



**EDUCATE. COMMUNICATE. DISCIPLINE.
OPPORTUNITY. ACCOUNTABILITY. RESPECT.**

STUDENT HANDBOOK

**307 College Street
Dyersburg, TN 38024
(731) 286-3610**

DYERSBURG CITY SCHOOLS

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The mission of Dyersburg City Schools is to provide a safe, positive environment where all students can reach their full potential.

For more information go to www.dyersburgcityschools.org

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Mission and Beliefs

The mission of College Street Campus is to provide opportunities for academic learning and behavioral improvement by equipping students with the necessary skills to return to their home schools.

- We believe students are responsible for their behavior and academic success.
- We believe that a safe and structured environment promotes learning.
- We believe that students learn in different styles and will be offered a variety of instructional approaches to their learning.
- We believe that each student is a valued individual.
- We believe that students learn to make wise decisions in a supportive environment.
- We believe that support from every parent/guardian is important to the success of the student.

Principles of College Street Campus

- College Street Campus is a second chance for the student to receive an education.
- Attendance is a privilege and if a student cannot follow the rules, then the student may lose that privilege.
- Staff will enforce the rules in the handbook.
- Daily behavior and attendance will be considered when the team evaluates the student for early release consideration.
- Placement at College Street Campus means that the student has received placement due to defiant behavior, has been disruptive or has a zero-tolerance offense.
- College Street Campus works together with the student and parents/guardians to provide opportunities for the student to achieve success.
- College Street Campus and the Dyersburg City School Board may modify the handbook and point system at any time.

Non-Discrimination Policy

It is the policy of the Dyersburg City School System not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by Titles VI and Title VII of the Civil Rights Act of 1964, the Equal pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title VI and IX should be directed to Julie Norville of the Dyersburg City School System, 509 Lake Road, Dyersburg, TN 38024 or to the Office for Civil Right, US Department of Education, Washington, D.C.

Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to Julie Norville of the Dyersburg City School System, 509 Lake Road, Dyersburg, TN 38024 or to the Office for Civil Rights, US Department of Education, Washington, D.C.

Attendance Procedures

Student Absence

- Notify the school office at 731-286-3610 when a student is out of school for any reason.
- **Students must bring a note signed by a parent/guardian upon his/her return to school.** Notes must include the following:
 - student's full name
 - date(s) absent
 - date returning
 - periods missed, if not full day
 - reason for absence
- **Parent notes/doctor's excuse must be submitted to the school within 5 days of the student's return** after an absence.

The student's home school will determine if a note will be excused or unexcused. Notes should explain all days out-of-school. Unexplained days will be considered skipping and will be dealt with as unexcused absences.

Student notes will be copied and sent to the home school and kept on file.

Student Tardiness

Students will attend school from 7:30 a.m. until 2:30 p.m. to receive full-day attendance credit. **Students are tardy after 7:35 am.**

Truancy/Skipping

Any student absent from school without a parent's knowledge or permission will be considered to be skipping. This includes students who leave school without signing out, fail to report to class, or fail to provide documentation of absences.

Arrival

There will be no adult supervision at the building before 7:00 am. Students will enter the building through the Main Entrance of CSC at the beginning of the day. The Main Entrance will open at 7:15am. After 7:30, students must have a parent to sign for the student. **All watches, jewelry, anything in pockets, and food (including gum) must be turned in daily to administrator(s). These items will be returned at dismissal.**

Dismissal

Students will be dismissed beginning at 2:30 pm. There will be no adult supervision in the building after 3:00 pm.

- Middle school students' pick-up from the main parking lot.
- High school students' pick-up from the east parking lot.
- Students should be off school property within 15 minutes after dismissal.

Dyersburg City Schools Progressive Truancy Intervention Procedure

Dyersburg City Schools defines a student who misses 15 days of the school calendar as **Excessively Absent**. Absences counted as being excessively absent include the following types of absences: excused, unexcused, out-of-school suspension and expulsion. All of a student's absences count toward being Excessively Absent, whether they are excused or unexcused. In-school suspension and school-sponsored field trips are not considered being absent from school.

