

# **New Union Elementary Student Handbook 2021-2022**

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## **Welcome to New Union!**

It is our pleasure to welcome you to New Union Elementary School. The faculty and staff are happy to have you as part of the New Union family and we hope that this will be a successful and satisfying year for you.

This handbook contains important information regarding school policies and procedures. The information in this handbook is not all-inclusive: Other important communications will be sent from the school and district throughout the year. More information and changes in the calendar may be found by accessing our website at [www.coffeecountyschools.com/newunion](http://www.coffeecountyschools.com/newunion).

We suggest that parents and students review the contents together. If you have questions after reading the handbook, please call the school office at (931) 723-5187.

New Union Elementary parents are our partners in the important job of educating the children of our community. We welcome your participation and support during the school year and encourage you to join the NUES Parent Teacher Organization (PTO). Working together, we will be able to reach our collective and individual goals. We look forward to celebrating the achievements of our students with you!

## **New Union Elementary School Vision, Goal, Mission, and Guiding Principles**

### **Vision**

All students leave NUES performing at their fullest potential and prepared for success in middle grades and beyond.

### **Goal**

Every child achieves one or more year's growth each school year.

### **Mission**

To serve our students, families, and community through:

- High expectations for student achievement
- Highly qualified educators, standards-based curriculum, and rigorous instruction
- A positive school culture where struggles are not seen as failures, but as learning opportunities
- A safe and welcoming school environment

## **Guiding Principles**

In order to realize our vision, meet our goal, and fulfill our mission, we will:

- Maximize instructional time to focus on student learning
- Hold ourselves accountable to our mission by engaging in ongoing professional development, collaborating with other professionals to plan standards-based instruction, providing students with timely feedback as they learn, and doing whatever it takes for each student to succeed
- Filter decisions through the question, “How does this promote our students’ learning?”
- Make student and staff attendance a priority
- Promote a safe and supportive environment in which we recognize that failure is intrinsic to growth and is viewed as an opportunity for learning
- Enlist the support of our families and community members to help us reach our goal
- Recognize and celebrate success

## **School contacts**

Main Office	(931) 723-5187
Fax	(931) 723-5197
Cafeteria	(931) 723-8205
Special Services	(931) 723-8215
Pre-Kindergarten	(931) 728-8434
Transportation	(931) 723-5157

## **After School Program: Excellence**

The Excellence Program is taking the place of the Extended School Program (ESP). There will no longer be ESP at any location in the district.

Beginning this school year Coffee County Schools will offer the Excellence After School Program at all elementary schools and the Coffee County Middle School. The Excellence program is an afterschool program that provides students—particularly students who are in need of improvement—with academic enrichment opportunities and support services to help them meet state and local standards in the core content areas. This program also incorporates state academic standards in a way that makes both teaching and learning fun.

The Excellence Program will begin September 7th, 2021 and will run through May 19, 2022, Monday through Thursday from 3:00pm to 6:00pm. The Excellence Program is free to all students. Kindergarten through eighth grade students can apply to attend. The program will not operate on Fridays. The program will operate only when schools are in session. The Excellence program will not operate if schools are not in session for any reason or if schools dismiss early,

Admission paperwork will be sent home with students at the beginning of the school year and must be filled out completely and turned in before students can attend the program.

## Arrival and Dismissal Procedures

**Arrival:** School doors open at 7:00 a.m. and we ask that parents not drop their students off before then, as they will not be supervised. Students arriving by car and bus before 7:30 will proceed directly to the gymnasium or to the cafeteria if it's after 7:15 and the students are eating breakfast. Breakfast begins at 7:15 and is served in the cafeteria until 7:45. Students may proceed to their classrooms at 7:30. All students should be in their classrooms when the bell rings at 7:50.

Parents who escort their children into the building may take them as far as the lobby only. If they have a reason to be in the school they must check in at the office and state their reason so their presence can be registered and they can receive a visitor pass. This is necessary for the safety of all of our students, as we must know who is in the building at all times.

