosecha, clasificación de granos, preparación del suelo, irrigación, fumigación ☐



Procesamiento y empaquetado: frutas, verduras, carne de pollo, carne de cerdo, carne de res, huevos, etc. ☐



Producción lechera/ganadera: engorde, ordeño, arreo ☐



Vivero/invernadero: plantación, cultivo en macetas, poda, riego, cosecha ☐



Silvicultura: preparación del suelo, siembra, tala de árboles (no incluye paisajismo) ☐



Otro: si realizó otro trabajo relacionado con la agricultura o la pesca, inclúyalo a continuación:

2. ¿Se ha mudado su familia a otro estado, ciudad, distrito escolar o condado en los últimos 3 años?

☐ NO

☐ Sí. Mi familia se ha mudado en los últimos 3 años. A continuación, indique hace cuánto tiempo se mudaron.

_____ años _____ meses _____ semanas

Si respondió "Sí" a la pregunta 1, complete la siguiente información. Un miembro del personal del Programa de Educación para Migrantes (MEP, en inglés) le hará un seguimiento a su familia para verificar si reúnen los requisitos para recibir los servicios gratuitos.

Dirección: _____ Apto. n.º: _____

Ciudad: _____ Código postal: _____ Idioma: _____

Número de teléfono: _____ Dirección de correo electrónico: _____

Día de la semana y hora en que prefiere recibir llamadas: _____

For School Use Only: Please forward all surveys with a "YES" responses to Questions 1 and 2 to your district migrant liaison. If the OS has not answered "Yes" to Question 2, but there are other signs that indicate the family may qualify, please submit them to your district migrant liaison. The District migrant liaison will submit to the ID&R Team through tn.msedd.com. If you have any questions, email the TN MEP ID&R Team: idr@tn-mep.net

Student State ID:

Enrollment Date:

District ID:



Lauderdale County Schools AWARE Program

Advancing Wellness and Resilience in Education

Lauderdale County Schools desires that all students to be mentally, socially, emotionally and physically resilient. The school district provides mental health **AWARE**ness and services in all schools to increase health and wellness for students, families, and the community, through the **AWARE** program. The **AWARE** program is implemented to:

1. Develop mental health awareness and outreach campaigns that will involve parents and students.
2. Implement programs that will be evidenced based and beneficial.
3. Decrease number of discipline referrals by getting to the root of the problem or problems.
4. Identify students who need services outside of school and connect them with the appropriate services.
5. Provide mental health clinicians in schools to provide effective interventions and referrals. Currently Lauderdale County Schools employs three social workers.

Hope Childs
Crystal Smith
Heather Vernon
Lindsey Smith

Ripley Elementary and Ripley High School
Alternative Learning Academy and Ripley Middle School
Halls Schools
Ripley Primary School

6. Lauderdale County **AWARE** will address current issues by:
 - a. Increasing student access to mental health services
 - b. Promote resilience and positive behavior to keep youth in school and out of juvenile justice system.

*If you have any questions, concerns or would like to make a referral regarding the **AWARE** program please feel free to contact Lindsey Smith, MSW – Director of **AWARE** program at 731-221-0761 or email: lindseysmith@k12.lced.net*



AWARE Referral Form

REQUEST FOR SCHOOL COUNSELING SERVICES

DATE: ____ / ____ / ____

Our school district aims to promote mental health awareness and expand access to mental health services in our schools to increase health and wellness of students, families, and the community. Please complete this form to submit a request to the school counselor for counseling services or support for any student experiencing emotional or behavioral concerns.

Student Information

1. **Student Full Name:** _____ 2. **Student DOB:** _____
3. **Student Gender:** _____ 4. **School:** _____ 5. **Grade:** _____ 6. **Special Education:** ☐ Yes ☐ No
8. **Student Race/Ethnicity:** ☐ American Indian/Alaska Native ☐ Native Hawaiian/Other Pacific Islander
☐ Asian ☐ White ☐ Black or African American ☐ Hispanic or Latina ☐ Other
9. **Parent/Guardian Name:** _____ 10. **Phone Number:** _____
11. **Parent/Guardian Address:** _____

Person Requesting Services

12. **Your Full Name:** _____
13. **Your Phone Number:** (____) _____ 14. **Email Address:** _____
15. **Relationship to the Student:** ☐ Parent/caregiver ☐ School Counselor ☐ Teacher
☐ Administrator ☐ Other _____

Request Information

16. Reason(s) for Request (Circle all that apply)

- | | |
|---------------------------------|-----------------------------|
| a. Academic concerns | b. Physical health concerns |
| c. Chronic absenteeism | d. Behavior Concerns |
| e. Emotional Concerns | f. Family Concerns |
| g. Transitioning back to school | h. Social Concern |
| i. Substance use | j. Suicide/ Self-harm |
| k. Other (Describe) _____ | |

17. **Referral Description:** Please provide the approximate date the concern was first observed and describe the specific challenges or issues the student has been experiencing, what has been done to address the concern, and what resulted from the actions taken.

