

# East Coffee Student Handbook



2023-2024

Mr. Eric Keith  
Principal

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## PREFACE

This student handbook has been prepared with the intent of informing students and parents of rules and procedures at East Coffee. It also serves as a standard for all stakeholders involved in the education of the students. The handbook provides guidelines which will promote consistency among all involved.

It is our goal to establish an atmosphere at East Coffee in which children will feel safe, secure, and happy. At the same time, it will ensure an atmosphere which is conducive to learning.

### East Coffee's Mission

**W**arriors working together to create a welcoming community;

**A**iming for excellence to acquire academic goals;

**R**eaching high expectations and modeling respect;

**R**evealing creative talents through learning opportunities;

**I**nspiring our students by

**O**ffering critical thinking that fosters academic growth;

**R**einforcing responsibility and reliability while

**S**culpting life-long learners.

### Vision

*"Aiming for Excellence"*

The vision of East Coffee Elementary reflects the shared vision of Coffee County Schools. East Coffee Elementary strives to enable students to reach their highest academic potential. Our school desires to lay a firm educational foundation that ensures our students reach success and become impactful and influential members of society.

### East Coffee's School Mantra

I'm an East Coffee Warrior.

I believe in myself.

I have the ability to succeed.

I'm an East Coffee Warrior,

An important part of our team.

I will give my best! Together WE CAN!!

An East Coffee Warrior, ready to win!

## SECTION 1 CITIZENSHIP

To support a more restorative approach to establishing a strong school community, East Coffee Elementary will be utilizing Class Dojo. This platform allows our school to have consistent communication and interaction with our parents. Through the use of Class Dojo, students earn positive points for displaying positive behaviors. Students and teachers will also work together to determine points lost for behaviors that are not meeting school and classroom expectations. Teachers and parents have easy access to consistently communicate through their Class Story and private messages.

Each nine weeks, students will earn the opportunity to spend their Dojo points at the “Monster Marketplace.” Students will learn an economic system of saving and spending through the use of “Monster Marketplace.” The marketplace will house items such as candy, snacks, small toys, extra recess time, extra technology time, and more. With collaboration from teachers, the “Monster Marketplace” will consist of high interest items and tickets for students to purchase each nine weeks.

## SECTION 2 EXPECTATIONS

### A. BUILDING

- Keep yourself and others safe.
- Always display respect for self and others.
- Walk quietly in the hallways.
- Take pride in your school.

### B. RESTROOM EXPECTATIONS

- Use the restroom in a timely manner.
- Flush the toilet.
- Wash your hands with soap and water.
- Throw paper towel away in the trash can.
- Keep the restroom tidy.

### C. CAFETERIA EXPECTATIONS

- Enter the cafeteria silently.
- Walk through the line silently to get food.
- Use manners at all times.
- Talk at appropriate voice levels at all times.
- Line up silently to exit the cafeteria.

### D. PLAYGROUND EXPECTATIONS

- Treat others how you would like to be treated.
- Avoid tackle football.
- Use swings appropriately at all times.
- Use the slide appropriately at all times.
- Safely use the monkey bars.
- Listen carefully to teacher directions.
- Use all playground equipment appropriately.

### E. BUS DUTY & CAR RIDERS

- All materials should be placed in a backpack.
- When the car rider bell rings, care riders are to walk to the designated area.
- Listen to the directions of the car duty monitors.
- During morning bus duty, be seated in your class line and sit quietly.
- During afternoon bus duty, students are to wait in their homerooms with their homeroom teacher and follow the directions for bus loading as they are announced. As they are announced, they will proceed to their loading area.
- Parents and students should have made prior arrangements concerning bus riding, car riding, after-school tutoring, or ESP before coming to school. Changes must be in written form.

### F. BULLYING

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. (Olweus Bullying Prevention Program, 2008) In some cases, students are in conflict with each other.

If that is the case, the teacher, counselor, or administrator will utilize restorative practices to mend the relationship with the students.

- 1st Offense: Parent notification. Student and principal will determine how to repair the harmed relationship.
- 2nd Offense: Summary of incident requiring parental signature. Parent notification by phone. Student and principal will determine consequences for repeated offense.
- 3rd Offense: Summary of incident requiring parental signature. Parent notification by phone and conference established. Student may receive additional consequences for repeated actions.