**Dismissal:** Car riders are dismissed from their classrooms to the pick-up area at 2:50. Bus riders and students attending Extended School Program (ESP) are dismissed from their classrooms at 3:00 to their assigned areas.

**Car Rider Dismissal:** Every family will be assigned a car-rider number and will receive two car-tags when they register their child(ren). Those families returning to New Union will have the same car-rider number as they did the previous year. Everyone will be issued plastic car tags. The car tag is designed to hang from the rear-view mirror and will have each family's unique letter-number combination that will identify the student(s) they are picking up. This tag must be displayed in order for any student to be picked up. People in cars with no tags must come to the office and present identification verifying that they have permission to pick up the student.

Please note: ALL families will receive car tags, even those whose students normally ride the bus. If for any reason a bus-rider needs to be a car-rider, the person picking the student up must have the car tag the family was issued at registration.

All car-riders must be picked up from school by 3:15.

**Change in Transportation:** Students must have a note from their parent or guardian to ride another bus, go home with another student, or to walk home. The parent, the homeroom teacher, and the secretary or principal must initial all notes.

**Early Dismissal and School Cancellation:** When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. School closings due to weather are announced on radio station WMSR (1320 AM, Manchester) and WFTZ (101.5 FM, Manchester) and on Nashville TV channels 2, 3, 4, and 5. Parents and guardians may also subscribe to the NotifyMe service to receive important news from Coffee County Schools. A link to subscribe to the service is on the homepage of the CCS website. We ask that parents and guardians have a plan in place in case of an emergency school closing and to share the plan with their students.

## Attendance

The Coffee County School System believes attendance is essential for student achievement and success; therefore, students are expected and encouraged to be present each day school is in session. Also, under the Tennessee state guidelines, attendance is considered a key accountability factor.

**Coffee County Schools' Board Policy on Attendance (6.200)** is compliant with Tennessee law. This and other board policies are posted at [www.coffeecountyschools.com](http://www.coffeecountyschools.com).

**Attendance Procedures:** All school absences must be excused by a parent or doctor excuse. Only five absences may be covered by a parent excuse. Parent-excused absences must be submitted in writing to the school office. Parents must also provide an excuse for late check-ins and early check-outs. After five unexcused late check-ins and early check-outs administrative action may be taken.

**Homebound:** Parents may request homebound instruction in cases where a student has a medical condition that may result in an absence of more than ten consecutive days by contacting the Central Office at 723-5150. A written order from the treating physician will be required and once the order is filed, the case will be reviewed for eligibility. Homebound students will receive three hours of academic instruction per week. During the period of homebound the student is required to remain at home unless he/she is visiting a doctor. Students are not allowed to maintain jobs, participate in extracurricular activities or be away from their home during or after school hours (Sunday-Saturday). Before the student will be allowed to return to school a release from the treating physician will be required.

**Chronic Absenteeism:** Students are considered to be chronically absent when they miss 10% or more of the enrolled days in school. This includes both excused and unexcused absences.

**State Truancy Definition:** Once students miss five days of school without a proper excuse they are considered to be truant.

**Tennessee Attendance Law:** Under Tennessee law (TCA § 49-6-3009) any parent or guardian who violates the provisions under the Tennessee compulsory attendance law commits a Class C misdemeanor. Once a student has missed five days of school without a proper excuse, under Tennessee Law (TCA § 49-6-3007) a written notice will be sent to the parent or guardian of the student.

After receipt of the notice, the student and parent must comply within a three day period. The student must report to school (be in attendance) and the parent/guardian must contact the school.

**Local Action:** If attendance does not improve after the written notice, the parent/guardian may be summoned to truancy court.

Students who are chronically absent may be required to attend summer school to make up lost learning days.

## Reporting Student Progress

**Parent-Teacher Conferences:** School-wide parent-teacher conferences are scheduled in September - however, parents or teachers may request a conference at any time to discuss their students' progress.