A child that becomes classified as Excessively Absent shall be required to have a doctor's excuse/note to receive an excused absence. The Excessively Absent classification and subsequent excuse procedure shall continue for the remainder of the current year and the next school year. However, parents/guardian shall send notes when students are absent for documentation purposes.

Students shall be removed from the Excessively Absent list the following the year they miss fewer than 12 days.

If a student transfers into Dyersburg City Schools, their attendance record from the transferring school(s) or placement(s) will count toward being Excessively Absent for the current school year.

A parent may appeal the decision of their child being considered Excessively Absent due to extenuating circumstances, which may include, but is not limited to, extended hospitalization or military deployment of a parent. A written letter of appeal stating the reasons for absences shall be sent to the principal of the child's school. The principal shall evaluate the child's attendance record, render a decision, and respond in writing to the parent within 10 school days of the appeal. If the principal grants the appeal, then the child will be removed from the Excessively Absent list.

Individual schools may impose other penalties for students that are classified as Chronically Absent. After the student has been before the Truancy Board, the student and parents/guardians may be summoned to juvenile court for added unexcused absences. At any point in the Progressive Truancy Intervention process, if a parent or guardian fails to cooperate with Dyersburg City Schools and the intervention plan, the child and parent may be immediately cited into court.

Check-in/Check-out Procedure

Students entering the building after 7:35 a.m. must be accompanied by a parent/guardian to sign them in to the office to receive an admit slip.

Students departing the building must secure permission from a parent/guardian and sign out in the school office. Only the contacts listed on the school system's attendance system may give check-out permission.

Electronic Visitor Management System

Safety is a high priority for Dyersburg City School System. The schools take necessary measures to protect students from harm, including contact with unsafe visitors. Dyersburg City Schools use a **Visitor Management System** utilizing ID Scan for all student check-out and visitors to Campus.

This system enables the school to electronically check all visitors against databases that identify individuals who are banned from a school or from picking up a student. All visitors are required to provide a driver's license (or other government-issued ID), in order to check your student out, or visit a CSC staff member. The process takes less than a minute. The school will not allow a student to be checked out by anyone that is not listed on the student's contact list. Any parent that would like to update their child's contact list can call the CSC Office.

Cafeteria Lunch Charge Policy

Charges are permitted up to \$6.00 only. No outside lunches are permitted unless approved by administration and must be in a clear gallon-sized zippered bag and labeled with the student's name and the day's date. Students are not allowed to bring drinks to school.

Medication

If a student is taking extended medication requiring dosage in the middle of the day, the medicine must be turned in to the office by the parent/guardian. Short-term medication (2 -3-week duration) should be taken at home either before or after school hours.

Prescription Medication

A consent form must be on file at the school signed by the prescribing doctor and the parents if school personnel are asked to administer prescription medication. These forms are available in the school office. All prescription medication must be in the original prescription bottle and properly labeled with the student's name and medication.

Non-Prescription Medication

A consent form signed by the parent must be on file in the school office if a parent wishes school personnel to administer non-prescription medicines (Tylenol, cough drops.) These forms are available in the school office. Parents must provide non-prescription medication in an unopened bottle with the child's name on it if they want the child to take non-prescription medication.

Student Dress Code

Students shall dress in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. Students' clothing will fall within the following guidelines in order to create an orderly setting in which teaching and learning can occur without distraction and to help young people prepare for the world of work.

Shirts

- Polo-style shirt with collar and sleeves in solid white, gray, or black or gold
- Shirts must be tucked in so that the belt can be seen
- Shirts must be sized to fit
- Solid black or white t-shirts and thermals are permitted under polo shirt. (No undergarments of color are permitted.)
- Only solid white or black sweatshirts with round necks (no hoods on jackets) may be worn over polo shirts.

