

**NORTH COFFEE STUDENT HANDBOOK**  
**2024 – 2025**

**SCHOOL PLEDGE**

I will take **CHARGE** of myself every day.

I will:

**C**are about others and myself

**H**andle my own problems

**A**ct responsibly

**R**espect people and property

**G**ive my best

**E**nter school ready to learn

I am in **CHARGE** of my attitude and actions.

North Coffee Elementary  
6790 Murfreesboro Highway

Manchester, TN 37355

Office (931) 723-5183

Fax (931) 723-3230

<https://northcoffee.coffeecountyschools.com>

Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_



**NORTH COFFEE**  
**ELEMENTARY**

## Ron Clark's Essential 55

- 1: Respond to adults by saying "Yes ma'am" or "No sir."
- 2: Make eye contact when speaking or listening to someone.
- 3: Congratulate your classmates and friends on a job well done.
- 4: Respect other student's comments, opinions, and ideas.
- 5: If you win, do not brag; if you lose, do not show anger.
- 6: If you are asked a question in conversation, ask a question in return.
- 7: Cover your mouth when you cough or sneeze and say "Excuse me."
- 8: Do not show disrespect with gestures.
- 9: ALWAYS say thank you when given something.
- 10: When you receive something, do not insult the gift or the giver.
- 11: Surprise others by performing random acts of kindness.
- 12: When grading a student's paper, only mark the question if it is wrong.
- 13: Follow along when we read together in class.
- 14: Answer all questions written or spoken with a complete sentence.
- 15: Do not ask for a reward.
- 16: You must complete your homework EVERY day.
- 17: Subject transitions will be swift, quiet, and orderly.
- 18: Be as organized as possible.
- 19: When homework or work is assigned, do not moan or complain.
- 20: When a substitute teacher is present, all class rules still apply.
- 21: Follow the specific classroom rules.
- 22: You may bring a bottle of water to class, but do not ask to leave for water during the lesson.
- 23: Know teachers and students by their names and greet them.
- 24: Keep yourself and the bathrooms clean and germ-free.
- 25: Greet visitors and make them feel welcome.
- 26: Do not save seats in the lunchroom.
- 27: Do not stare at a student who is in trouble.
- 28: Try your best on your homework and NEVER leave a question blank.
- 29: Be polite when eating.
- 30: After dining in the cafeteria or elsewhere, be responsible for your trash.
- 31: When visiting places be sure to respect the people who work there by cleaning up after yourself.
- 32: On the bus always face forward.
- 33: When meeting new people, shake hands and repeat their names.
- 34: When offered food, take only your fair share.
- 35: If someone drops something and you are close to it, pick it up.
- 36: Hold the door for people rather than letting it close on them.
- 37: If someone bumps into you, say "excuse me" or "sorry."
- 38: Always enter buildings quietly with no talking.
- 39: If you are visiting somewhere, compliment the place.
- 40: During an assembly, do not speak or call out to friends.
- 41: Always answer the phone in a polite and appropriate manner.
- 42: When going on a field trip thank the bus driver and the chaperones.
- 43: Always walk on the right side of the hallway.
- 44: When walking in line, keep your arms at your sides and move quietly.
- 45: Never cut in line.
- 46: No talking during a movie.
- 47: (Teacher's classroom rule.)
- 48: If anyone is bullying you, let me know.
- 49: Stand up for what you believe in.
- 50: Be positive and enjoy life.
- 51: Live so that you will never have regrets.
- 52: Learn from your mistakes and move on.
- 53: No matter the circumstances, ALWAYS be honest.
- 54: Carpe Diem: "You only live today once, so don't waste it."
- 55: Be the best person you can be!

# PRINCIPAL'S MESSAGE

Welcome to a new school year! We are excited about this year and are making plans for it to be the best ever for your child. With the school and home working together, your child will succeed.

This year each student has been issued a "Student Agenda." This Student Agenda is as important as any textbook. It contains the North Coffee student handbook and will serve as a communication tool. Homework assignments will be written by your child on a daily basis. Teachers will teach planning and organization skills to help your child make the best use of the Student Agenda. It is important that you review it daily. Each page gives you an opportunity to initial that you have checked assignments, respond to teacher comments and allows for you to request conferences. We know that communication helps our children succeed.

As a team, North Coffee teachers have committed to using the Student Agenda to encourage student organization, responsibility, and accountability. So, the Student Agenda will be a part of our daily life at North Coffee. Together we can make a difference in the attitude our students have toward learning. ***If the Student Agenda is lost, there will be a six-dollar (\$6.00) charge for a replacement agenda.***

In an effort to continue the positive academic growth we have seen in recent years and to ensure instructional quality, we are requesting that parents:

1. Make doctor and dentist appointments after school hours or during holidays. If appointments must be made during school hours, please refer to the classroom teacher's schedule and make appointments during the time your child misses the least amount of instruction. Missing instructional time causes difficulty for your child. Some things just can't be taught through "Make-up work."
2. When issues arise that you need to see the principal, instructional coordinator or the classroom teacher, please call the school office to schedule an appointment. Sometimes in the mornings, many things are happening and we are not able to give your particular situation the time and attention it deserves.
3. **Ensure that your child arrives at school before 7:50 a.m.** Children need time to get organized in the mornings. Coming in tardy gets

your child's day off to a poor start. If your child is going to eat breakfast, he/she should arrive before 7:45 a.m., due to the fact that **breakfast will not be served after 7:45 a.m.**

4. Review, discuss and sign your child's agenda daily.
5. Always send written transportation changes with your child. In the event that you have an emergency transportation change for your child, call the office **before 2:00 p.m.** To ensure your child's safety, we will question the person who makes the call. If we cannot verify identity of the caller, for your child's safety, the change will not be made.
6. If your child is a car rider please drop your child off at the car rider door located on the North Coffee Volunteer Fire Dept. side of the building. Children should enter the building by themselves.