### Grading Scales

#### Kindergarten, first, and second grades:

- 1 – Well Below Expectations
- 2 – Approaching Expectations
- 3 – Meeting Expectations
- 4 – Exceeding Expectations

#### Third, fourth, and fifth grades:

- A 93-100;
- B 85-92;
- C 75-84;
- D 70-74;
- F 69 and below

### Interim Reports and Report Cards

Parents are encouraged to keep in regular contact with the classroom teacher in order to stay informed about their child's progress. Report cards are issued every nine weeks during the school year. An interim report of student progress is issued for each student half-way through each nine-week grading period.

### Coffee County Schools Honor Roll Lists

**Gold Honor Roll:** All A's in all subjects: English/language arts, math, social studies and science; 93 or above in Citizenship

**Silver Honor Roll:** All A's with only one B In all subjects: English/language arts, math, social studies and science; 93 or above in Citizenship

**Bronze Honor Roll:** All A's and B's (no grade below 85) in all subjects: English/language arts, math, social studies, science

### Access to School Records

It is the policy of Coffee County Schools to permit disclosure of a given student's records upon request in writing or in person by the parent or guardian who has legal custody of that student. No other person outside of school personnel is authorized to view student records.

### Lost and found

The lost and found bin is located against the wall in the gallery between the front and back wings. All unclaimed lost and found items are donated to charity before winter and summer breaks.

## **School safety and security**

### **Visitors**

All exterior doors will remain locked during school hours. Visitors may gain entrance to the office by pressing the buzzer on the exterior wall by the front doors. A camera will display a video of the visitor that will be visible to the office staff. Once a reason for the visit is established, a staff member will unlock the front door and the visitor may enter the school office and sign in. After visitors sign in at the front office, they will be given a visitor sticker to wear throughout their stay at the school. All visitors must wear a sticker verifying that they have checked into the school through the office.

### **Delivery of materials**

Parents are asked to leave anything they are delivering to their student at the office. The office will notify the teacher or student as soon as possible to retrieve the items.

### **Student Dress**

Clothing items not appropriate for school include halter-tops, spaghetti straps, clothes that bare the midriff, or shorts or skirts shorter than mid-thigh, hats, bandannas, baggy pants and clothing with revealing openings. Students will not be permitted to wear clothing with offensive language or logos as determined by the principal. Shoes should be worn at all times.

### **Weapons**

Coffee County School Board policies prohibit anyone bringing weapons of any sort into the school buildings or onto school property. This includes, but is not limited to, firearms, knives (including pocket knives) and martial arts weapons. Students may not bring toy weapons to school, as it is sometimes difficult to distinguish between toys and the real thing.

### **Safety drills**

New Union has a safety plan to follow in case of an emergency situation or natural disaster. Drills are conducted throughout the school year so that staff and students know what to do in case of an emergency or natural disaster.

### **Smoke-free campus**

Smoking is prohibited anywhere on campus, both inside the school and outside on school grounds.

## **Food Services**

### **Breakfast and lunch**

Breakfast is served each morning from 7:15-7:45. Each classroom has a 25-minute lunch period. All meals are free to all students. Staff members and adult visitors pay \$2.00 for breakfast and \$3.75 for lunch. Menus and more information about the food service program can be found on the district website: [www.coffeecountyschools.com](http://www.coffeecountyschools.com).

## **Health Services**

### **Proof of Immunization**

Every child entering school for the first time should have a complete medical examination. No child will be admitted to school without proof of necessary immunizations except those who are exempt by TCA 49-6-5001.

### **Communicable Illnesses**

Students attending Coffee County Schools shall be excluded temporarily from school if a student has or is suspected of having a communicable disease or parasite. The student should remain away from school until he or she has a release provided by a physician, county health department, or school nurse stating that the student is free from disease or parasite.

### **Medications**

Each school has a registered nurse who administers medications. Students who need to take prescription or non-prescription medications at school must bring a note from the parent and physician detailing specific dosage and frequency. All medication must be in its original container labeled with the student's name, the name of the medicine, dosage, and frequency.