Pants

- All pants must be worn AT THE WAIST with a BELT.
- Permitted: Solid khaki, black, gray trouser style pants with a maximum of four pockets and no elastic in the waistbands or at the hems.
- **Not Permitted: Cargo pants, jeggings, leggings, basketball shorts underneath pants, pajama pants, jogging pants, athletic pants, no rips or tears.**

Shorts

- All shorts must be worn AT THE WAIST with a BELT. (Solid Khaki, Black or Gray)
- Trouser style shorts with a maximum of four pockets and no elastic in the waistbands or at the hems.
- Must reach to the knee when standing.

Belts

- Belts must be solid khaki, brown or black and worn at all times.
- Belt must be through all loops on pants.

Footwear

- Athletic shoes must be gray, black or white. Shoelaces must be black or white and be laced-up and tied.
- Dress shoes/boots must be brown or black. Shoelaces must be black, brown or white and be laced-up and tied.
- Sandals may be worn but must be black or brown and have a strap attached to

- the back of the shoe. Crocs must be solid color of black, brown, white or gray.
- Socks: black, white, gray, brown
 - **Not Permitted:** slides, flip-flops, house shoes or shoe skates

Coats/Jackets

- Solid white, black, gold or gray is permitted.
- **Not Permitted:** no coats or jackets with a hood.

Additional Items Not Permitted

Any clothing item deemed inappropriate or distracting to the school routine by school officials will not be permitted. Including but not limited to the following:

- Headwear: hats, bandanas, caps, wraps, scarves, headbands, shower caps
- Jewelry

Students who are not in compliance with the dress code on the first and second offense must call for a change of clothes or wear what is available at school.

Cell phones are not permitted at CSC. Cell phones will be taken up upon arrival at school and given back at end of school day.

Student Conduct and Discipline

College Street Campus is a place to obtain an education at an alternative placement. In order for this to happen, everyone must share responsibilities in the total school program. Students should model appropriate behavior in the building and complete classwork to receive credit.

During an assignment to CSC, students are not allowed on any other Dyersburg City School campus at any time, and will not be allowed to attend or participate in any extracurricular school activities whether on or off campus.

Use of Security Cameras

The primary use of security cameras is to accomplish two important goals in the Dyersburg City School System:

- Enhance the safety of students and staff
- Protect School property

Offenses

The following offenses are to be considered inappropriate for a student at CSC and will not be tolerated:

- ➔ Insubordination toward teachers or administration (not doing what you are told)
- ➔ Disruptive behavior in the classroom
- ➔ Disrespectfulness to teachers or administrators
- ➔ Being out of an assigned area

- Arguing or fighting on campus
- Taking money or property from the school or another student
- Use or possession of tobacco, alcohol, illegal drugs, fireworks, firearms, knives, or other unlawful arms on school property
- Gambling on school property
- Using profane, vulgar or indecent language
- Vandalism to personal or school property
- Possession and/or use as a weapon of any chemical agent spray

Tobacco Use Policy

Students enrolled at CSC shall not possess, distribute, sell, smoke, use or consume tobacco or tobacco products at any time either while on school premises, or any school provided vehicle, or while participating in any school sponsored activity regardless of location.

This policy is applicable to all forms of tobacco and may, with repeated problems, become applicable to paraphernalia for the use of tobacco. Tobacco violations shall be cumulative while the student is enrolled in any one school. Violations will be carried over from year to year. Since possession of tobacco is unlawful for students by Tennessee law, a citation will be issued.

Puff Sticks/Vapors or other related products

Students shall not possess or use puff sticks, vapors, or related products at any time while on school premises or any school sponsored activity regardless of location. This will result in school disciplinary action and citation will be issued.

Fighting

Fighting will not be tolerated at College Street Campus. The penalty is as follows:

- | | |
|--------------|--|
| 1st offense: | 5 days out of school and 5 days ISS |
| 2nd offense: | 10 days out of school and 10 days ISS |
| 3rd offense: | Referral to the Discipline Hearing Authority (DHA) |

Fighting violations are cumulative while a student is at CSC. Violations will be carried over from year to year. In extreme cases, a student may be charged with assault and cited. Such cases would merit a more severe penalty.

Gang Activity

Gang activity is any activity that encourages or promotes participation in a gang or facilitates illegal acts of a gang. Any gang related conduct that is disruptive to the educational process or endangers persons or property.