Thank you for helping us to ensure a positive learning experience for the children of North Coffee Elementary.

Adam Clark, Principal  
clarka@k12coffee.net  
931-723-5183

## NORTH COFFEE ELEMENTARY BELIEFS

1. A safe and physically comfortable environment promotes student learning.
2. Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
3. Students learn best when actively engaged in the learning process.
4. Assessments of student learning should provide students with a variety of opportunities to demonstrate their academic achievement.
5. Schools need to function as learning organizations and promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.
6. The commitment of continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

7. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
8. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
9. Teachers, administrators, parents, students, and the community share the responsibility for advancing the school's mission.

## **NONDISCRIMINATION POLICY FOR ALL COFFEE COUNTY SCHOOLS**

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Federal 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 member of a pluralistic society."

## **FREE APPROPRIATE 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.

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

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

# ATTENDANCE

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

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

## ATTENDANCE PROCEDURES

- All absences must be excused by a parent or doctor excuse. Only five of these absences may be covered by a parent excuse.
- The first five days your child is absent will automatically be assumed to be parent excuses unless you bring in a doctor's note. **There is no need to send in a parent note.**
- If your child has an appointment during the 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.
- Any time away from the instructional day will count toward total absences, therefore, checking out early and signing in late (being tardy) accumulates and over time can amount to a full day's absence or more. An excuse is required for this time away from class/school. After five unexcused tardies/checkouts administrative action may be taken.
- A student will have three days to makeup work for an excused absence. For absences of three or more consecutive days, makeup time will be at the discretion of the teacher.
- Students who miss an excessive amount of school days may be required to attend summer learning camp.

Parents can always check their child's attendance by logging in to their ParentVUE account.

## 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

A student is considered to be chronically absent when he/she has missed 10% or more of the enrolled days in school. This includes both excused and un-excused absences.

## STATE TRUANCY DEFINITION

Once a student has missed five days of school without a proper excuse a student is considered to be truant.

## TENNESSEE ATTENDANCE LAW

**Under Tennessee law (TCA § 49-6-3009) any parent, guardian or any other person having control of a child or children and 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.

If the student is found to be guilty of truancy, the judge may assess a fine of fifty dollars (\$50.00) or five hours of community service against the student, parents or legal guardian of children in grades kindergarten through twelve. A court cost will also be assessed in each case.

## LOCAL ACTION

If attendance does not improve after the written notice, the parent and/or student may be required to appear before an attendance committee, truancy board, or the juvenile court. If a parent fails to report or appear before a scheduled attendance committee

or truancy board meeting the administration may deem a petition to juvenile court necessary. In cases of students with prior attendance problems or a prior juvenile court record, the administration may take immediate court action against the student and/or parent.

**IF YOU HAVE A CHANGE OF ADDRESS, NEW PHONE NUMBER OR EMERGENCY PHONE NUMBER, OR NEW LEGAL PAPERS PLEASE SEND THIS INFORMATION TO THE OFFICE AND YOUR CHILD'S TEACHER IMMEDIATELY.**

### **TARDY AND CHECKOUT**

When a student is tardy to school (coming in after 7:50 a.m.) or being checked out of school (before 2:50 p.m.), parents must enter the building at the main office and sign the check-in or check-out log. **ONLY** people on the student's registration card will be allowed to check out the student.

**NO CAR RIDER PICKUPS AT FRONT OFFICE AFTER 2:30 p.m.**

## **TRANSPORTATION PROCEDURES**

Car riders will enter the building at the road beside the North Coffee Volunteer Fire Department. The car rider door is locked at 7:50 a.m. when the bell rings. After 7:50 a.m., students will be considered tardy and must enter the building through the main office.

Car rider dismissal begins at 2:55 p.m. and continues until 3:20 p.m. If you are late picking up your car rider after 3:20 p.m., your child will be at the office. Parents who need to enter the building must park and walk in with their children. Parents who enter the building must sign in at the office. If you need to speak to a teacher an appointment must be scheduled.

Bus riders will enter and exit the building at the main door. Bus dismissal begins at 3:15 p.m. Nine buses enter our main drive beginning at 3:05 p.m. For everyone's safety, please follow the road signs that state our drive is one way.

**ALL transportation changes must be received by the office before 2:00 p.m.**

## **SAFETY**

North Coffee Elementary has a safety plan to follow in case of an emergency situation or natural disaster. Throughout the school year, drills are conducted so that staff and students know what to do in case of an emergency or natural disaster.