For teachers, administrators, or other school personnel:

18. Have the student's parents been contacted regarding this concern? ☐ Yes ☐ No

Related Comments: _____



Lauderdale County Schools School Health Program

HEALTHY CHILDREN LEARN BETTER AND SCHOOL NURSES MAKE IT HAPPEN!!

Dear Parents/Guardians,

We want to keep our school children healthy and are excited about the opportunity to work with your child. We look forward to working with you to ensure that your child receives the best care and education. We desire that all students of Lauderdale County Schools grow up and become educated, productive citizens.

Children become ill at times and you may question whether or not you need to send them to school. Below is a list of signs and symptoms to help you make that decision. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL when he/she exhibits the following:**

- Fever greater than 100.4 degrees Fahrenheit (without Tylenol or ibuprofen)
- Vomiting within the last 8-12 hours
- Stiff neck with fever or headache with fever
- A productive cough
- Nasal or eye drainage that is green, yellow, thick or otherwise unusual
- Red throat or white spots in the throat
- Unidentified rash
- Jaundice (yellow color to skin or eyes)
- Weeping skin lesions
- Diarrhea (3 loose stools per day with fever, or 3 loose stools per day for 3 days or more)
- Discomfort, uneasiness, sluggishness or severe muscle aches or pains

If you have any questions regarding your child and any symptoms of illness they may exhibiting, please feel free to contact your school nurse for attendance guidance. Our goal is to keep your children healthy so they may attend school, study and perform well and learn lessons and tools to be successful, contributing adults in years to come.

| |
|--|
| Lauderdale County School Nurses |
|--|

Michelle Brazier, RN – Director of Coordinated School Health
(731) 221-0959

Anita Michaels, RN – Ripley High School
(731) 635-2642

Melissa Meadows, LPN – Ripley Elementary School
(731) 221-0959

Jessica Lowe, LPN – Ripley Middle School
(731) 635-1391

Mary Brown, LPN – Ripley Primary School
(731) 635-0691

Jessica Rose, LPN – Halls Elementary
(731) 836-9651

Angela Barnes, LPN – Halls High School and Halls Junior High
(731) 836-9642



Coordinated School Health Program

— *Improving students' health and their capacity to learn through the support of families, communities and schools* —

The CDC's Coordinated School Health (CSH) model is a systematic approach that ensures that a school community effectively links health with educational success. CSH is implemented to fit the unique needs and resources of each school community.

CSH Goals:

- Establish and maintain state and local partnerships.
- Create awareness about students' health and how academic success is directly linked to health and wellness of students.
- Work with each school to meet the needs of students.
- Promote healthy school environment.
- Provide an annual evaluation and needs assessment for monitoring CSH in each school community.

CSH Outcomes:

- Decrease Body Mass Index (BMI).
- Increase physical activity.
- Decrease teen pregnancy.
- Decrease absenteeism.
- Improve student nurse ratio.
- Increase health education.

HEALTH SCREENING PERMISSION

Parents/Guardian:

Every year Lauderdale County Schools CSH program conducts health screenings with all Pre-K, K, 2nd, 4th, 6th, 8th, and 9th grade students. These screenings are mandated by the TN Department of Education and the Office of Coordinated School Health. The purpose of screenings is to assess and identify the health and wellness needs of students. These screenings are done in a confidential manner. A letter will be sent home to notify you if any problems are detected. Students in grades K, 2, 4, 6 and 8 will receive blood pressure, vision, hearing, and height/weight screenings. Pre-K students will be screened for hearing and vision only. 9th graders will participate in blood pressure and height/weight checks only. All other grades are screened for height, weight, and blood pressure, vision and hearing. If you have any questions regarding these screenings, please contact the Office of Coordinated School Health at 221-0959.

Please complete this form and return to your child's teacher.

_____ **YES, I give my child permission to participate in health screenings.**

_____ **NO, I do not want my child to participate in health screenings.****

(Parent signature)

(date)

(student name)

(school)

(grade)

****If this form is not returned, your child will participate in health screenings.****

HEALTH HISTORY

Dear Parent: For the safety and well-being of your child, it is necessary to have his/her **current** health history. Please complete this form and return during registration.