\*Teachers will set their own reasonable classroom expectations that students will be required to follow.

### **SECTION 3 DISCIPLINE**

#### **A. Classroom Managed**

In most cases, teachers will manage discipline within their classroom if a student fails to meet expectations. Teachers will allow students to sit in a ‘calming corner’ if the student is dysregulated. However, consequences may also be necessary. Possible consequences can be, but are not limited to, an isolated seat, a partial walking recess, loss of privilege, or loss of Dojo points. Parents will be contacted through Dojo or phone call if consequences other than negative Dojo points are issued. A parent conference may be necessary. If an absence prevents a student from fulfilling their consequence, they will continue that consequence on the next school day they are present.

#### **B. Office Managed**

If a certain behavior persists or is extreme enough, the principal and/or assistant principal will manage a student’s discipline. Possible consequences for office-managed behavior can be, but are not limited to, silent lunch, a walking recess, loss of privileges, time in office to complete work, community service, or in-school suspension. In extreme circumstances, out of school suspension can also be utilized. Parents will be contacted through Dojo or phone call if consequences are issued. A parent conference may be necessary. If an absence prevents a student from fulfilling their consequence, they will continue that consequence on the next school day they are present.

### **SECTION 4 ATTENDANCE/DISMISSAL PROCEDURES**

#### **A. Student School Day**

Our doors are open at 7:00 A.M. The school day is from 7:50 A.M. until 2:50 P.M. Children are not to be left unattended prior to 7:00 A.M.

#### **B. Attendance**

Students are expected to be in school every day, all day. Regular attendance enables students to benefit from classroom discussions, presentations, and interactive activities.

Any student arriving after 7:50 A.M. must be signed in through the school office. Students will not be allowed to sign themselves in. Students arriving after 7:50 A.M. or leaving before 2:50 P.M. will be counted as tardy. Perfect Attendance is based on absolute perfect attendance—no absences, tardies, or check-outs (leaving before 11:20 A.M. is an absence).

Whenever your child is absent from school, a note with parent’s/guardian’s signature or doctor’s excuse explaining the reason for the absence is required upon the first day of return. If your child has an appointment during a school day, he/she will be expected to attend school until he/she must be checked out for the appointment and then return to school after the appointment. Students will not be excused for a full day unless the appointment necessitates a full day’s absence. Students are expected to complete any make-up work within 3 days. Students are allowed no more than 5 excusable parent notes per year. Under ESSA: Every Student Succeeds Act, public schools are required to document chronic absenteeism and take mandated steps to ensure

students are present to receive an educational experience. **Accrued absences could result in a truancy board referral or summons to court.**

We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process in ways that make-up work cannot reverse.

Parents and/or guardians can see all attendance information through ParentVUE. If there are any discrepancies, please contact the office.

#### C. Dismissal

If your child will be leaving during the school day, please send in a note to the teacher. Then, plan to complete the online student check-out form in the front office, and the office personnel will call the student's classroom to notify the child and teacher. If your child's normal dismissal routine is to be altered on a particular day, please send a note or a Dojo message to the classroom teacher describing the change and who will meet your child at school. We ask that this is done prior to 2pm. For your child's safety, a pre-authorized person must check out students leaving school before regular dismissal time. We will not release your child to anyone who is not listed as an *Emergency Contact*. All visitors will be required to show proper identification.

#### D. Early dismissal and School Cancellation

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. In the event school is dismissed early or canceled for bad weather or otherwise, it will be announced on radio station WMSR (1320 AM, Manchester) and WFTZ (101.5 FM, Manchester) and Nashville TV channels 2, 4, and 5. Please also look for announcements on our school's Facebook accounts. In most instances, teachers or administration will also notify our families via Class Dojo.

We ask that parents/guardians discuss with their child what to do in case of an emergency school closing. You, too, need an emergency plan. We ask you not to suggest that the child call you because our telephone lines are very busy on these days.

#### E. Illness/accident Dismissal

In the event of an illness or an accident occurring during school time, parents or their designated substitute will be notified by phone. Therefore, it is imperative that parents/guardians maintain updated records of emergency phone numbers in the school office.

#### F. Bus transportation

The Coffee County School System offers bus service to students in grades K-12. All students are expected to obey the rules for riding the bus. Since riding the bus is a privilege, students may be suspended from riding the bus for disciplinary reasons.