Students should stay home if they have any signs of illness in the morning or night before. Examples include a severe cold, elevation of temperature, upset stomach, skin rash or sores particularly around the mouth and nose, or an inflamed eye or sores on the skin. Students should be free of fever for 24 hours without the use of medication before coming back to school. The school should be notified if a student has a contagious disease and the student must stay at home until a doctor determines that the student is no longer contagious. All children are expected to participate in activities at recess or gym time unless they have a signed excuse from their parents or physician.

## **Nondiscrimination Policy**

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin and race.

"It is the policy of the Coffee County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act,

Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.”

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to:

Deputy Director of Schools  
Coffee County Board of Education  
1343 McArthur Street  
Manchester, TN 37355  
Phone: 723-5150

## **Free Appropriate Education Policy**

**Homeless children and youth have the right to a free, appropriate public education.**

Who is homeless?

Anyone who, due to a lack of housing, lives

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, or awaiting foster care
- In cars, parks, public places, bus or train stations, or abandoned buildings
- Doubled up with relatives or friends
- Migratory children living in these conditions

Where can homeless children and youth attend school?

- The school the children attended before becoming homeless or was last enrolled in (school of origin)
- The school in the attendance area where the child or youth is temporarily living

How can delays be avoided when enrolling a homeless child or youth in school?

- Homeless children must be enrolled immediately
- If school records are unavailable, ask that the records be sent electronically or shared over the phone.
- Ask that a student's immunization record be transferred over the phone from the sending school to the receiving school
- Contact your school district, principal, counselor, or local homeless education liaison with any concerns.

## Family Involvement Plan

New Union Elementary School (NUES) family involvement plan is designed to make our school more inviting to parents and guardians. It is our hope that student success will increase as parents become more involved in their child's school, life, and academics.

We have jointly developed with parents a written involvement plan. We established goals for our school that were derived from our school staff, student, parent, and community Surveys. These goals include the following areas: Welcome Environment, Involvement, Home Learning and Communication. Our goals are as follows:

1. Translation will be given to parents who have a need for translation.
2. New Union will continue to provide more workshops and parent training along with educational materials, in the language they understand, in order to help their child/children at home.
3. New Union encourages opportunities for our parents to be involved with various activities throughout the year. We are working on ways to provide increased opportunities for our upper grade parents to get more involved as well as provide activities for parents with limited English.
4. New Union will assist parents in serving as advisors on curriculum development projects and to serve on citizen advisory committees.

To ensure parents of participating children have an adequate opportunity to participate in planning, designing and implementing of the Title I Parent Involvement Program, New Union Elementary will:

- A. Notify parents of the policy in an understandable and uniform format and to the extent practicable, provided in a language the parents can understand. A Title I informational meeting will be held before Parent-Teacher Conferences in the fall. Handouts will be provided.
- B. Convene an annual meeting during the fall semester, inviting all parents/guardians to explain the program, its requirements, activities, and parental rights under Title I. Invitations via local radio, newspaper, website, and personal agendas sent home with students. The plan is updated periodically to meet the changing needs of the parents and the school.
- C. NUES will conduct an annual meeting to inform parents about the school's parental involvement programs and the rights of parents to be involved.
- D. Provide opportunities for regular and flexible meetings with parents to formulated parental input into the program. NUES Family Friendly meetings will be held periodically at different times. We will discuss ways we can involve more parents in their child's education. Opportunities are as follows:
  - Annual Parent-Teacher Conferences (2:00 P.M.- 8:00 P.M.) A translator will be provided, if needed, for non-English speaking parents. Parents will be informed on