In the event of an incident at North Coffee Elementary that involves students being moved from school grounds to another location, the parent or guardian must have a picture ID so that your child may be released.

Parents will receive written notification that their child has the right to transfer to another school in the district if they are a victim of a violent crime at school.

Parents of students in schools identified as unsafe are notified in writing.

### **Safety Drills**

- Classes will exit the building in a single file line to your designated area.
- There will be **NO TALKING** allowed during the drill practice. All students must be able to **LISTEN ATTENTIVELY** for further instruction.
- Classes will re-enter the building when clearance is given by the school administration.

## **DRESS CODE**

Dress and appearance must not present health or safety problems or cause disruption. Students are required to comply with any building dress code regulations.

To show respect for others and self, students should dress in a manner that does not draw undue attention or cause a distraction. The following will be unacceptable at North Coffee:

- Mesh sport shirts (clothing that lets skin show through)
- Clothing with tobacco or alcohol logos
- Shirts with less than three fingers width shoulder straps
- Shorts and skirts that are shorter than mid-thigh length
- Midriff or half shirts (where the stomach is visible)

- Sagging pants - Undergarments should be covered by clothing
- Administration reserves the right to ban or not allow any attire that might be disruptive (including any piercings)

## CODE OF BEHAVIOR AND RESPECT

**CODE:** As members of the community of North Coffee Elementary School, we agree to:

### ***Respect ourselves by...***

- Giving our BEST effort
- Being responsible for our own actions, assignments and property
- Coming to school clean, rested, on time and prepared
- Being honest and fair
- Bringing only appropriate items to school
- Playing and acting safely

### ***Respect others by...***

- Accepting everyone's differences
- Observing lunchroom, playground and bus rules
- Being polite, courteous and cooperative in work and play
- Making sure games and activities are open to everyone
- Not pushing, kicking, fighting or play-fighting
- Walking at all times in the building
- Following directions from teachers and adults
- Not throwing rocks, snowballs, sticks, walnuts, or other items
- **BULLYING WILL NOT BE TOLERATED**

### ***Respect property by...***

- Keeping all areas of the school neat and orderly
- Using materials in ways that don't waste, litter, or damage

## Rules and Expectations

***In an effort to maximize learning, ensure safety, and promote the general school day, the following expectations are followed.***

**When addressing adults or being addressed by an adult, students will practice formal registry by**

**answering in complete sentences, replying yes and no ma'am or sir, etc.**

### **Halls**

- Walk in an orderly manner at all times and face the front. Teachers are present with their class in the hallways at all times.
- Remove hats and hoods when entering the building.
- Keep hands and feet to yourself.
- Sidewalks that lead to portables are considered hallways.
- Between 7:50 a.m. and 2:50 p.m., the hallways become "quiet zones." As a general rule, there is no talking in the hallways.

### **Bathrooms**

- Talk quietly.
- Please flush.
- Wash hands after using the bathroom.
- Dry hands with no more than two paper towels. Put trash in trashcans.
- Help keep our bathrooms clean and neat. If you see trash on the floor, pick it up and throw it away.
- Safety at all times (no hanging on sinks, standing on toilets, or climbing).
- Return to class promptly.

### **Bus Duty**

- Sit in area quietly.
- If students are eating breakfast, put belongings down and go immediately to cafeteria.
- Bus riders will go to their assigned area and sit quietly until 7:45 when they will be released in groups to go to their homerooms.
- Students must go to designated bus duty area and then get permission to go to the restroom.
- Respect other people's belongings. Students should not disturb, pilfer, or take others property.

### **Related Arts** (Gym, Library, & Music)

- Enter room quietly and sit in assigned area.
- Respect school property and property of others.
- Please go to the restroom before coming to the related arts class.

## Bus Riders

- Please review the Bus Rules posted in the parent section of our school website.

## Cafeteria

- Enter the cafeteria walking—quietly and orderly.
- Demonstrate courtesy while in the cafeteria.
- Talk using calm, quiet voices with your neighbors.
- Keep your table area clean.
- Wait quietly at designated spot for your teacher.
- Students will practice using good table manners.
- Students will raise their hands if they need assistance.
- Students will remain in their seats until given permission.
- **NO** carbonated beverages (soft drinks) are allowed at school.
- **NO** fast food is allowed in the cafeteria.
- Do not trade/share food.

## Playground

- Walk quietly, in-line, to the playground. The playground begins when students have passed all portable classrooms. The halls are designated as quiet zones.
- Enter and exit the building at assigned exits.
- RESPECT NATURE
- Follow all safety rules for playground equipment.
- Only playground balls and frisbees should be thrown.
- Good sportsmanship should be displayed in all activities.
- When entering and exiting the building for bathroom trips during recess, students will be quiet in the halls and be prompt in returning to the playground.

## CHEWING GUM IS NOT ALLOWED AT SCHOOL

## TOYS

Skateboards, roller blades, Heelys (shoes with wheels), hard balls and bats, iPods, iPads or **toys of any kind** are not allowed at school. The school is not responsible for personal items that are lost or broken.

## CELL PHONES and/or OTHER COMMUNICATION DEVICES

These devices may not be used at school without school personnel permission. If you have a cell phone or other device at school, and it is used inappropriately, it can be taken up.

