

New Union Elementary School 2025-2026

Student Handbook

Welcome to New Union!

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

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

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

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

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

Vision

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

Goal

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

Mission

To serve our students, families, and community through:

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

Guiding Principles

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

- Maximize instructional time to focus on student learning
- Hold ourselves accountable to our mission by engaging in ongoing professional development, collaborating with other professionals to plan standards-based instruction, providing students with timely feedback as they learn, and doing whatever it takes for each student to succeed

- Filter decisions through the question, “How does this promote our students’ learning?”
- Make student and staff attendance a priority
- Promote a safe and supportive environment in which we recognize that failure is intrinsic to growth and is viewed as an opportunity for learning
- Enlist the support of our families and community members to help us reach our goal
- Recognize and celebrate success

School contacts

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

Arrival and Dismissal Procedures

Arrival: School doors open at 7:00 a.m. Students arriving by car and bus before 7:30 will proceed directly to the cafeteria. Breakfast begins at 7:15 and is served in the cafeteria until 7:45. Students may go to their classrooms at 7:30. All students should be in their classrooms when the bell rings at 7:50.

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

Dismissal: Car riders are dismissed from their classrooms to the gym at 2:50. Bus riders and students attending the Excellence after-school program are dismissed from their classrooms at 3:00 to their assigned areas: Students going to Excellence will meet in the cafeteria, and bus-riders will stay in an assigned room until buses arrive at 3:25.

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

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

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

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

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

Attendance

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

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

Attendance Procedures: Beginning with the 2025-2026 school year, excuse notes from any walk-in clinic, telehealth service, or ER visits will be limited to ten (10) excuses per year. Further excuses for illness will require an excuse from the doctor's office or that of a specialist physician treating the student.

Each student is allowed five (5) parent notes per school year. The parent will excuse the student for any reason.

School nurses are authorized to assess any student for symptoms of an acute illness. The nurse can excuse the student only for the day the nurse determines the student should be sent home.

All excuse notes from any healthcare provider must be submitted within three days upon return to school. A school excuse is part of the visit and is treated just like a prescription. It is the responsibility of the parent to ask the health care provider for an excuse note. Notes submitted beyond the three-day period will not be accepted, and the absence will remain unexcused.

For students in grades K-5, all excuse notes are to be submitted to the classroom teacher only. If your student suffers from a chronic illness requiring the student to miss school periodically, each school nurse has the "Chronic Illness Verification Form". The school nurse will coordinate the process with the parent. These circumstances are very rare and the form must be completed by a physician.

Tardies require the same documentation as absences to be excused. Five (5) unexcused tardies of 45 minutes or unexcused early checkouts of 45 minutes or greater will be equivalent to one unexcused absence and will be applied accordingly under the progressive truancy plan.

Homebound: Parents may request homebound instruction in cases where a student has a medical condition that may result in an absence of more than ten consecutive days by contacting the Central Office at 723-5150. A written order from the treating physician will be

required and once the order is filed, the case will be reviewed for eligibility. Homebound students will receive three hours of academic instruction per week. During the period of homebound the student is required to remain at home unless he/she is visiting a doctor. Students are not allowed to maintain jobs, participate in extracurricular activities or be away from their home during or after school hours (Sunday-Saturday). Before the student will be allowed to return to school a release from the treating physician will be required.

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

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

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

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

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

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

Reporting Student Progress

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

Grading Scales: Kindergarten, first, and second grades:

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

Third, fourth, and fifth grades:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F below 60

District-Wide Elementary Grading

Grades on report cards in third, fourth, and fifth grades are configured as follows:

20% Quizzes

40% Tests

40% Classwork

Each nine-week grading period must have a minimum of ten tasks: at least two quizzes, two tests, and six classwork assignments. The progress report issued during the middle of the grading period should reflect a minimum of five assignments.

Progress Reports and Report Cards

Progress Reports:

Q1 Aug. 28

Q2 Nov. 6

Q3 Feb 5

Q4 Apr 16

Report Cards:

Q1 Oct 17

Q2 Jan 9

Q3 Mar 20

Q4 May 22

Coffee County Schools Honor Roll Lists

Gold Honor Roll: All A's in all subjects: English/language arts, math, social studies and science; 90 or above in Citizenship

Silver Honor Roll: All A's with only one B In all subjects: English/language arts, math, social studies and science; 90 or above in Citizenship

Bronze Honor Roll: All A's and B's (no grade below 80) in all subjects: English/language arts, math, social studies, science

Access to School Records

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

Lost and found

The lost and found bin is located in the community room. All unclaimed lost and found items are donated to charity before winter and summer breaks.