The bus loading area in front of the school should stay free of automobiles. Parents who need to come inside during afternoon dismissal should park across the front driveway and enter through the front door. Your cooperation is greatly appreciated.

#### G. Car Transportation

If you bring your child to school in the mornings, your child should be dropped off at the awning at the front entrance of the building between 7:00 and 7:45 A.M. Please do not leave your child unattended before 7:00 A.M. ***Please do not park in yellow lined area as this is reserved for drop-off and pick-up of students.***

Students will receive car-rider tags at the beginning of the school year. These car tags are of a specific color, and must be present on the dashboard of the car in order for the child to be released. If there is no car-tag present, the driver will need to park their car in a parking space and enter the building to show proof of identification to have the student released in their care. If a car tag becomes lost, a parent or guardian may present identification in the front office for a replacement tag.

Students who are car riders in Kindergarten through 5<sup>th</sup> grades may be picked up at the front entrance between 2:50 and 3:00 P.M.

Parents of students who are car riders should pull up in line next to the awning for students to be brought to them. We must put student safety first. If you park on the other side of the driveway, you must walk across the driveway to get your child and walk them to your vehicle. Students will not be allowed to cross the driveway without their parent/guardian.

#### H. Change in transportation

Students must have a note from the parent/guardian to ride another bus, go home with another student, or to walk home. The parent/guardian, the homeroom teacher, and the principal must sign all notes.

Due to safety issues, students who need to have a change in transportation must have a note from the guardian. Notes might include: handwritten notes, emails or Dojo messages to the child's teacher or school secretary. The note must state the child's name, classroom teacher's name, and the change to be made. We ask that transportation arrangements be made before the school day begins; however, we understand that emergencies happen and a transportation change is necessary during the school day. We ask that these are communicated by 2pm to ensure enough time to make all relevant parties aware.

### SECTION 5 REPORTING OF STUDENT PROGRESS

A combination of conferences, Class Dojo messages, report cards, progress reports, and notes are the means of communicating student growth at East Coffee. The effectiveness of any reporting procedure depends on the quality of interaction between the teacher, student, and parents/guardians.

#### A. Conferences (Parent/Teacher)

Formal conferences are scheduled in September of each year. Each child's teacher will notify parents of the date and time for the conference. Informal conferences between teachers and parents/guardians are welcomed. However, in order to maintain the school schedule, these meetings must be arranged in advance for time periods before or after school.

#### B. Conferences (Parent/Student/Principal)

Parents and teachers are encouraged to initiate a conference with the principal anytime during the school year in the best interest of the student.

#### C. Progress Reports

One of the most important functions as a school is reporting your student's progress to you in a timely manner. Parents are encouraged to keep in regular contact with the classroom teacher in order to stay informed about their child's progress. During the school year, each student will receive four mid-term progress reports.

#### D. Report Cards

Report cards will be given out four times each year. The grades on the report card reflect the progress the student is making. Parents are to look over their child's card, sign, and return it to the school promptly. Kindergarten through 2nd grades have a checklist type report card; while 3rd through 5<sup>th</sup> grades utilize a grading scale that is on each report card.

#### E. Homework

Homework may be assigned by teachers in order to give students additional practice with grade level material. Homework will not be graded; however, students may earn positive Dojo points for completing their homework on time.

#### F. School Website

East Coffee has a website which provides much information, from homework to important dates. The site is [www.eastcoffee.coffeecountyschools.com](http://www.eastcoffee.coffeecountyschools.com). You may also access the school's website through the system website under the school's tab at [www.coffeecountyschools.com](http://www.coffeecountyschools.com). Links are provided for your information such as the Parent and Family Engagement Plan, School-Parent-Teacher Compact, and Inform TN.

#### G. Social Media Accounts

East Coffee also has a social media account through Facebook. Please 'like' this page to stay abreast of ever-changing information and school updates. Our school utilizes Class Dojo school-wide. Your child's teacher will send you an invitation to join her/his specific class each year. It is important to join as it is our primary method of communication.

### SECTION 5 SCHOOL SAFETY AND SECURITY

While focusing on academics, our students are expected to develop respect and cooperate with their peers, parents, and teachers. We want them to become competent productive citizens and leaders of their communities. It is the philosophy of East Coffee to encourage the students' feelings of self-worth and self-esteem, rights and responsibilities of citizenship, and develop a positive attitude toward the learning process. All efforts to recognize such qualities will be made.