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

According to Tennessee Law, North Coffee has developed a plan to handle inappropriate behaviors including bullying.

The faculty and staff are committed to providing a safe, orderly environment where students can learn. The school system's counseling staff will meet with all homerooms during the first month of school to discuss bullying and the appropriate responses to people who bully. Teachers will discuss and answer questions to ensure all students are familiar with the consequences.

Teachers will be responsible for recording students' inappropriate behavior. No student will be disciplined from the office without proper record keeping. Any situation that is brought to the office must have proper documentation.

## PARENT-TEACHER COMMUNICATION

### CONFERENCES

Open House and Parent-Teacher conferences are an opportunity to meet your child's teacher, discuss academic strengths and weaknesses, and help develop a plan for educational progress. Parent-Teacher Conference is scheduled county-wide. If at any time you have questions or concerns about your child please call the main office to leave a message or schedule an appointment.

### TO SCHEDULE A MEETING

When you need to meet with a teacher, instructional coordinator or principal, please make an appointment through the school secretary. We will schedule appointments during teacher planning times, before and after school. When your child is absent, and you need to arrange for pickup of assignments, please allow us time to gather the



assignments. If you come to the office without calling, you may have to wait. Your cooperation in these matters allows us to maintain our focus on teaching and learning during the school day.

## TEACHER QUALIFICATION

Parents may request information about the qualification of teachers and paraprofessionals who instruct their child.

Parents of students in Title I schools receive notification if a district employs a teacher for four or more consecutive weeks who does not meet the highly qualified requirements.

The teaching staff at North Coffee is 100% highly qualified by state requirements.

## COMMUNICATION TOOLS

**Student Agendas** – signed and checked daily  
**Monthly School Calendars** – send home on last Friday of each month.

**Class Dojo** – messages sent from teachers as needed. Parents can reply directly to teachers.

**Notices** – sent home to inform you.

**Friday Folders** – sent home on Fridays or at the last school day of the week. Please check for important information and work for the week. Parent signature is required.

## SCHOOL WORK AND HOMEWORK

Just as parents have job-related responsibilities; students have school-related responsibilities. Being prepared for class, having a good respectful attitude and being on time are only the beginning. Students must complete schoolwork and homework. North Coffee teachers strive to engage students in meaningful activities that broaden knowledge, promote social skills and raise self-esteem. Grades are based on written and oral responses. Completing work is one way teachers measure progress. Part of maturing is understanding that work, whether we want to or not, must be completed. *The student's "paycheck" is a report card.* We understand children need to run, play, and be involved in different activities after the school day ends.

### **Homework will be for:**

- practicing concepts that have already been taught in school
- **READING (should be a daily practice)**
- reviewing for tests
- preparing projects

North Coffee's general guidelines will be for no more than one hour of homework per night. Realize though that wasting time during the school day decreases productivity and more time may be required at home to complete work.

## MONEY SENT TO SCHOOL

All money sent to school **must** be in a sealed envelope. The envelope should have the child's name, teacher's name, amount of money and purpose written on the envelope. Please separate payments for different items into different envelopes.

## PROGRESS REPORTS AND REPORT CARDS

Many efforts are made to continuously communicate student progress to parents such as Friday Folders, Student Agendas, and phone calls. Midway through each nine weeks, a progress report is sent home, and then at the end of each nine weeks, a report card. Please, do not hesitate to call or email your child's teacher if you have any questions or concerns about your child's grades and/or behavior.

## GRADING SCALE

### Kindergarten – 2<sup>nd</sup> Grade

- 4 – Exceeding the grade level standard
- 3 – Meeting the grade level standard
- 2 – Progressing toward the standard
- 1 – Beginning to develop the standard

### 3<sup>rd</sup> through 5<sup>th</sup> grade

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

Parents of students in grades 3<sup>rd</sup> – 5<sup>th</sup> can view grades on assignments in ParentVUE.

## HONOR ROLL LISTS

### GOLD HONOR ROLL

All A's – 90-100

All subjects: English/Language Arts, Math, Science and Social Studies

*Citizenship/Behavior – must be 90 or above*

### SILVER HONOR ROLL

All A's with only 1 B (A=90-100 & B=80-89)

All subjects: English/Language Arts, Math, Science and Social Studies

*Citizenship/Behavior – must be 90 or above*

### BRONZE HONOR ROLL

All A's and/or B's (no grade below 80)

All subjects: English/Language Arts, Math, Science, Social Studies and Citizenship/Behavior

## SCHOOL COUNSELING PROGRAM

The school counseling program is for ALL students. The counselor conducts individual counseling, small group counseling, and consultation with teachers and parents. Classroom guidance lessons are taught monthly to all students. In addition, responsive services are provided. Students may refer themselves for counseling. Parents and teachers may refer students as well.

## SPECIAL EDUCATION PROGRAMS

For a student to receive Special Education Services, state guidelines must be met in the areas of academics, health (physical, orthopedic), behavior, and/or speech language. Typically this includes one or more of the following: parent and teacher surveys, language evaluations, IQ testing, academic testing, and physician diagnosis and statement. Services require parent permission and participation in an IEP meeting.