Any form of gang activity will not be tolerated at College Street Campus. This may result in suspension and/or referral to the Discipline Hearing Authority.

Prohibited activities include but are not limited to signs, clothing, "colors" (including hair colors) graffiti, vandalism, and writings while on school property.

Disruptive Devices

Cell phones are not permitted at CSC. Cell phones will be taken up upon arrival at school and given back at end of school day.

Use of cameras, video and/or audio recording or any other multimedia application on personal communication devices is strictly prohibited on school property and at all non-public school functions, except in a circumstance where the principal or his/ her designee has expressly granted permission for such use in the interest of enhancing the educational experience or opportunity of a student.

A student in violation of this policy is subject to disciplinary action as set forth in the Code of Conduct. Visitors to school property to non-public school functions may be asked to leave if in violation of this policy.

Off-Campus Behavior

Certain off-campus behavior may cause a student to be subject to punishment by school officials, up to and including suspension from school and/or participation in school activities. Such behaviors include, but are not limited to the following:

- Drug transmittal
- Violence or threatened violence in person or via electronic means (text, social networks, etc.) against another student or staff.
- Vulgar, obscene, or threatening language, in person or via electronic means (text, social networks, etc.) directed toward staff.
- Vandalism to the personal property of staff
- Gang related activity which could carry over onto the campus
- Criminal charges resulting from the student's behavior in the community

Disciplinary Procedures

In-School-Suspension (ISS)

The ISS program is a disciplinary alternative that allows a student to remain in school. The purpose of ISS is to motivate the student to complete all class assignments and act in an acceptable manner. Students returning to CSC within the same school year will enter ISS.

The objectives of the ISS program are as follows:

- To help the student learn to manage his own behavior, one that would be acceptable in the "regular" educational setting.
- To continue to educate the student who would otherwise miss that educational opportunity while suspended from school. Credit will be given for satisfactory work done while in ISS.
- To encourage the student to complete his/her education.
- Any student that is removed from ISS due to behavior will be suspended from school.

Out-of-School Suspension

Some instances may require an administrator to suspend a student from school.

Due Process

Due process guarantees fair treatment of students by school officials. In case of suspension, parents will be notified in writing of the charge, the evidence, and the penalty. Students will be granted an opportunity to refute the charges and/or explain their version of the incident.

Interrogation by School Personnel

Students may be questioned by teachers or principal about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances, which will avoid unnecessary embarrassment to the person being questioned. Any student answering falsely, evasively, or refusing to answer a proper question may be subject to disciplinary action, including suspension or dismissal.

If a student is suspected or accused of any such matter committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s) and without giving the student constitutional warnings.

If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police instigated, a parent shall be notified, and constitutional warnings shall first be given to the student before interrogation begins.

Interrogation by Police

If the principal has requested assistance by the police department to investigate a crime involving his school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s) of the student of the intended interrogation, but the interrogation may proceed if the parent is unavailable or unwilling to attend. The principal or designee shall be present during the interrogation.

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation; informing the principal of the probable cause to investigate within the school. The police shall not commence interrogation until the approval of the principal is obtained and a parent or guardian of the student has been notified. The principal or designee may be present during the interrogation.

Searches by School Personnel

Any principal, or designee, having reasonable cause for a search may search any

student, place or thing on school property (locker, vehicles, etc.) if there is probable cause that the search will lead to the discovery of:

- Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct
- Any object or substance, which, because of its presence, presents an immediate danger of harm or illness to any person.

A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal.

A principal or designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that the vehicle contains a dangerous weapon or drug or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body. In regard to stolen personal property, College Street Campus personnel reserve the right to engage in a search for stolen items.

Searches by Police

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a search of student's lockers and desks, or student's or non-student's automobiles for drugs, weapons, or items of an illegal or prohibited nature. Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or designee, may request the assistance of a law enforcement officer to:

- Search any area of the school premises, any student or any motor vehicle on the school premises; or
- Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

Police officers/SRO's have the authority to search any person upon having probable cause to conduct the search.

Zero Tolerance Behavior

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis.