The students and staff of East Coffee Elementary deserve the best possible environment in which to work, learn, and play. Students and staff have the right to:

- ◆ Teach and learn in a peaceful, disruption-free and productive environment
- ◆ Know what is expected of them at all times in all areas of the school
- ◆ Be protected from physical harm

- ♦ Be protected from verbal abuse
- ♦ Have their positive behavior recognized
- ♦ Have their concerns heard
- ♦ Be treated with kindness, dignity, respect, and caring

#### A. Visitors

To ensure building security, all parents, visitors, and former students are required to report to the office to obtain a visitor's pass. To avoid interruptions to the classroom, parents are asked to leave all messages and materials at the office. The office will notify the teacher or student as soon as possible.

Throughout the year, parents may be invited to attend events within the school day including holiday parties, special event lunches, book fairs, etc. Parents, and other qualified visitors, may also eat lunch with their student. We ask that those attending inform the classroom teacher or front office the day before. We also ask that no food from outside vendors (fast food, etc) be brought to school.

#### B. Student Dress

Students have a good self-concept if they come to school clean and neat. They should be clean and dressed appropriately for school activities. Shoes should be worn at all times and flip flops are discouraged. Students are not to wear halter tops, tops with spaghetti straps, or clothing that bears the midriff. Students will not be permitted to wear clothing with offensive language or logos (as determined by the principal). Shorts and skirts must be at least mid-thigh in length. Clothing must keep the student modestly covered at all times. Any holes in pants should not be above mid-thigh. Appearances (such as hair style and hair color or excessive make-up, jewelry, shorts) that lead to distraction of the learning atmosphere will not be permitted. This will be determined by the student's teacher and principal. If a student is in violation of the dress code, a private conversation will be held between the student and teacher. If the issue cannot be solved by covering up, a parent may be contacted to bring a change of clothes.

#### C. Weapons

Our board policies prohibit bringing weapons of any sort into our school buildings or onto school property. Firearms of any variety are weapons, as are knives (including pocket knives) and martial arts weapons. Toy weapons are not allowed at school.

#### D. Lost Items

Care for personal and public property is part of growing up and exercising good citizenship. Each year many articles of clothing remain unclaimed in the school's lost and found. Although name labels on personal property are helpful in identifying owners of lost items, encouraging your child to care for what belongs to him and others is a responsibility of both the home and school. The school is not responsible for lost, stolen, or damaged possessions. Valuable items or large sums of money should not be brought or kept at school.

#### E. Textbooks/Library Books

Students are encouraged to read books and use other materials available in the school library. Textbooks and other allocated materials for instruction are furnished to the students at East Coffee. Students should be aware that the books issued to them become their responsibility and that they will have to pay for any lost or damaged books.

#### F. Toys/Etc.

Hand-held electronic games, iPods, etc., are enjoyable for children of all ages. However, because of the potential interruption to the learning environment and the danger of them being broken, lost, or stolen, these items are not to be brought to school. Special exemptions may be granted when they relate to school projects. Trading or selling anything for profit by students for their own benefit is not permitted.

#### G. Cell Phones/Electronic Devices

Bringing cell phones to school is highly discouraged. If they are brought, they are to be turned off and left in the student's backpack. Smartwatches may be worn. If a cell phone, smartwatch, or any other electronic device is being used in a way that does not meet classroom expectations, they may be confiscated.

#### H. Outside Food

Parents bringing outside food to school for student celebrations must be store bought items. If the item is from a local bakery business, please message the teacher beforehand for approval. Home-baked goods will not be allowed.

## SECTION 6 CAFETERIA PROGRAM

A. Breakfast-Breakfast is served each morning beginning at 7:15 A.M. Students eat their breakfast in the cafeteria. They may pay for their breakfast daily or in advance. Up to 5 days of breakfast may be charged. Breakfast ends at 7:45 A.M.

Breakfast	\$1.25 students	\$2.00 visitors
Breakfast Reduced	\$0.30 students	
Milk and Juice	\$0.45	

When parents visit and eat with their child, lunches from outside vendors (i.e. Sonic, McDonald's, Burger King, etc.) will not be allowed in the cafeteria.