## INTERVENTION

Intervention is a school-wide, general education process by which teachers gather objective data to document students' academic progress and provide

additional high-quality, researched-based instruction in reading and math. All teachers, (general education, special education, related arts and paraprofessionals) may be used to provide intervention at any point during the school year. Student progress is monitored weekly. If a student is underachieving, parents will be kept informed and involved in student progress.

## LIBRARY MEDIA CENTER

*The mission of the North Coffee Library Media Center is to assist students, faculty, staff and members of the community to become effective users of information and to foster the love of reading.*

### Checkout Policy

- Kindergarten and 1st grade students are allowed to check out one book at a time.
- Grades 2 - 5 may check out two books at a time.
- Library cards are issued to all students with library numbers and "just right" reading levels listed.
- Books are checked out to students on a 10 school days loan. If students have overdue books or fines, they will not be allowed to check out any other books or materials. Library books should be brought to school daily and always brought to library class.

### Book Fairs

Book Fairs are major fundraisers for our Library Media Center. Book Fairs also celebrate the value of reading. Our themed Book Fairs are at least twice a year. We have events such as Family Night, Grandparent's Day, Donuts for Dads, and Muffins for Moms, just to name a few.

## TECHNOLOGY

*The vision and mission of the North Coffee Technology Program is to develop and deliver high quality learning opportunities, to improve learning, enhance economic competitiveness, and strengthen citizen participation.*

At North Coffee, Chromebooks are available in 3<sup>rd</sup>-5<sup>th</sup> grade and iPads are available K-2<sup>nd</sup> grade. These devices are used to implement educational software programs, and for Internet access. Students are monitored during this time. There will be consequences for viewing inappropriate websites, sharing usernames/accounts, and other misuse of technology. Technology is governed by a student responsible use policy included in this handbook.

## MUSIC

Children will learn to appreciate music through participation and creation. All students will participate in singing songs, creative movement, playing instruments and listening for enjoyment. Second, third, fourth, and fifth graders will learn to play the ukulele. Grade level programs and recorder concerts are a part of the music program.

## PHYSICAL EDUCATION

Physical Education provides experiences that guide students in the process of becoming physically active for a lifetime. The physically educated person demonstrates competency in movement forms, applies movement concepts, exhibits a physically active lifestyle, and understands that activity provides opportunities for enjoyment, challenge, self-expression, and social interaction.

## CAFETERIA

As we are able, we will invite guests to eat lunch with students for special events throughout the school year. On all other days, for the health and safety of everyone at our school, we will not have outside visitors in the cafeteria. We appreciate your understanding and look forward to seeing you when invitations are sent home.

When you do attend a special lunch, please say goodbye to students at the end of lunch and do not go to the classroom.

All posted student rules must be followed. Electronic devices are not allowed in the cafeteria.

**Fast food and carbonated beverages are not allowed in the cafeteria.**

## FOOD ALLERGIES

**Please notify the school of all food allergies.** A doctor's statement is necessary for the cafeteria manager to accommodate the food substitutions.

## Meal Prices 2024-2025

<b>Breakfast</b>	<b>Prices</b>
Student	\$1.25
Student Reduced	\$0.30
Adult Visitor	\$2.00
<b>Lunch</b>	<b>Prices</b>
Student	\$2.25
Student Reduced	\$0.40
Adult Visitor	\$3.75
<b>A la cart Items</b>	<b>Prices</b>
Milk	\$0.45
Ice Cream	\$0.65
Snacks	\$0.50

## FOOD SERVICE CHARGE POLICY

### Breakfast:

- In all schools, up to five days of breakfast may be charged.

### 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 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.**

## SNACKS

Due to a national level of concern about childhood obesity, we at North Coffee want to do our part in encouraging good health. During the school year, students may bring snacks. By definition, snack means a small amount of food. *WATER will be the only drink allowed during snack.*

## BIRTHDAY PARTIES

School birthday celebrations are limited to the child bringing individual treats for the class. Any celebration or party invitation distribution must be approved by the teacher prior to bringing them to school. Invitations may be distributed only if the whole class receives one, or if all the boys or all the girls in the class receive one. ***Names, addresses and phone numbers should not be requested from the teacher.***

## LOST AND FOUND

Please write your child's name in all jackets, coats, and on backpacks to help eliminate lost belongings. Please send a note to your child's teacher if items are lost. **We will hold items for two weeks, after that time these items will be donated to a charitable organization.**

## MEDICATION AT SCHOOL

Students cannot bring medicine (this includes all over the counter medication, including cough drops) to school on the bus.

**PARENTS must bring medicine to the office.**

All medicine must be in a container appropriately labeled by the pharmacy or physician with the date, child's name, dosage, and time intervals.

Parents must sign a "Medication Authorization Form" for medication to be administered by school personnel. A doctor's order, which includes the doctor's signature, must also be provided to the school. Parents should come to school to obtain and fill out the appropriate forms.

## ASBESTOS INSPECTION RESULTS

To: Parents and Students of Coffee County Schools  
From: Director of Schools

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 the Deputy Director of Schools at 723-5150.