- how to encourage academic improvement, promote attendance, encourage good behavior, and effective strategies in helping their child with homework.
- Annual Parent Meeting (5:00 P.M.-7:00 P.M)
  - Individual conferences before, during, and after school relating to the child's education at parent and teacher request.
  - Open House/Orientation at the beginning of the year so parents and families can visit the school, meet the teachers and staff, and be informed of relevant information about the school and its mission to help students be successful. Open House will be held at flexible times.
  - Make-up meetings as requested by parents are held in the morning, afternoon, or via phone conversations.
- E. Annually assess, in an organized, ongoing and timely way, the effectiveness of the parental involvement program and the development of the TSIPP to determine what actions are needed, if any, to increase parental participation.
- F. NUES will provide parents timely information about parent involvement programs, school curriculum, and academic assessments to improve student progress. This information is communicated through:
- School newsletters
  - School website and Facebook page
  - PTO meetings and newsletters
  - Calendar of events
  - School-wide memos
  - Title I Parent Survey
  - Student handbook with policies, procedures, requirements, and grading scale
- G. Inform parents with a description and explanation of the various curriculum, forms of assessments and instructional strategies utilized at NUES through parent memos, websites and individual conferences.
- H. Provide reasonable support for parental involvement activities as parents may request;
- PTO meetings
  - Parent-Teacher Conferences
  - Informational Meetings
  - Parent requests
- I. A process is in place to submit parent comments of the school wide program (TSIPP) if it is not satisfactory to parents. Parents unsatisfied with the program may submit in writing, comments to the school principal. Comments will be forwarded to the district office at the designated time of plan submission. Parents may also voice unsatisfactory comments on:
- School survey
  - The annual Title I survey
- J. NUES will provide reports, explanations and provide assistance to parents in understanding the State's academic content standards, State and local

assessments, TCAP scores, and how to work with them to improve the achievement of their child in a language they understand. This will be done by informing parents of various curriculum instruments, instructional strategies, and assessments that are utilized at NUES. The following information will be disseminated at both Parent-Teacher Conferences or called parent meetings conducted throughout the school year:

- Aims WEB benchmark and progress monitoring data
  - Lexia reports
  
  - TCAP and TNReady proficiency levels
  - Classroom assessments
  - Baseline tests
  - Chapter/unit tests
  - Report card information
- K. NUES provides materials and training to help parents work with their children to improve their academic achievement through training in the area of early literacy and by providing materials that foster parent involvement.
- Students have access at home to computer-based instructional resources
  - Parents and students may check out various books, materials, videos and games from the school library or the professional library
  - Educational websites are listed on the school's website
  - School staff members offer on-site training in the computer lab to show parents how to access websites so that they may assist students at home and stay connected to school events
- L. NUES will educate school staff with the assistance of parents in the value and utility of contributions of parents, how to reach out, communicate, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school by
- Examining student and parent demographics at NUES to identify needs and plan strategies for more effective parent involvement
  - Parent surveys of their skills will be assessed so the parent can impart their knowledge and abilities in order to share with their child either at school or at home
  - Emphasizing the importance of parents being their child's "first teacher" and establishing a home and school connection
  - The following programs assist in building strong ties between parents and the school: NUES PTO meetings, online venues including websites and Facebook pages, parent-teacher conferences, school newsletters, email, and through apps such as Class Dojo and Remind
- M. Parental involvement strategies are coordinated and integrated with parent involvement strategies under other programs, including but not limited to:
- Preschool
  - ESP- (Extended School Program)
  - Early Literacy Training for Pre-K parents
  - Home visits by Pre-K teachers
  - Collaboration of preschool teachers and elementary teachers on skills needed for incoming students.

- Open House
- Back to School Bash
- Veteran's Day Celebration
- Grandparent's Day Breakfast
- Harvest Carnival
- PTO Family Nights
- Family Literacy Nights
- Family STEM Nights
- Monthly informational seminars for parents and community members
- State Standards Informational meetings

Note: Meetings will be held at flexible times for parent conferences.