B. Lunch-The cafeteria will serve lunch each day. Students will eat according to a set schedule. Parents are invited to eat lunch with their child. However, parents need to let the cafeteria manager know or send a note to the child's teacher in advance of their attendance.

Lunch	\$2.25 students	Visitors	\$3.75
Lunch Reduced	\$0.40 students		
Milk and Juice	\$0.45	Ice Cream	\$0.65

When parents visit and eat with their child, lunches from outside vendors (i.e. Sonic, McDonald's, Burger King, etc.) will not be allowed in the cafeteria. In addition, soda or any other caffeinated beverage will not be allowed in lunches from home.

### Coffee County Schools Food Service Charge Policy

#### LUNCH:

- In the elementary schools, up to ten days of lunches may be charged.
- No a la carte items, such as cookies or ice cream, may be charged at any time.
- No a la carte items can be purchased until the student has paid off the meal charges on their account.
- When five (5) charges have been made, the cafeteria manager will contact the parent by phone or letter to request payment.
- Alternative meals will be provided to students with excess charges. No child will be denied a meal.

## SECTION 7 HEALTH SERVICES

### A. 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. Exemptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization. Proof of exemptions will be in writing and filed in the same manner as other immunization records.

### B. 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/she has a release provided by a physician, county health department, or school nurse stating that the student is free from disease or parasite.

### C. School Nurse/medications

No medications, prescription or non-prescription, will be administered in school without a note from the parent and the physician detailing specific dosage and frequency. Any medication that is to be given should be brought in its container labeled with the student's name, doctor's name, medicine name, dosage and frequency and given to the nurse or principal. This medication will be administered by the appropriate school official. Please inform us of any changes in your child's health status so that the records may be maintained accurately.



## SECTION 8 DISPLAY OF STUDENT WORK OR PICTURES

We are proud of the work completed by our students at East. We display this outstanding work in various ways such as on the wall, in the paper, on the internet, in the yearbook, and through other types of media. Also, candid shots of students are taken throughout the year and displayed in the newspaper and/or East Coffee Website. ***If you do not wish your child's work to be displayed or his/her picture in public, please send a note to school signed by the parent(s) or guardian(s). This must be done each new school year.***

## SECTION 9 ADMISSION REQUIREMENTS

### A. First Time Students must present:

- An official birth certificate which must contain the child's name, date of birth, mother's name and state seal.
- Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten and other students for whom there is no health record.
- Evidence of state-required immunization.
- Two items that show proof of residence (driver's license, utility bill, lease agreement, mortgage, insurance bill, etc)

B. Foreign Exchange Students-prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation.

- Citizenship
- Birthdate
- Immigration records both physical and immunization
- Custody (including phone number, name, and address of person responsible for the student.
- School records, including a transcript of academics (in English)

## SECTION 10 FIELD TRIPS

Field trips are an extension of the classroom. Students are to follow school rules and are the responsibility of the teachers. Parents are guests and are expected to cooperate with the teachers.

- Some field trips have a chaperone limit, and only a certain number of parents may attend.
- Students will forfeit their field trips due to inappropriate behavior. This will be determined by the child's teacher and principal.
- Field trips are for particular groups of students. Siblings will not be permitted to attend.
- We will only collect student admission money. Parents and/or chaperones will have to pay for their admission upon arrival to the destination.

**SECTION 11 MCKINNEY-VENTO (HOMELESS) INFORMATION**  
**FREE APPROPRIATE PUBLIC EDUCATION POLICY**

**Homeless Children & 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.

**SECTION 12**

**Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP)rev.2018 4/9/2018**

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 of stated by this AUP) may result in the student's access to 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 the 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 cyberbullying 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.

If you do not wish your child to participate in either or both, please indicate this on the signature page.

## Section 13

**MEMORANDUM**

**TO: Parents and Students of Coffee County Schools**  
**FROM: Dr. Charles Lawson, Director of Schools**  
**RE: Asbestos Inspection Results**  
**DATE: 2017**

In accordance with Federal Regulation 40 CFR 736, the Asbestos Hazard Emergency Response Act (AHERA), Coffee County Schools have undergone a thorough inspection of asbestos containing building materials (ACBM) within our schools. The results have been compiled in a series of documents referred to as our Management Plan. The results of the inspections and management plan have been submitted to the Governor's appointed representative as required by law and prior to the designated deadline. The Management Plan is available for your review, upon request, at each school and the Director of Schools Administrative Office during regular office hours. The management plan includes information about previous asbestos abatement projects, ACBM and the response action chosen for each.