School safety and security

Visitors

All exterior doors will remain locked during school hours. Visitors may gain entrance to the office by pressing the buzzer on the exterior wall by the front doors. A camera will display a video of the visitor that will be visible to the office staff. Once a reason for the visit is established, a staff member will unlock the front door and the visitor may enter the school office and sign in. After

visitors sign in at the front office, they will be given a visitor sticker to wear throughout their stay at the school. All visitors must wear a sticker verifying that they have checked into the school through the office.

Delivery of materials

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

Student Dress

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

Weapons

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

Safety drills

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

Smoke-free campus

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

Food Services

Breakfast and lunch

All school meals are free for students. This includes any of the standard choices offered for breakfast and lunch. It does not include extras, such as extra milk, water, snacks, and ice cream. Employees and adult visitors will be charged for meals:

Adult breakfast	\$3.00
Adult lunch	\$5.00

Food brought into the cafeteria

The state department of health recommends that fast food meals not be brought into the cafeteria. No canned or carbonated soft drinks are allowed in the cafeteria.

Meal charge policy

If students accumulate ten or more breakfast and lunch charges they will be provided an alternative meal. Students may not charge a la carte items such as cookies or ice cream, and they may not purchase these items if they have outstanding charges.

The cafeteria manager will contact parents when students have negative account balances to request payment. Menus and more information about the food service program can be found on the district website: www.coffee county schools.com.

Health Services

Proof of Immunization: Every child entering school for the first time should have a complete medical examination. Exemptions 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.

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

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

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

Nondiscrimination Policy

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

"It is the policy of the Coffee County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

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

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

Deputy Director of Schools

Coffee County Board of Education, 1343 McArthur Street, Manchester TN 37355: 931-723-5150

Free Appropriate Education Policy

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

Who is homeless?

Anyone who, due to a lack of housing, lives

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

Where can homeless children and youth attend school?

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

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

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

Family Involvement Plan

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

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

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

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

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

Opportunities are as follows:

- Annual Parent-Teacher Conferences (2:00 P.M.- 8:00 P.M.) A translator will be provided, if needed, for non-English speaking parents. Parents will be informed on how to encourage academic improvement, promote attendance, encourage good behavior, and effective strategies in helping their child with homework.
- Annual Parent Meeting (5:00 P.M.-7:00 P.M)
- Individual conferences before, during, and after school relating to the child's education at parent and teacher request.
- Open House/Orientation at the beginning of the year so parents and families can visit the school, meet the teachers and staff, and be informed of relevant information about the school and its mission to help students be successful. Open House will be held at flexible times.
- Make-up meetings as requested by parents are held in the morning, afternoon, or via phone conversations.

- E. Annually assess, in an organized, ongoing and timely way, the effectiveness of the parental involvement program and the development of the TSIPP to determine what actions are needed, if any, to increase parental participation.
- F. NUES will provide parents timely information about parent involvement programs, school curriculum, and academic assessments to improve student progress. This information is communicated through:
 - School newsletters
 - School-wide Dojo
 - School website and Facebook page
 - PTO meetings and newsletters
 - Calendar of events
 - School-wide memos
 - Title I Parent Survey
 - Student handbook with policies, procedures, requirements, and grading scale
- G. Inform parents with a description and explanation of the various curriculum, forms of assessments and instructional strategies utilized at NUES through parent memos, websites and individual conferences.
- H. Provide reasonable support for parental involvement activities as parents may request, such as PTO meetings, parent-teacher conferences, informational meetings, and parent requests.
- I. A process is in place to submit parent comments of the school wide program (TSIPP) if it is not satisfactory to parents. Parents who are unsatisfied with the program may submit their comments in writing to the principal. Comments will be forwarded to the district office at the designated time of plan submission. Parents may also voice unsatisfactory comments on the school survey or on the annual Title 1 survey.
- J. NUES will provide reports, explanations and provide assistance to parents in understanding the State's academic content standards, State and local assessments, TCAP scores, and how to work with them to improve the achievement of their child in a language they understand. This will be done by informing parents of various curriculum instruments, instructional strategies, and assessments that are utilized at NUES. The following information will be disseminated at both Parent-Teacher Conferences or called parent meetings conducted throughout the school year:
 - Aims WEB benchmark and progress monitoring data
 - Lexia reports
 - TCAP and TNReady proficiency levels
 - Classroom assessments
 - Baseline tests
 - Chapter/unit tests
 - Report card information
- K. NUES provides materials and training to help parents work with their children to improve their academic achievement through training in the area of early literacy and by providing materials that foster parent involvement.
 - Students have access at home to computer-based instructional resources
 - Parents and students may check out various books, materials, videos and games from the school library or the professional library
 - Educational websites are listed on the school's website
 - School staff members offer on-site training in the computer lab to show parents how to access websites so that they may assist students at home and stay connected to school events
- L. NUES will educate school staff with the assistance of parents in the value and utility of contributions of parents, how to reach out, communicate, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school by