Student's Name _____

FIRST MIDDLE LAST

Sex: M or F Date of Birth _____ Teacher _____

Other siblings enrolled in school system _____

CHECK THE FOLLOWING THAT APPLY TO YOUR CHILD:

asthma _____; anemia _____; diabetes _____; hearing _____; vision _____; seizures _____; injury _____; heart _____
;sickle cell anemia _____; medication/ food allergy* _____
ADD/ADHD _____ other _____

****NOTE IF YOUR CHILD IS ALLERGIC TO ANY FOOD WE MUST HAVE A DOCTORS STATEMENT FOR OUR FILE SO THAT THE CAFETERIA CAN MAKE ADJUSTMENTS ACCORDINGLY.****

Please give an explanation if any marked above, and list treatment necessary:

If your child takes any medication please list name and dosage: _____

Each school keeps a stock of over the counter medications such as Pepto-Bismol, Tylenol, Ibuprofen, Benadryl, TUMS, Zyrtec, etc... If you would like for your child's school nurse to administer over the counter medications on an as needed basis, by signing below you are giving the school nurse permission to administer these medications. If you would like to supply over the counter medication for your child, we will accept an unopened bottle of over the counter medication for your child. If you have any questions or concerns please contact your child's school nurse. Thank you!!!

Parent/Guardian signature: _____

Doctor & Phone #:_____

All the above information is correct and updated:

Parent Signature: _____ **Date:** _____

School Nurse Signature: _____ **Date:** _____

****All health histories should be turned in to your child's homeroom Teacher****

MEDICATION ADMINISTRATION PARENT CONSENT

Parent/Guardian,

If your child will be taking prescription or non-prescription medication of any kind at school, please follow the steps below:

1. Submit this **Medication Administration Consent** signed by a legal guardian giving the school permission to administer medication(s).
2. Bring the prescription medication to the school. It **MUST** be in its appropriately labeled bottle from the pharmacy. **Medication cannot be transported on the school bus.**
3. Provide any needed over-the-counter medications, ex. Ibuprofen, Tylenol, Robitussin, Pepto-Bismol, in the original, unopened bottle. **Medication cannot be transported on the school bus.**
4. Sign the form below granting your child's school to administer medications, as specified, by trained personnel.
*****If you have any questions please feel free to contact the office of Coordinated School Health at 221-0959.***

Child's Name _____ School _____ Grade _____

I, _____, give permission for trained school personnel to

(print parent name)

administer the following medications to my child as directed on the label or prescribed by the doctor:

Prescription Medications:

Name of Medication: _____ Name of M.D. _____

Time to be Given: _____ Dosage: _____ Termination Date: _____

Possible Side Effects: _____

Name of Medication: _____ Name of M.D. _____

Time to be Given: _____ Dosage: _____ Termination Date: _____

Possible Side Effects: _____

Asthma Medication (inhaler):

Name of Medication: _____ Name of M.D. _____

Time to be Given: _____ Dosage: _____ Termination Date: _____

Possible Side Effects: _____ Child trained on how to Administer Medication: Yes or No

Prescribing Doctors Signature: _____ Date: _____

Over-the-Counter Medication:

Name of Medication: _____

Time to be Given: _____ Dosage: _____

Other Conditions:

(parent or legal guardian signature)

(date)



WELCOME!

The School Nurses would like to welcome each child into our school district. We look forward to a very “well” and safe school year.

REMINDERS TO PARENTS:

- PLEASE make sure we have current numbers to contact you, along with accurate persons authorized by you to call in case you are not available.
- Any prescription medicine must be in the appropriately labeled bottle from the pharmacy. You will need to obtain a **Medication Administration Consent Form** from the School Nurse and sign it giving the school permission to administer the medication to your child.
- Any over-the-counter medication requires the same consent form from the parent, and the medicine must be in a new, unopened bottle.
- **THE PARENT MUST BRING THE MEDICINE TO SCHOOL. NO MEDICATIONS MAY BE TRANSPORTED ON THE SCHOOL BUS.**
- If your child has any medical treatment that needs to be rendered at school please contact us prior to your child starting to school.

School Nurses will give your child the best care possible. We will contact you if necessary. Should an emergency occur and we are unable to reach you, we will see that your child gets the medical attention he/she needs. By signing below you are giving the school permission or authorization to have your child treated at a medical facility if you are unable to be reached. **This form must be signed by a legal parent/guardian.**

Thank you for taking time to complete and return the form below. If you have any questions, feel free to contact Michelle Brazier RN, Director of Coordinated School Health, at 731-221-0959.