# **North Coffee Elementary School-Parent-Student Compact 2024-2025**

Our annual compact offers ways we can work together and help our students succeed and maintain a partnership to share responsibility for supporting your child's learning. We value your role in helping your child achieve high academic standards. The following is an outline of some ways that we can build and maintain a partnership to share responsibility for supporting your child's learning.

## ***School's Responsibility:***

- Provide high quality curriculum and learning materials that enable children to meet state's student academic achievement standards and school goals.
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
  - annual parent-teacher conferences
  - mid nine-week academic progress reports and quarterly report cards
  - reasonable access to staff, opportunities to volunteer, and observe classroom activities

## ***Parent's Responsibility:***

- Ensure your child attends school on time and regularly
- Encourage your child to show positive school behavior
- Review your child's homework and offer assistance when needed
- Sign agendas, progress reports, and report cards
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.
- Monitor child's time at home – television/computer/electronic device time
- Encourage positive use of your child's extracurricular activities
- Volunteer in your child's school or classroom if time or schedule permits

## ***Student's Responsibility:***

- Come to school prepared
- Complete and return homework.
- Ask for help when needed.
- Provide parents with all notices and information received from school
- Be responsible and respectful

Visit the Coffee County Schools website at [www.coffeecountyschools.com](http://www.coffeecountyschools.com) or North Coffee's website at [northcoffee.coffeecountyschools.com](http://northcoffee.coffeecountyschools.com) for school information.

# Parent and North Coffee Elementary Parent and Family Engagement Plan 2023-2024

*We value the role of parents in our school. A positive, active parent/community involvement program is essential if our school and parents are to maintain mutual confidence and respect and work together to reach our goals of high academic standards for all students. We strive to build and maintain a partnership that allows us to share the responsibility of ensuring that our students are safe and cared for and for meeting each child's individual academic needs.*

The faculty and staff at North Coffee Elementary encourages and has established expectations for the involvement of parents, both as individuals and as groups, to act as advisors and resource people in the following ways:

1. with specific talents to complement and extend the instructional services of the classroom teacher
2. to serve as advisors on curriculum development projects
3. to express ideas and concerns by responding to surveys and other information gathering devices
4. be actively involved in parent-teacher conferences
5. communicate daily with classroom teachers through student agendas

To ensure our parents have an adequate opportunity to participate in planning, designing and implementing the Title I Parent and Family Engagement, the school shall:

- A. Notify parents of the policy in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. Handouts will be provided in student agendas.
- B. Make our plan available to the local community and update it periodically to meet the ever-changing needs of our parents and our school.
- C. Plan and hold an Annual Title I Family Engagement meeting during the fall semester, inviting all parents/guardians to explain the program, its requirements, activities, and parental rights available under Title I. Invitations and notification of the event will be advertised through social media, ClassDojo, school website, and personal flyers sent home with students.
- D. Provide opportunities for regular and flexible meetings with parents to formulate parental input into the program. Opportunities are as follows:
  - Annual Parent Teacher Conferences (3:00 p.m. – 9:00 p.m.)
  - Annual Title I Family Engagement Meeting - held in August
  - Individual conferences before, during and after school relating to the individual child's education
  - Monthly Parent-Teacher Organization meetings that are open to all parents which are held at different times throughout the school year.
  - Make-up PTC meetings starting as early as 7:00 a.m. and as late as 5:00 p.m. or during the school day at the teacher's planning time, as requested by parents
  - Parent Advisory Committee meetings
- E. Annually assess, in an organized, ongoing and timely way, the effectiveness of the parent and family engagement program and determine what actions need to be taken, if any, to increase parental participation.
- F. Organized, systematic, ongoing, informed and timely consultation/information in the planning, review, and improvement of parent involvement to decisions about the program:
  - Newsletter, Monthly calendar of events, Updated school website
  - PTO Meeting
  - School wide memos
  - Title I parent survey
  - School agendas with policies, procedures, requirements, important dates, grading scale, homework assignments, daily review, and signature of parent required

- G. Provide parents a description and explanation of the curriculum in use at the school, forms of academic assessment, expected proficiency levels via beginning of the year parent memos and the district and school websites. Grade level parent meetings will be held in August.
- H. Provide reasonable support for parent involvement activities as parents may request to participate and to make suggestions in decisions relating to the education of their children in the following ways:
- Parent-Teacher conferences
  - PTO meetings
  - ePlan meetings
  - Informational meetings
  - IEP meetings
- I. Provide a process to submit parent comments on the school wide program (ePlan) if it is not satisfactory to the parents when the school makes the plan available to the district/LEA.
- J. Regularly provide parents with reports and explanations of their child's progress.
- Mid-term progress reports
  - Daily agenda
  - Nine-week report card
  - Individual teacher reports
  - Aims Web, Progress monitoring and TNReady results
- K. Provide materials and training to help parents work with their children to improve their achievement. Keep parents up to date using informational newsletters, and other informational literature available at North Coffee.
- L. Provide opportunities for the staff and parents to work together to implement and coordinate parent programs and build ties between parents and school such as:
- PTO meetings
  - School and teacher web pages
  - Teacher email
  - Class Dojo
  - Monthly school calendar
  - Title I parent surveys
  - School agendas containing policies, procedures, requirements, important dates, discipline plan, grading scale, homework assignments, daily review feedback, parent/teacher/student compact
- M. Coordinate, to the extent practical, parental involvement activities and strategies under other programs including our Preschool Program and the afterschool Excellence Program. N. 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 including: Newsletters and literature in Spanish, as is needed, School calendar, Student agenda, Meeting information
- O. Provide reasonable support for parent involvement activities per parent request. P. Provide, to the extent practical, full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory children any school information they need, including school reports, in a language parents understand. (ESL personnel available when needed)