- Examining student and parent demographics at NUES to identify needs and plan strategies for more effective parent involvement
 - Parent surveys of their skills will be assessed so the parent can impart their knowledge and abilities in order to share with their child either at school or at home
 - Emphasizing the importance of parents being their child's "first teacher" and establishing a home and school connection
 - The following programs assist in building strong ties between parents and the school: NUES PTO meetings, online venues including websites and Facebook pages, parent-teacher conferences, school newsletters, email, and through apps such as Class Dojo and Remind
- M. Parental involvement strategies are coordinated and integrated with parent involvement strategies under other programs, including but not limited to:
- Preschool
 - Excellence
 - Parent-Teacher conferences
 - Early Literacy Training for Pre-K parents
 - Home visits by Pre-K teachers
 - Collaboration of preschool teachers and elementary teachers on skills needed for incoming students.
 - Open House
 - Back to School Bash
 - Veterans Day Celebration
 - Grandparent's Day Breakfast
 - Fall Festival
 - Winter Village
 - Family Holiday Lunches: Thanksgiving, Christmas, Easter
 - Literacy Workshops for parents
 - TCAP Meeting for third grade parents
 - Family Math Nights
- N. NUES will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. It is our goal to ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand.
- Open house annual meeting to inform parents of school information.
 - PTO meetings and newsletters
 - Student agendas
 - Registration materials
 - Excellence after-school program registration materials
 - Newsletters in Spanish if necessary
 - Progress reports and grade reports
 - If needed, an interpreter will be provided and pertinent information will be translated into the language the parent understands. An ELL teacher is available to help communicate with parents who have limited English proficiency
 - Information such as school letters, state reports, school notes, field trip notes, etc. will be made available in the language preferred
- O. NUES will provide other reasonable support for parent involvement activities per parent request:
- Parent-teacher conference at parent request
 - Parent volunteers
 - Book Fair
 - PTO-sponsored activities such as Fall Festival, Winter Village, and Rebel Ball
 - PTO Meetings

- Read Across America Week with community volunteer readers
 - ESP
- P. NUES shall provide, to the extent practicable, full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing informational sheets in Spanish, ELL teacher available if needed.

As a component of the school level parental involvement plan, the Coffee County School System has developed a **School-Parent-Student Compact** written by parents and teachers that outlines how parents, students, and staff jointly share the responsibility for improving student academic achievement and how the school and parents will develop a partnership to help children achieve the State's highest standards.

School's Responsibility

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

Parent's Responsibility

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

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

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



COFFEE COUNTY BOARD OF EDUCATION

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Manchester, Tennessee 37355
Telephone (931) 723-5187
Facsimile (931) 723-5197
e-mail –gilleyb@k12coffee.net

PARENT MEMO

Fall, 2025

Please be advised of the following:

- New Union Elementary School is eligible for Title I, Part A and Title III services during the 2024-25 school year. New Union Elementary will continue as a Title I School-wide School during 2024-25.
- Professional qualifications of classroom teacher(s) and paraprofessionals at New Union Elementary School may be requested by any parent.
- Parents of students at New Union Elementary School will receive notification if their child has a teacher for four or more weeks who does not meet state licensing and certification requirements for the grade and subject area assigned.
- Parents have the right to access and jointly review/revise the Parent Involvement Policy and Plan, which can be located on the Coffee County Schools website. Questions 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.
- Tennessee law does not include an option to opt out of state-mandated assessments.
- Annual state and local assessment information can be found at the school district website, www.coffeecountyschools.com, under "Parent Info".
- For information regarding your child's school state Report Card, you may visit <https://tdepublicschools.ondemand.sas.com/>.
- If you have any questions or need additional information, please call the Ms. Bobbi Gilley, Principal at (931) 723-5187 or visit www.coffeecountyschools.com.

COFFEE COUNTY BOARD OF EDUCATION

**1343 McArthur Street
Manchester, Tennessee 37355**

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

Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

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

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

Parents or eligible students who wish to ask the Coffee County School System to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA

requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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