Address any questions concerning asbestos in the Coffee County Schools to Kelvin 4381, Deputy Director of Schools, at 723-5150.



## Section 14

# 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 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, 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;

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 are:

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



# COFFEE COUNTY BOARD OF EDUCATION



**1343 McArthur Street**

**Manchester, Tennessee 37355**

**Telephone - 931-723-5150 Facsimile - 931-723-8285**

Policy 6.601

## **Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes**

La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o **FERPA**) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. **FERPA** les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son “estudiantes elegibles.”

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.
- Autoridades escolares con interés educacional legítimo
  - Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
  - Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
- Otras escuelas en las que el estudiante está solicitando inscripción;
- Autoridades especificadas para propósitos de auditoría o evaluación;
- Partes competentes en relación a asistencia de financiamiento para un estudiante;

- Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
- Organizaciones de acreditación;
- Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
- Oficiales competentes en casos de emergencias de salud y seguridad; y
- Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de “directorio” tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad.

Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Tennessee (ADE/ESS) al (615) 741-2731. O puede usted contactar:

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



COFFEE COUNTY BOARD OF EDUCATION

*Eric Keith, Principal*

6264 McMinnville Highway  
 Manchester, Tennessee 37355  
 Telephone (931) 723-5185  
 Facsimile (931) 723-3231  
 e-mail – keithe@k12coffee.net

PARENT MEMO

Fall, 2023

Please be advised of the following:

- East Coffee Elementary School is eligible for Title I, Part A and Title III services during the 2023-24 school year. East Coffee will continue as a Title I School-wide School during 2023-24.
- Professional qualifications of classroom teacher(s) and paraprofessionals at East Coffee Elementary School may be requested by any parent.
- Parents of students at East Coffee 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 or suggestions 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.
- TN 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.coffee county schools.com](http://www.coffee county schools.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 Mr. Eric Keith, Principal, at (931) 723-5185 or visit [www.coffeecountyschools.com](http://www.coffeecountyschools.com).

*East Coffee Elementary  
2023-2024 Parent Signature Page*

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Dear Parent,

After you have read the East Coffee Student Handbook, please read the statement below. Then, please sign and date on the blanks provided at the bottom of this page and return this page to the school.

*Handbook Agreement*

*I have read through the student handbook. I am aware and understand the policies, procedures, rules, and consequences listed in this handbook.*

*Also, I have read the attendance policy and understand the information presented and the expectations of myself and child.*

*Furthermore, I have read the Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP) rev.2013 (use of computers and the internet). I realize that without my signature, my child will not be permitted use of the computer and the internet.*

**Parent/Guardian Acknowledgement and Permission**

As a parent or legal guardian of the above student, I understand that the Coffee County School System provides my student with internet access and access to digital resources. I understand that CCSS has implemented technology protection measures including filtering and monitoring to prevent students from accessing inappropriate materials on the Internet, but that such measures may not be one hundred percent effective at all times and it is impossible to restrict access to all controversial content. With this understanding I grant permission for my student to access the Internet. I also understand that CCSS provides my student with 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, which I authorize at the teacher’s discretion. A list of district-approved websites can be found at the district’s website at [www.coffeecountyschools.com](http://www.coffeecountyschools.com) under the COPPA heading. I understand that the CCSS AUP restrictions and guidelines are necessary component in protecting my child from exposure to inappropriate materials and from participating in inappropriate activities. I understand that any violation of this policy may result in disciplinary action and the removal of computer access privilege for my student.

You will approve these during the online registration process

**My child can be featured in local broadcast and print media, on the school or school district website, and in district publications and programs. Only Photo and name will be given.**

**Yes | No**

**Please circle your choice for each of the following statements:**

My child may use computers/technology at school to access the Internet - **Yes | No**

My child can be featured in local broadcast and print media, on the school or school district web site, and in district publications and programs. Only Photo and name will be given. **Yes | No**

Signature <Signature will be indicated by ParentVUE Registration Submission> Date \_\_\_\_\_