MEDICAL TREATMENT PARENT AUTHORIZATION

I, _____, give permission for my child,
(print name of legal parent/guardian)

_____ to be treated at a medical facility in case my child is
(print name of student)
experiencing a medical emergency and I cannot be reached.

LEGAL PARENT/GUARDIAN

SIGNATURE: _____ DATE: _____

Asthma FAST FACTS for Kids

What is Asthma?

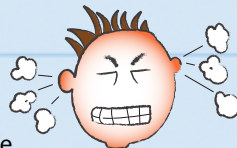
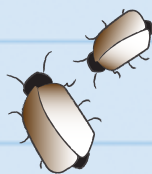
Asthma (az-ma) is when air can't get into your lungs and you have trouble breathing.

What causes an asthma attack?

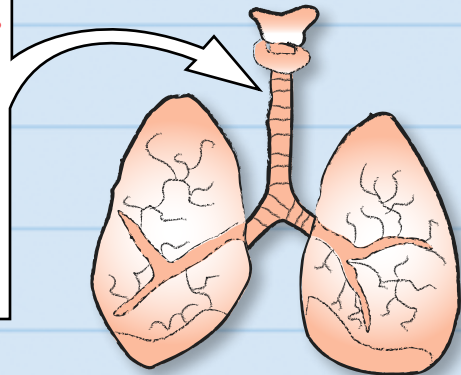
An asthma attack is when you have trouble catching your breath. Many different asthma "triggers" can cause this to happen. Some common "triggers" are:

- Dust in your house
- Tobacco smoke
- Dirty air outside
- Cockroach droppings
- Pets
- Mold
- Hard exercise that makes you breathe really fast
- Some medicines
- Bad weather
- Some kinds of food

Things you are worried about can cause an asthma attack. Even getting really excited, or feeling very mad, sad, or scared can cause an asthma attack.



The tubes that take air to your lungs get too tight (like a pinched straw) and this makes it hard for you to breathe.



You CAN Control Your Asthma!

Your doctor's office can help you make a plan just for you to help you control your asthma. A good plan means that

- You won't have as many asthma attacks
- You won't wheeze and cough as much, or maybe not at all
- You will sleep better
- You won't miss school
- You can play sports and games outside and at school
- You won't have to go to the hospital!



How is asthma treated?

Several different kinds of medicine help people with asthma. People who have asthma don't always take the same medicine.

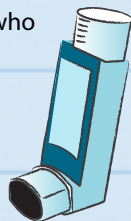
Some people use **INHALERS** to breathe in the asthma medicine. An INHALER is a little can of special air you squirt into your mouth and then breathe in.

Some people take pills to help them breathe better.

Some asthma medicine (mostly inhalers) is what you take when you need breathing help **RIGHT NOW!** You take this **QUICK HELP** medicine when you have an **ASTHMA ATTACK**.

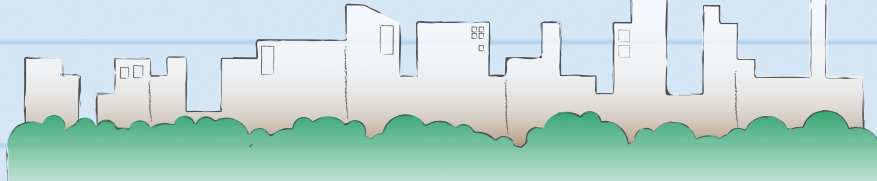
Other asthma medicine you would just take every day to help you avoid having too many bad asthma attacks.

Even if you are not having trouble breathing, you need to take this **EVERYDAY** medicine. But this everyday medicine will **NOT** help if you have an asthma attack. When you have an asthma attack, you need to take your **QUICK HELP** medicine.



Always Remember to ...

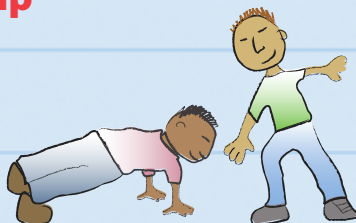
- Follow your doctor's orders
- Learn what **TRIGGERS** your asthma. Everyone is different and everyone has different triggers. What are your triggers—dirty air, cigarette smoke, pets, insects, mold, or something else?



- If you have been running or playing and feel out of breath, stop and take a break!
- Know the warning signs of an asthma attack
 - » Wheezing and coughing
 - » Breathing too hard and too fast
 - » A feeling of tightness in your chest
- Whenever you leave the house, always take your **QUICK HELP** inhaler with you!

When you exercise, you will help your asthma... IF you follow these tips

Go easy — start exercising slowly and finish your exercise with a cool-down.