- N. NUES will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. It is our goal to ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand.
- Open house annual meeting to inform parents of school information.
  - PTO meetings and newsletters
  - Student agendas
  - Registration materials
  - ESP registration materials
  - Newsletters in Spanish if necessary
  - Progress reports and grade reports
  - If needed, an interpreter will be provided and pertinent information will be translated into the language the parent understands. An ELL teacher is available to help communicate with parents who have limited English proficiency
  - Information such as school letters, state reports, school notes, field trip notes, etc. will be made available in the language preferred
- O. NUES will provide other reasonable support for parent involvement activities per parent request:
- Parent-teacher conference at parent request
  - Parent volunteers
  - Annual Carnival
  - Book Fair
  - PTO Free Family Fun Nights
  - PTO Meetings
  - Read Across America Week with community volunteer readers
  - ESP
- P. NUES shall provide, to the extent practicable, full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing informational sheets in Spanish, ELL teacher available if needed.

As a component of the school level parental involvement plan, the Coffee County School System has developed a **School-Parent-Student Compact** written by parents and teachers that outlines how parents, students, and staff jointly share the responsibility for improving

student academic achievement and how the school and parents will develop a partnership to help children achieve the State's highest standards.

**School's Responsibility**

- Provide high quality curriculum and learning materials that enable students to meet the state's student academic achievement standards
- Provide parents with assistance in understanding academic achievement standards and assessments and how to monitor their child's progress

**Parent's Responsibility**

- Ensure their child attends school regularly
- Help their child learn positive school behavior
- Provide a quiet area for their child to study and do homework
- Attend parent-teacher conferences and participate in decisions relating to the education of their child.

**Provide opportunities for ongoing communication between parents and teachers through, at a minimum:**

- Annual parent-teacher conferences
- Frequent progress reports
- Reasonable access to staff, opportunities to volunteer/participate in class, and observe classroom activities.



COFFEE COUNTY BOARD OF EDUCATION

*Jill Potts, Principal*

3320 Woodbury Highway

Manchester, Tennessee 37355

Telephone (931) 723-5187

Facsimile (931) 723-5197

e-mail –pottsj@k12coffee.net

PARENT MEMO

Fall, 2021

Please be advised of the following:

- New Union Elementary School is eligible for Title I, Part A and Title III services during the 2021-22 school year. New Union Elementary will continue as a Title I School-wide School during 2021-22.
- Professional qualifications of classroom teacher(s) and paraprofessionals at New Union Elementary School may be requested by any parent.
- Parents of students at New Union Elementary School will receive notification if their child has a teacher for four or more weeks who does not meet state licensing and certification requirements for the grade and subject area assigned.
- Parents have the right to access and jointly review/revise the Parent Involvement Policy and Plan, which can be located on the Coffee County Schools website. Questions and concerns can be directed to the Coffee County Schools office at 723-5150.
- Surveys 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.
- Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly.
- Tennessee law does not include an option to opt out of state-mandated assessments.
- Annual state and local assessment information can be found at the school district website, [www.coffeecountyschools.com](http://www.coffeecountyschools.com), under "Parent Info".
- For information regarding your child's school state Report Card, you may visit <https://www.tn.gov/education/data/report-card.html>.
- If you have any questions or need additional information, please call Mrs. Jill Potts, Principal, at (931) 723-5187 or visit [www.coffeecountyschools.com](http://www.coffeecountyschools.com).

**COFFEE COUNTY BOARD OF EDUCATION**  
**1343 McArthur Street**  
**Manchester, Tennessee 37355**

Telephone: 931-723-5150 Facsimile: 931-723-8285

## Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Coffee County School System receives a request for access.

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

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

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

# **Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP)rev.2018**

The Coffee County School System (CCSS) provides students with access to computers, network systems, and other technology equipment so that teachers may use these tools as part of the instructional process. Teachers or approved CCSS representatives are responsible for providing educationally relevant lessons, supervision, and instruction to help students get the most benefit from available technology resources. Students are responsible for using the systems in a manner consistent with the goals of the school system and to be respectful of other Users as well as adhere to the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements as stated in Tennessee Code Annotated 49-1-221. In general, students are permitted to use technology resources for educational purposes with the permission and guidance of a supervising CCSS staff member or approved CCSS representative provided the guidelines and restrictions herein set forth are followed.

