



**BELIEVE**  
MEMPHIS ACADEMY

Required Disclosures 2023

# Family Information - Required Disclosures

As a public school, and as a participant in certain state and federal funding programs, Believe Memphis Academy is required by statute or regulation to make certain disclosures and notifications to families. This document satisfies these requirements for:

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

This document has been included in the Student Family Manual made available to all families and distributed at the Family Orientation. By signing the check-in sheet at these meetings, the family representative acknowledges that they have received this document and any other documents distributed in the Student Family Manual. Additional documents may be made available online, as specified below.

## Title I

### Notice of Title I School Status

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

### Annual Family Meeting

Under Title I, schools are required to hold annual family meetings. Believe Memphis Academy holds numerous family meetings throughout the school year and summer. The "Family Orientation," "Family Council Meetings," and "Family Teacher Conferences" collectively satisfy Title I annual family meeting requirements. Families are notified of these meetings through email, electronic newsletters, personal phone calls, and text messages.

All other meetings are held in addition to these requirements.

### Policies of Family Engagement

Under Title I, schools are required to maintain and regularly update a family engagement plan, to disclose to families of the existence of the plan, and to make the plan available to families. Believe Memphis Academy's family engagement plan is available online in the school's SIP documentation.

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## Reporting Pupil Progress

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

- Daily Behavior Logs
- Quarterly Progress Reports
- Quarterly Report Cards
- Quarterly Reading Progress Updates
- Quarterly Family-Teacher Conferences
- End-of-year TNReady/TCAP score reports

## Family-Teacher Conferences

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

Believe Memphis Academy' family-teacher conferences are conducted each quarter as specified in the school calendar distributed to families. Teachers or families may request additional conferences at their discretion.

## Family Involvement Requirements

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

Believe Memphis Academy cannot legally compel familial involvement except to require that families satisfy minimum registration requirements for attendance, per district policies.

## Availability of Parental Training

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

## District/School Status & Progress

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

Information of this nature is available on the Tennessee Department of Education's School Report Card, accessible at <https://www.tn.gov/education/data>.

## School Improvement Plan

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

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## Opportunities for Additional Family Meetings

Under title I, schools must notify parents of opportunities for parent meetings in addition to the Annual Family Meetings held in the fall (i.e., Family Orientation Nights). Believe Memphis Academy holds the following additional meetings annually:

- Report Card Pickup and Family-Teacher Conference Meetings (fall, winter, spring)
- Enrollment sessions for students accepted in the school's lottery (spring)
- IEP Meetings (students with or considered for IEPs only)

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

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

## Teacher Qualifications

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

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

## Families' Right to Know

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

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

### All families have the right to request the following:

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

### All families will receive information on the following:

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

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### School-Family Compact

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

Believe Memphis Academy's compact is its Commitment to Excellence document which is distributed during Family Orientation Nights and is included in the Student-Family Handbook, which is distributed to families at enrollment events and Family Orientation Nights.

### Student Code of Conduct

Under Title I, schools must disclose their student code of conduct. Believe Memphis Academy's Student Code of Conduct as well as extensive information on discipline policies is included in the Student-Family Handbook, which is distributed to families at enrollment events and Family Orientation Nights.

### Student Information Release to Military

Under Title I, Believe Memphis Academy will not release the name, address, or telephone listing to military recruiters.



## Children's Internet Protection Act (CIPA)

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

Believe Memphis Academy maintains employee and student technology acceptable use policies which are available in the Employee Handbook and Student-Family Handbook, respectively. The Employee Handbook is not routinely distributed to non-employees. The Parent Handbook is distributed to families at enrollment events and Family Orientation Nights.

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

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

## Family Educational Rights & Privacy Act (FERPA)

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



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## Education Records and Directory Information

### What Are Education Records?

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

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

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

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

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

### What Is Directory Information?

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

Believe Memphis Academy does not disclose directory information to third parties who do not have both a related educational interest and legitimate need for the information, except to provide student names and images for media related to news coverage of the school and school events, and in those cases only when the student's parent has signed a media release.



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## Medical Information Disclosures

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

### Concussions

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

### CPR/FA/AED

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

Required staff and coaches at Believe Memphis Academy are trained in first aid, CPR, and AED use.

### Immunizations

Believe Memphis Academy complies with all state laws (TCA § 37-10-401, § 37-10-402, § 49-6-5001) and regulations regarding immunization requirements for students in public schools. These requirements can be found on the state of Tennessee's website at this address:

<https://tn.gov/health/cedep/immunization-program/ip/immunization-requirements.html>.

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

### Influenza

Believe Memphis Academy complies with all state laws (TCA § 68-5-111) and regulations requiring schools to provide parents and guardians with information about influenza and the effectiveness of vaccination at the beginning of each school year. Parents can learn more here:

<https://www.cdc.gov/flu/pdf/freeresources/family/flu-guide-for-parents-2018.pdf>.

#### According to the Centers for Disease Control (CDC):

Flu is more dangerous than the common cold for children. Each year flu places a large burden on the health and well-being of children and their families. Annual influenza vaccination is the best method for preventing flu and its potentially severe complications in children.

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.

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.

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## Meningitis

Believe Memphis Academy complies with all state laws (TCA § 49-6-5005) and regulations requiring schools to provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination against meningococcal disease at the beginning of every school year. According to the Centers for Disease Control (CDC):

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

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

Seek medical attention immediately if you or your child develops symptoms of meningococcal disease. Symptoms of meningococcal disease can first appear as a flu- like illness and rapidly worsen.

The most common symptoms include:

- Fever
- Headache
- Stiff neck

There are often additional symptoms, such as

- Nausea
- Vomiting
- Photophobia (eyes being more sensitive to light)
- Altered mental status (confusion)

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

## Sudden Cardiac Arrest

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

## Student Accident Coverage

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