Take a buddy — play or exercise with a friend.

Know your triggers — stay away from the things that can trigger your asthma.

Take breaks — they will help you catch your breath. And drink plenty of water.

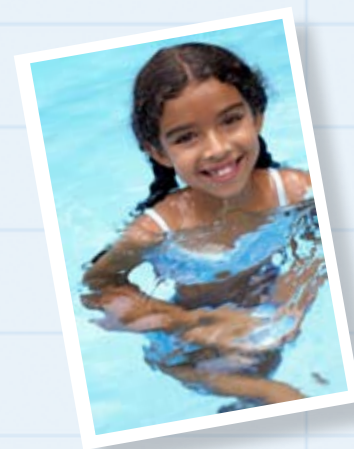


Mix it up — do different activities, like inline skating one day and taking a long walk the next day.

Check air quality — exercise outside only when the air is clean. Before you exercise, check the weather on TV or on a computer to see how clean the air is.



In 2000, more than one quarter of the swimmers on the US Olympics team had asthma and used inhalers.



Asthma didn't hold them back and asthma shouldn't hold YOU back!!!

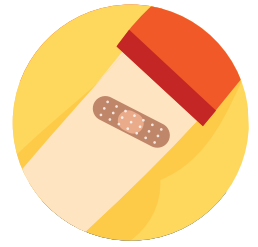
Note: The next update of this fact sheet is scheduled for June 2011. More recent information may be available at the CDC's Air Pollution and Respiratory Health Branch's Asthma Web site at <http://www.cdc.gov/asthma>.





Flu:

A Guide for Parents



Influenza (flu) is a contagious respiratory illness caused by influenza viruses that infect the nose, throat and lungs. Flu is different from a cold, and usually comes on suddenly. Each year flu causes millions of illnesses, hundreds of thousands of hospitalizations, and tens of thousands of deaths in the United States.

Flu can be very dangerous for children. CDC estimates that since 2010, between 6,000 and 26,000 children younger than 5 years old have been hospitalized from flu each year in the U.S. Flu vaccine is safe and helps protect children from flu.

What parents should know

How serious is flu?

While flu illness can vary from mild to severe, children often need medical care because of flu. Children younger than 5 years old and children of any age with certain long-term health problems are at high risk of flu complications like pneumonia, bronchitis, sinus and ear infections. Some health problems that are known to make children more vulnerable to flu include asthma, diabetes and disorders of the brain or nervous system.

How does flu spread?

Flu viruses are thought to spread mainly by droplets made when someone with flu coughs, sneezes or talks. These droplets can land in the mouths or noses of people nearby. A person also can get flu by touching something that has flu virus on it and then touching their mouth, eyes, or nose.

What are flu symptoms?

Flu symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired and sometimes vomiting and diarrhea (more common in children than adults). Some people with the flu will not have a fever.

Protect your child

How can I protect my child from flu?

The first and best way to protect against flu is to get a yearly flu vaccine for yourself and your child.

- Flu vaccination is recommended for everyone 6 months and older every year. Flu shots and nasal spray flu vaccines are both options for vaccination.
- It's especially important that young children and children with certain long-term health problems get vaccinated.
- Caregivers of children at high risk of flu complications should get a flu vaccine. (Babies younger than 6 months are at high risk for serious flu complications, but too young to get a flu vaccine.)
- Pregnant women should get a flu vaccine to protect themselves and their baby from flu. Research shows that flu vaccination during pregnancy protects the baby from flu for several months after birth.
- Flu viruses are constantly changing and so flu vaccines are updated often to protect against the flu viruses that research indicates are most likely to cause illness during the upcoming flu season.

Are flu vaccines safe?

Flu vaccines are made using strict safety and production measures. Millions of people have safely received flu vaccines for decades. Flu shots and nasal spray flu vaccines are both options for vaccination. Different types of flu vaccines are licensed for different ages. Each person should get one that is appropriate for their age. CDC and the American Academy of Pediatrics recommend an annual flu vaccine for all children 6 months and older.

What are the benefits of getting a flu vaccine?

- **A flu vaccine can keep you and your child from getting sick.** When vaccine viruses and circulating viruses are matched, flu vaccination has been shown to reduce risk of getting sick with flu by about 40 to 60%.
- **Flu vaccines can keep your child from being hospitalized from flu.** One recent study showed that flu vaccine reduced children's risk of flu-related pediatric intensive care unit admission by 74%.
- **Flu vaccine can be life saving in children.** A study using data from recent flu seasons found that flu vaccine reduced the risk of flu-associated death by half among children with high risk medical conditions



and by nearly two-thirds among children without medical conditions.