## **TECHNOLOGY RESOURCES**

Technology equipment provided by the schools are the property of CCSS and is intended to be used by teachers, staff and students for educational purposes consistent with the goals of the school district. To maintain efficient functionality of the equipment and to ensure its appropriate use, the district reserves the right to monitor all network traffic, search all files stored on district-owned systems and to take such action as necessary to assure that system resources are available for their intended purposes. Therefore, students should have no expectation of privacy when using school networks or technology equipment. Additionally, students may not store personal files or data, install or remove software, modify system settings, or otherwise alter existing systems without the express approval of a supervising CCSS teacher or approved CCSS representative.

## **NETWORK SYSTEMS**

School computer systems exist in a networked environment that is designed with safeguards to ensure its dependability but which also relies on the goodwill of its users. Students who disrupt or compromise system resources by altering the network infrastructure or settings, attempting to acquire or use the login credentials of other users, introducing resource-draining applications, monitoring the network traffic of other Users, bypassing existing security restrictions, or otherwise compromise the integrity of the network will be subject to disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement.

## **INTERNET ACCESS**

The CCSS provides Internet access to every school and should only be used for instructional and administrative purposes. In providing this access, the CCSS attempts to limit the availability of web content that is inappropriate for students in the school environment. While these

restrictions are typically sufficient to protect the innocent, it is impossible to completely prevent students from accessing inappropriate material. Therefore, all students are responsible for using the Internet in an appropriate manner and are permitted access only through the school's filtered Internet service. Students are permitted to access the Internet only with a signed technology use agreement form and the permission of a supervising CCSS staff member or approved CCSS representative. Students who attempt to circumvent the filter system by either software or use of websites, access inappropriate Internet services or publish inappropriate content, or assist others in accessing or publishing such content or services, are subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

Inappropriate uses of the CCSS network include, but are not limited to:

- Pornography
- Gambling
- Use of network for commercial purposes (Buying and selling for personal gain)
- Harassment, insulting, defaming or attacking others (Cyber Bullying)
- Violating Copyright Laws
- Illegal Activities
- Hacking or obtaining access to unauthorized systems
- Obscene Language
- Trespassing in other's files or folders
- Using another persons identity or password to access the network
- Damaging or modifying computer systems without permission from CCSS Tech Department
- Use of VPNs, Proxies, or other Remote Access Programs

### **Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP)rev.2018 (pg2)**

Even though CCSS blocks certain sites, the faculty and staff are expected to diligently monitor students' computer and Internet usage. CCSS runs filtering software as required by CIPA(Childhood Internet Protection Act) and TN Senate Bill No. 3702 (49-1-221). I also understand that CCSS provides robust digital resources for classroom instruction that have been found to meet the Federal Trade Commissions' (FTC) regulations in regard to the Child Online Privacy Protection Act (COPPA). Some of these resources may require student login credentials. At no time should a student log in and use an account other than the one that have been assigned for any particular service. The District technology staff has the right to remove any unauthorized or unlicensed software, restrict the use/listening /watching of streaming media to preserve District bandwidth and the district will restrict the use of games for staff and students with the exception of educational software that have been approved by the district.

### **STUDENT EMAIL AND DOCUMENT ACCOUNTS**

Students may be issued a student email account. All student email accounts are accessible at any time by approved CCSS staff. Any abuse of the service (bullying, profanity and other violations stated by this AUP) may result in the student's access of the service removed and are

subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

### **CHAT ROOMS, NEWSGROUPS, SOCIAL NETWORKS, E-MAIL**

Students are not allowed to participate in chat rooms, newsgroups, social networks or e-mail using the CCSS network that are not provided by CCSS. Any circumvention or violation of this policy may result in disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement. Teachers may request that students be allowed access to these technologies, but the request must be made to the teacher's principal and then the principal request sent to the Director of Technology. Students that violate this policy may be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

### **DOCUMENTS, FILES and SOFTWARE**

Students should not alter copy, move or delete any files that belong to other people. Game, media or other files shall not be downloaded and installed on any CCSS computer system without the supervision and permission of CCSS staff.