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.

Dangerous weapons for the purposes of this policy shall include, but are not limited to; a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Toys and any replicas of weapons are strictly prohibited in Dyersburg City Schools' buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. This list includes, but is not limited to, BB/pellet guns, air-soft guns, knives, and tasers. Although, these items are not considered lethal weapons, the possession of these items place students and staff in danger. Possession of any of these items will result in appropriate disciplinary measures. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one (1) year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

When it is determined that a student has violated this policy, the principal shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

Zero tolerance offenses are as follows:

- Students who bring or unlawfully possess a drug or a dangerous weapon on school bus, school property, or during any school event or activity.
- Students who, while on a school bus, on school property or while attending any school event or activity:
 - unlawfully possesses a drug(s) or dangerous weapon(s) or
 - commits battery on a teacher or other employee of the school
- Students who transmit by an electronic device a credible threat to cause bodily injury or death to another student or school employee and it creates actual disruptive activity at the school. This law also requires students, employees, and volunteers to report to school officials any knowledge of such threats.

Alcohol/Drug Policy

Punishment for alcohol/drug related offenses, which includes suspension and/or expulsion. Students suspended for drug violations may be required to submit evidence of satisfactory results of a drug screening examination as a condition for re-admittance; furthermore, those students may be required to undergo periodic, unannounced drug screenings as a condition of continued enrollment. The student shall pay the cost of these examinations.

Drugs

While on school property or at any school-related or school-controlled event or

function, or while a passenger on school vehicles or buses, no student shall possess, transmit, consume, use, sell, offer for sale, ingest, distribute or be under the influence of any controlled substance or any derivative product manufactured from or containing the by-products of a controlled substance.

For the purposes of this policy and/or rule, "controlled substance" or "derivative product" shall be defined as any:

- Zero Tolerance drug or controlled substance;
- Verified Product containing marijuana or any derivative form thereof including THC;
- Any other substance that violates DCS policies, state law or federal law.

Possession

No student shall use, possess, give, exchange, market, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, alcoholic beverage, or intoxicant of any kind:

- On school grounds AT ANY TIME
- Off the school grounds at a school activity, function, or event
- On school buses or school property

Any student who violates this policy shall be suspended from school and subject to appearing before the school system Discipline Hearing Authority.

Transmittal

Any student who possesses, sells, or transmits on school grounds, school property, or at a school function any narcotic drug, amphetamine, barbiturate, fake drug, hallucinogenic drug, marijuana, alcoholic beverage, or intoxicant of any kind shall be reported to the proper law enforcement authorities. Such student shall be suspended by the principal pending a hearing.

Any student who is charged by an appropriate law enforcement agency with selling or transmitting any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, or marijuana whether on campus or off campus shall be suspended pending a hearing by the Disciplinary Hearing Authority.

The student shall be subject to expulsion pending action by the Board of Education. Drug/alcohol violations shall be cumulative while the student is enrolled in any one school. Violations will be carried over from year to year.

Assault

Any student who commits aggravated assault⁴ or any student who commits assault that results in bodily injury⁵ upon any teacher, principal, administrator, or any other employee of the school, or school resource officer shall be in violation of this policy. Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the

Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.⁶

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁷ A Disciplinary Hearing Authority meeting will be held.

Emergency Contact Procedure

The College Street Campus is committed to the safety of all students and staff. In the event of an emergency all parents are requested to follow the procedures listed below. We follow procedures of Dyersburg City Schools and emergency info will be listed on Facebook, the school website, and radio.

1. Appropriate steps will be taken to provide for the safety, and the Crisis Response team will be activated to provide a supportive environment for students and staff.
2. No student will be dismissed from school unless a parent (or his/her designate on the student emergency form) comes for him/her. No student will be allowed to leave without the adult responsible for his/her care providing identification. It is the responsibility of parents/guardians to keep all emergency records up-to-date.
3. Students must sign out through the principal's office or designated dismissal site before leaving the school or the evacuation site.
4. Please do NOT call the school. We must have all the telephone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately.
5. During or immediately following an emergency, do not drive to the school. The school access route and entrance must remain clear for emergency vehicles.
6. Listen to WASL FM 100.1 or Eagle 97.3 FM radio, website: dyersburgcityschools.org, Facebook for system or schools, or watch Cable Channel 4. Dyersburg City Schools and the Dyersburg City Government will issue information and specific directions that parents are to follow on their public service information.
7. Buses will not make their runs during adverse weather conditions. Students will be supervised at school until safer weather conditions exist.