- **Flu vaccination also may make your illness milder if you do get sick.**
- **Getting yourself and your child vaccinated also can protect others** who may be more vulnerable to serious flu illness, like babies and young children, older people, and people with certain long-term health problems.

What are some other ways I can protect my child against flu?

In addition to getting a flu vaccine, you and your child should take everyday actions to help prevent the spread of germs.

Stay away from people who are sick as much as possible to keep from getting sick yourself. If you or your child are sick, avoid others as much as possible to keep from infecting them. Also, remember to regularly cover your coughs and sneezes, wash your hands often, avoid touching your eyes, nose and mouth, and clean surfaces that may be contaminated with flu viruses. These everyday actions can help reduce your chances of getting sick and prevent the spread of germs to others if you are sick. However, a yearly flu vaccine is the best way to prevent flu illness.

If your child is sick

What can I do if my child gets sick?

Talk to your doctor early if you are worried about your child's illness.

Make sure your child gets plenty of rest and drinks enough fluids.

If your child is 5 years or older and does not have a long-term health problems and gets flu symptoms, including a fever and/or cough, consult your doctor as needed.

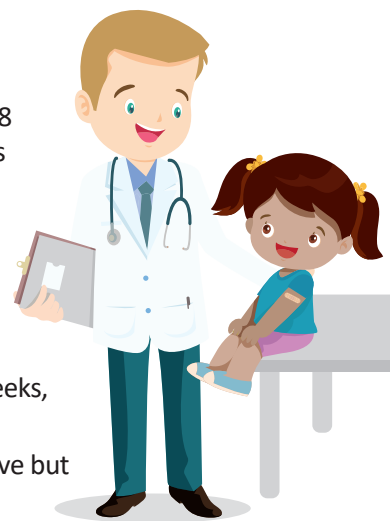
Children younger than 5 years old – especially those younger than 2 years – and children with certain long-term health problems (including asthma, diabetes and disorders of the brain or nervous system), are at high risk of serious flu complications. Call your doctor or take your child to the doctor right away if they develop flu symptoms.

What if my child seems very sick?

Even healthy children can get very sick from flu. If your child is experiencing the following emergency warning signs, you should go to the emergency room:

- Fast breathing or trouble breathing
- Bluish lips or face
- Ribs pulling in with each breath
- Chest pain

- Severe muscle pain (child refuses to walk)
- Dehydration (no urine for 8 hours, dry mouth, no tears when crying)
- Not alert or interacting when awake
- Seizures
- Fever above 104°F
- In children less than 12 weeks, any fever
- Fever or cough that improve but then return or worsen
- Worsening of chronic medical conditions



This list is not all inclusive. Please consult your medical provider for any other symptom that is severe or concerning.

Is there a medicine to treat flu?

Yes. Antiviral drugs are prescription medicines that can be used to treat flu illness. They can shorten your illness and make it milder, and they can prevent serious complications that could result in a hospital stay. Antivirals work best when started during the first 2 days of illness. Antiviral drugs are recommended to treat flu in people who are very sick (for example, people who are in the hospital) or people who are at high risk of serious flu complications who get flu symptoms. Antivirals can be given to children and pregnant women.

How long can a sick person spread flu to others?

People with flu may be able to infect others from 1 day before getting sick to up to 5 to 7 days after. Severely ill people or young children may be able to spread the flu longer, especially if they still have symptoms.

Can my child go to school, day care, or camp if he or she is sick?

No. Your child should stay home to rest and to avoid spreading flu to other children or caregivers.

When can my child go back to school after having flu?

Keep your child home from school, day care, or camp for at least 24 hours after their fever is gone. (The fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C)* or higher.

*Many authorities use either 100 (37.8 degrees Celsius) or 100.4 F (38.0 degrees Celsius) as a cut-off for fever, but this number can vary depending on factors such as the method of measurement and the age of the person.

For more information, visit

www.cdc.gov/flu/protect/children.htm or call 800-CDC-INFO



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

Meningococcal Vaccines for Preteens and Teens



All preteens and teens should get vaccines to protect against meningococcal disease. Talk with your child's doctor or nurse about meningococcal vaccination to help protect your child's health.

Why does my child need meningococcal vaccines?

Meningococcal vaccines help protect against the bacteria that cause meningococcal disease. Meningococcal disease can refer to any illness caused by a type of bacteria called *Neisseria meningitidis*. Meningococcal disease is not very common in the United States, but teens and young adults are at increased risk.