*\*\*\* Parents who are unsatisfied with the school program need to submit, in writing, comments to the principal. Comments will be forwarded to the district office at the designated time of plan submission. \*\*\**



## COFFEE COUNTY BOARD OF EDUCATION

*Adam Clark, Principal*  
6790 Murfreesboro Highway  
Manchester, Tennessee 37355  
Telephone (931) 723-5183  
Facsimile (931) 723-3230  
e-mail – [clarka@k12coffee.net](mailto:clarka@k12coffee.net)

### PARENT MEMO

Fall, 2024

Please be advised of the following:

- North Coffee Elementary School is eligible for Title I, Part A and Title III services during the 2024-25 school year. North Coffee will continue as a Title I School-wide School during 2024-25.
- Professional qualifications of classroom teacher(s) and paraprofessionals at North Coffee Elementary School may be requested by any parent.
- Parents of students at North 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.
- Tennessee law does not include an option to opt out of state-mandated assessments.
- Annual state and local assessment information can be found at the school district website, [www.coffeecountyschools.com](http://www.coffeecountyschools.com), under "Parent Info".
- For information regarding your child's school state Report Card, you may visit <https://tdepublicschools.ondemand.sas.com/>.
- If you have any questions or need additional information, please call Mr. Adam Clark, Principal, at (931) 723-5183 or visit [www.coffeecountyschools.com](http://www.coffeecountyschools.com).



**Coffee County School System Technology  
Responsible Use and Internet Safety Policy (RUP)  
rev.2024 Board Approved**

The Coffee County School System (CCSS) provides students and staff with access to computers, network systems, and other technology equipment to support educators in delivering effective instruction. 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 and staff are responsible for using the systems for educational purposes, respecting other users, and complying with 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 and staff 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.

The board intends that students and staff benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the district establishes this policy to govern student and staff use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

All students and staff must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students, student's legal guardians and staff must sign a statement or consent by digital acknowledgement indicating that they understand and will strictly comply with these requirements.

**Consequences**

Violations of this policy may result in disciplinary action up to and including revocation of user privileges, suspension, expulsion, termination (staff) and when applicable the involvement of appropriate law enforcement.

**TECHNOLOGY RESOURCES**

Technology equipment provided by the schools is the property of CCSS and is intended to be used by staff and students for educational purposes consistent with the goals of the school district. The use of school district technological resources, including access to the Internet, is a privilege, not a right. 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, users of district technology should have no expectation of privacy when using school networks or technology equipment. Additionally, users may not store personal files or data, install or remove software, modify system settings, perform maintenance or upgrades or otherwise alter existing systems without the express approval of a supervising CCSS Technology or approved CCSS representative. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

Users enrolled in classes that teach game design or theory may follow the curriculum of their respective courses to create games. Users enrolled in computer classes teaching network design or maintenance may, with the assistance of their instructor, create programs as required by the course curriculum.

Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking". Using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts will be subject to disciplinary action. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

Employees and students who are issued district owned and maintained equipment must follow these guidelines.

- Keep the equipment secure and in good working order.
- Use a protective case at all times. If not using a case, make sure that it is protected during transit.
- Do not remove, cover, obscure, or deface any portion of the District asset tag nor any other labels placed on the device by district personnel.
- Do not loan out the equipment, charger, or cords.
- Do not leave the equipment in your vehicle
- Do not leave the equipment unattended.
- Do not eat or drink while using the equipment or have food or drinks in close proximity to the equipment.
- Do not allow pets near the equipment.
- Do not place the equipment on the floor or on a sitting area such as a chair or couch.
- Do not leave the equipment near table or desk edges.
- Do not stack objects on top of the equipment.
- Do not leave the equipment outside.
- Do not use the equipment near water such as a pool.
- It is up to the user to back up data and other important files regularly. CCSS will at times perform maintenance on the equipment by imaging. All files not backed up to server/cloud storage space or other storage devices will be deleted during this process.
- Do not check the equipment as luggage at the airport. It is usually advisable to carry any district owned equipment on board with you rather than checking it as luggage.

## **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. Users 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 filtering measures by any means including such items as proxies or VPNs, or otherwise compromise the integrity of the network will be subject to disciplinary action. This includes use of personal devices on the network.

## **INTERNET ACCESS**

CCSS provides filtered internet access for educational and administrative purposes. In providing this access, 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 and impossible to predict with certainty what information on the Internet students may access or obtain. 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. Anyone who attempts 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. The district is not responsible for content accessed by users who connect to the Internet via their personal mobile telephone technology services (e.g., 4G, 5G service).

Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.