PARENTAL NOTIFICATION

Under the Elementary and Secondary Education Act (ESEA)

The Elementary and Secondary Education Act (ESEA) as amended in Dec. 2015 by the Every Student Succeeds Act (ESSA) makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

Teacher Qualifications and Highly Effective Teachers

At the beginning of each year, an LEA shall notify parents that they may request, and the LEA will provide, information regarding whether professionals are highly effective, including the qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline not of the certification of the teacher; and
- 4) is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications [ESSA§1112(e)(1)(A)].

Student Privacy

Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal student information for the purpose of marketing or selling that information;
- administration of surveys containing request for certain types of sensitive information; and
- any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of student.

A district must develop and adopt policies regarding the rights of parents to inspect:

- third-party surveys before they are administered or distributed to students;
- measures to protect student privacy when surveys ask for certain sensitive information;
- any instructional materials;
- administration of physical examinations or screening of students;
- collection, disclosure, or use of personal information from students for the purpose of marketing or selling that information; and

- the parental right to inspect any instrument used to collect personal information before it is distributed to students.

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies [20 U.S.C. 1232g].

Public Release of Student Directory Information

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. This type of student information, commonly referred to as "directory information," includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent.

Additionally, ESSA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent [§8025].

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g} [ESEA §8025].

Military Recruiter Access to Student Information

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

Parent and Family Engagement

A district receiving Title I funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written district-level parent and family engagement policy. Each school served under Title I must also develop jointly with, agree on with, and distribute to, parents and family members of participating children a written school-level parent and family engagement policy. If an individual school or district has a parent and family engagement policy that applies to all, it may amend the policy to meet the requirements under the ESEA [ESEA Title I, Part A, §1116(a)(2)] [20 U.S.C. §6318(b); (c)].

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such

policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [ESEA Title I, Part A, §1116(b)(1)].

Schools must:

- hold at least one annual meeting for Title I parents; offer a flexible number of meetings;
- involve parents and families in an ongoing manner in the planning, review, and improvement of Title I programs;
- provide Title I parents and families with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
- if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1116(c)].

Report Cards on Statewide Academic Assessment

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.

These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, these requirements are met through the state's report card [ESEA Title I, Part A, §1111(h)(1) and (h)(2)].

Achievement on State Assessment

All schools must provide to parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

National Assessment of Education Progress

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions, and current assessment instruments [ESEA Title VI, Part C, §411(c)(1); (d)(1)-(2)].

Schoolwide Programs

An eligible school operating a schoolwide program shall make the comprehensive plan available to the LEA, parents, and the public. The information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand [20 U.S.C. §6314][ESEA Title I, Part A, §1114].

English Learner Programs

A school district that uses federal funds to provide a language instruction education program for English learners must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- the reasons for the identification of the child as an English learner;
- the child's level of English proficiency;
- how that level was determined and the status of the child's academic achievement;
- methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- how the program will meet the educational strengths and needs of their child;
- how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for the program;
- in the case of a child with a disability, how the program meets the child's IEP objectives; and
- information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program [ESEA Title I, Part A, §1112].

Homeless Children

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- the choice of schools homeless children are eligible to attend;
- that no homeless child is required to attend a separate school for homeless children;
- that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and

- that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection [ESSA Title IX, Part C, §722(g)(3)(B)].

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children [ESSA Title IX, Part C, §722(g)(6)(A)(iv)].

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens [ESSA Title X, Part C, §722(g)(6)(A)(v)].

21st Century Community Learning Centers

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided [ESEA §4205(b)(2)].

Waiver Request

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §8401(b)(3)]