The two most common types of illnesses include infections of the

- **Lining of the brain and spinal cord (meningitis)**
- **Bloodstream**

Even with treatment, about 10 to 15 out of 100 people with meningococcal disease will die from it. Meningococcal vaccines are the best way to protect preteens and teens from getting meningococcal disease.



When should my child be vaccinated?



Dose 1: Ages 11-12

Dose 2: Age 16

All preteens and teens should get 2 doses of the meningococcal conjugate (MenACWY) vaccine. They should get the first dose at ages 11-12 and a booster dose at 16 years old. If your teen hasn't gotten this meningococcal shot, talk to their doctor or nurse about getting it as soon as possible.

Teens and young adults (16 through 23 years old) may also get a serogroup B meningococcal (MenB) vaccine (2 doses). The preferred age to get MenB vaccine is 16 through 18 years old. Talk with your teen's doctor or nurse about meningococcal vaccination to help protect your child's health.

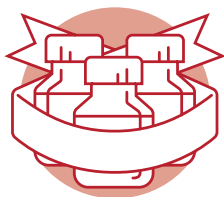
Are meningococcal vaccines safe for my child?

Researchers have studied the meningococcal vaccines very carefully and they are shown to be very safe. Like any vaccine, meningococcal vaccines may cause mild side effects, like redness and soreness where the shot was given (usually in the arm). Note that your child can get both meningococcal vaccines during the same visit, but in different arms.

Some preteens and teens might faint after getting a meningococcal vaccine or any shot. To help avoid fainting and injuries related to fainting, preteens and teens should sit or lie down when they get a shot and then for about 15 minutes after getting the shot. Serious side effects from meningococcal vaccines are rare.

How can I get help paying for these vaccines?

Most health insurance plans cover routine vaccinations. The Vaccines for Children (VFC) program also provides vaccines for children 18 years and younger who are uninsured, underinsured, Medicaid-eligible, American Indian, or Alaska Native. Learn more at www.cdc.gov/Features/VFCprogram.



Talk to your child's doctor or nurse about meningococcal vaccines, or visit www.cdc.gov/meningococcal/vaccine-info.html





Talk with Your Teen About E-cigarettes: A Tip Sheet for Parents



BEFORE THE TALK

Know the facts.

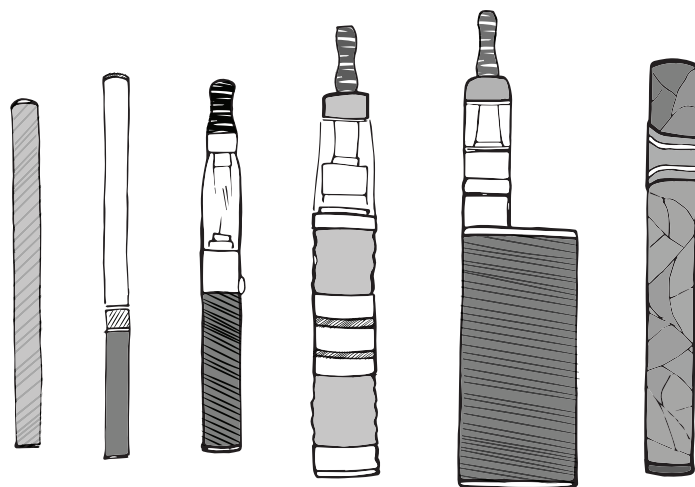
- Get credible information about e-cigarettes and young people at E-cigarettes.SurgeonGeneral.gov.

Be patient and ready to listen.

- Avoid criticism and encourage an open dialogue.
- Remember, your goal is to have a conversation, not to deliver a lecture.
- It's OK for your conversation to take place over time, in bits and pieces.

Set a positive example by being tobacco-free.

- If you use tobacco, it's never too late to quit. For free help, visit smokefree.gov or call **1-800-QUIT-NOW**.



START THE CONVERSATION

Find the right moment.

- A more natural discussion will increase the likelihood that your teen will listen. Rather than saying “we need to talk,” you might ask your teen what he or she thinks about a situation you witness together, such as:
 - » Seeing someone use an e-cigarette in person or in a video.
 - » Passing an e-cigarette shop when you are walking or driving.
 - » Seeing an e-cigarette advertisement in a store or magazine or on the internet.



Ask for support.

- Not sure where to begin? Ask your health care provider to talk to your teen about the risks of e-cigarettes.
- You might also suggest that your teen talk with other trusted adults, such as relatives, teachers, faith leaders, coaches, or counselors whom you know are aware of the risks of e-cigarettes.
- These supportive adults can help reinforce your message as a parent.