### **PERSONAL DEVICES**

While personal computers, electronic devices and digital storage media can be beneficial to the educational process, such items also have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may use personal computers, electronic devices and digital storage media only with the permission of a supervising CCSS staff member or approved CCSS representative for the duration of the project. A student may NOT use previously mentioned equipment on campus on their own accord. When brought onto school property, these devices are subject to search and may be confiscated pending review and students may be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

### **WARRANTY**

Coffee County School District makes no warranties of any kind, whether expressed or implied, for the technology resources it provides. The district will not be responsible for damages suffered by students in the use of technology resources including loss of data, interruption of services, and access to inappropriate content online.

## **Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP)rev.2018 (pg 3)**

### **INTERNET SAFETY**

It is the policy of Coffee County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal

identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements.

Coffee County Schools recognizes the importance of keeping children safe online. To address this issue, the district will provide the following:

**Internet Training to Students**

Internet safety training to students in K-12 is a part of their regular instruction. Resources will be provided to classroom teachers and instruction time will be allotted. Education about safe and appropriate online behavior will be integrated into the K-12 curriculum and instruction. Students need to learn how to avoid inappropriate content and unwanted contacts from strangers while online as well as appropriate behavior on social-networking and chat-room web sites and the dangers of cyber bullying and to learn about protecting personal information.

**Supervision and Monitoring**

It shall be the responsibility of all members of the Coffee County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

**Evaluation and Review**

The district will annually review its Internet safety program to make such adjustments as necessary. The Technology and Planning Committee will review and evaluate all aspects of the Internet Safety Policy and program annually and will recommend revisions as needed.

**Professional Development Opportunities for Teachers and Staff in District**

(1)Professional staff development will be provided in the following areas: Internet Safety in the Classroom, Curriculum Design, Internet Usage for Lesson Planning and Content, Usage of Digital Media and other appropriate technologies that will enhance or secure the learning environment of Coffee County Schools..

(2)Opportunities for faculty and staff to attend technology professional development workshops, conferences or other appropriate venues will be offered.

Our system will provide on-site, ongoing professional development for all faculty and staff, throughout the school year. This will be accomplished by scheduling in-service opportunities and after-school training to promote effective integration of technology in the classroom and library which will lead to student improvement and network security.

Assessment of the effectiveness of professional development will be measured by analyzing student achievement scores, classroom grades, teacher observations, and by sending periodic surveys to faculty and parents. A needs assessment will be conducted to sustain professional development activities that integrate technology effectively for the next school year.

**Parental Involvement:**

Student learning is maximized through familial or parental involvement in their schooling. However, family members may have very different levels of knowledge about instructional technology, and therefore varying capacity to become involved in a technology integrated learning process. Some parents do not understand the impact technology will have on their child's education as well as their child's post-high school employment prospects. In fact, many parents have a greater fear and misunderstanding of technology than do their daughters and

sons. It is imperative to involve family members in the development of a school's technology plan and establish partnerships and include them in discussions and decisions. If parents are not involved, they may well oppose the plan based on fear rather than informed opinion.

The following are strategies that will be used in gaining parental involvement:

- Provide programs and/or speakers who can help parents, grandparents, caregivers, and community stakeholders understand how important it will be in the future for their children to be competent in safe technology use.
- Focus efforts to diminish parents' misconceptions, strengthen their technological awareness, and at the same time allow them to discover the potential of safe technology resources for their own uses.
- E-mail addresses of staff will be made available to parents and internet school sites will encourage communication between parents and teachers as well.
- Parents, grandparents, caregivers, and community stakeholders will be invited to attend the same meetings and training on safe technology usage that are held for the staff. As all participants are empowered with knowledge, they become more committed. As parents, grandparents, caregivers, and community stakeholders become better acquainted with teachers, they become more supportive.