ANSWER THEIR QUESTIONS

Here are some questions and comments you might get from your teen about e-cigarettes and some ideas about how you can answer them.

Why don't you want me to use e-cigarettes?

- Science shows that e-cigarettes contain ingredients that are addictive and could harm different parts of your body.
- Right now, your brain is still developing, which means you are more vulnerable to addiction. Many e-cigarettes contain nicotine, and using nicotine can change your brain to make you crave more nicotine. It can also affect your memory and concentration. I don't want that for you!
- E-cigarettes contain chemicals that are harmful. When people use e-cigarettes, they breathe in tiny particles that can harm their lungs.

- The cloud that people exhale from e-cigarettes can expose you to chemicals that are not safe to breathe.

What's the big deal about nicotine?

- Your brain is still developing until about age 25. The Surgeon General reported that nicotine is addictive and can harm your brain development.
- Using nicotine at your age may make it harder for you to concentrate, learn, or control your impulses.
- Nicotine can even train your brain to be more easily addicted to other drugs like meth and cocaine.

- I don't say this to scare you, but I want you to have the facts because nothing is more important to me than your health and safety.

Aren't e-cigarettes safer than conventional cigarettes?

- Because your brain is still developing, scientific studies show that it isn't safe for you to use any tobacco product that contains nicotine, including e-cigarettes.
- Whether you get nicotine from an e-cigarette or a cigarette, it's still risky.
- Some e-cigarette batteries have even exploded and hurt people.

I thought e-cigarettes didn't have nicotine — just water and flavoring?

- I used to think that too. But many e-cigarettes have nicotine. There are also other chemicals in them that can be harmful.
- Let's look at the Surgeon General's website on e-cigarettes (E-cigarettes.SurgeonGeneral.gov) together so you can see for yourself.

I (or my friends) have tried e-cigarettes and it was no big deal.

- I appreciate your honesty. In the future, I hope you (or your friends) will stay away from e-cigarettes and other tobacco products, including cigarettes. Science shows that e-cigarettes contain ingredients that are addictive and could harm different parts of your body.
- Next time we go to the doctor, let's ask about the risks of nicotine, e-cigarettes, and other tobacco products.

You used tobacco, so why shouldn't I?

- If I could live my life over again, I never would have started smoking. I learned that people who smoke cigarettes are much more likely to develop, and die from, certain diseases than people who don't smoke. This was really scary, so I quit smoking.
- Quitting was really hard, and I don't want you to go through that. The best thing is to not start at all.



KEEP THE CONVERSATION GOING

Many parents find that texting is a great way to reach their teens. Here are some suggestions for text messages that might catch your teen's attention. And, you can easily share pages of the website (E-cigarettes.SurgeonGeneral.gov) with your teen.



Share this page

Look for this symbol, click it, type in the message you want or use the message provided, and share with your teen via Facebook, Twitter, or email.

Connect and encourage.

- You always liked science. Check out the science about e-cigarettes and young people: **E-cigarettes.SurgeonGeneral.gov**
- Getting off nicotine is hard but I'm so happy I quit. Don't make that mistake and get addicted. Smoking and tobacco use, including using e-cigarettes, are unsafe for young people.

Remind and repeat.

- Most teenagers don't use e-cigarettes. E-cigarettes with nicotine can mess with your brain, and your brain is still developing until you are at least 25.
- You might be tempted by e-cigarette flavors, but inhaling certain flavorings that have been found in some e-cigarettes can be harmful.

Share facts and resources.

- Just learned that many e-cigarettes have nicotine in them. That's the drug that makes cigarettes so addictive. Nicotine can also mess with your brain development.
- Just saw a report from the Surgeon General that e-cigarettes can mess with how your brain develops and might even affect your mood and focus. Please don't use any products that contain nicotine.
- Hope none of your friends use e-cigarettes around you. Even breathing the cloud they exhale can expose you to nicotine and chemicals that can be dangerous to your health.



Centers for Disease
Control and Prevention
Office on Smoking
and Health



COVID-19 VACCINATION

IS THE BEST WAY TO HELP PROTECT CHILDREN AGAINST SEVERE COVID-19



COVID-19 VACCINES are now available and recommended for **children 6 months and older**. With children in school, COVID-19 vaccination is the best way to help protect them from severe illness.

Just like adults, COVID-19 can cause long-term health problems, hospitalization, and even death in children with or without underlying health conditions. Children who have previously had COVID-19 should still get vaccinated, as vaccination offers added protection.

Encourage parents to contact their health care provider,
local health department, pharmacy, or visit **VACCINES.GOV**
to find a vaccine for their children.



cdc.gov/coronavirus