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

- Pornography
- Gambling
- Storing, sharing, streaming or possession of copyrighted material
- Use of network for commercial purposes (Buying and selling for personal gain)
- Harassment, insulting, defaming or attacking others (Cyber Bullying)
- Illegal Activities

- Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- Hacking or obtaining access to unauthorized systems
- Obscene Language
- Trespassing in other's files or folders
- Using another person's 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 (including personal devices)
- Plagiarism of Internet resources

No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. Users should be aware that possession/transmission of nude, or partially nude, images of a minor constitutes possession/transmission of child pornography. Should such activity be discovered by district personnel, the district must notify law enforcement personnel. All users must comply with policy 5.500 – Discrimination/Harassment of Employees (sexual, Racial, Ethnic, Religious) and 6.304 Student Discrimination/Harassment and Bullying/Intimidation when using school district technology.

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). CCSS provides robust digital resources for classroom instruction that have been found to meet the Federal Trade Commission's (FTC) regulations in regard to the Child Online Privacy Protection Act (COPPA).

In accordance with the Board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary (i.e., when parental consent is needed by a site to meet CIPA or COPPA requirements) to create and manage such third-party accounts. Parents will provide this by signing or electronic acknowledgement of the CCSS Digital Learning Content Parental Consent Form included in this document. Teachers will reference the CCSS Approved Digital Resource List or receive approval from Technology when using any resource that requires Protected Personal Information (PPI) student data and to make sure that it is COPPA compliant.

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 has been assigned for any particular service. The District technology staff has the right to remove any unauthorized or unlicensed software or media content, restrict the use/listening /watching of streaming media to preserve District bandwidth or to adhere to copyright laws. The district may restrict the use of games for students and staff with the exception of educational software that have been approved by the district.

The Board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel. Parents will provide consent by signing or electronic acknowledgement of this RUP with the form provided at the end of this RUP.

Parents have the right to request a review of web resources used within the school to ensure they meet accessibility standards and align with inclusive practices. Requests for review for any reason should be submitted in writing to the student's school administration, specifying the particular web resource in question.

The school will respond to parental requests for review within a reasonable timeframe and provide feedback on the steps taken or to be taken to address any identified accessibility issues.

### **EMAIL AND DOCUMENT ACCOUNTS**

CCSS has partnered with Google to provide email, online accounts and digital services. This service is in full compliance with the provisions of The Children's Online Privacy Protection Act (COPPA). COPPA applies to PPI about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. No personally identifiable information is revealed to users outside Coffee County Schools. Student usage and disclosure of PPI is covered in other sections of this document.

Users shall not use passwords or user IDs for any data system for an unauthorized or improper purpose. All users, other than members of the Instructional Technology team, are prohibited from using another individual's ID or password.

Email accounts will be issued to staff and appropriate students. Email accounts should be protected with strong passwords. Email accounts should not be shared with others. All emails are archived per CCSS policy. Anyone sharing his or her accounts or using anyone's account without permission of the Director of Schools or the Director of Technology may be subject to disciplinary action up to and including suspension, expulsion, termination (staff) and, when applicable, the involvement of appropriate law enforcement. Students and staff will NOT use a k12coffee.net account to sign into personal accounts (banking or gaming sites for instance) or any other service that is not for the explicit use for Coffee County Schools and such service is approved by the district technology. In other words, do not use "Sign In With Google" for any personal site or a service unless it is educational and approved by the district.

Student emails are filtered by the district and only allow communication with the k12coffee.net domain accounts with the exception of an allowed list of addresses. District personnel are able to see all messages sent to or from any student account, but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation). Staff emails can be accessed only by request of the Director of Schools. Any abuse of the service (bullying, profanity and other violations stated by this RUP) may result in access of the service removed and users may be subject to disciplinary action. Under no circumstances should teachers or staff email a student using ANY account (for either party) other than those provided by the district. Specifically, teachers/staff should never email a student's personal email account and a teacher/staff member should never reveal their personal email address to a student. Should a student discover a teacher/staff member's personal email address and send mail to it, the message(s) should immediately be forwarded to the staff member's supervisor AND the district I.T. Network Administrator. To make this policy clear, ALL email between staff/teachers and students should be sent from AND to accounts that end with "k12coffee.net." Any other email correspondence between staff members and students is expressly prohibited. The reasons for this practice are extensive. The primary reason is to protect both the student and the staff member. If staff and students are using accounts other than those provided by the district, the district has no way to monitor and archive those messages.

### **Staff and Security Training**

All adults that use k12coffee.net accounts are required to participate in email and network cybersecurity training and immediately report to the Director of Technology any perceived security event. If problems arise using district supplied accounts, district IT personnel should be notified immediately to resolve the issue.

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

Students are not allowed to participate in chat rooms, newsgroups, social networks or e-mail not provided by CCSS using the CCSS network. Any circumvention or violation of this policy may result in disciplinary action. Teachers may request that students be allowed access to these resources, 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.

## Professional Use of Social Media for Staff

1. CCSS employees should treat professional social media and communication like a professional workplace. The same standards expected in CCSS professional settings are expected on professional social media sites.
2. All professional social media accounts will be associated with district provided and/or managed login credentials and privacy settings.
3. Users that establish a username and password for any CCSS approved social media/online subscription for use by a school or classroom shall provide the username and password to building administration and administer the resource as any other professional social media.
4. All social media tools must be vetted by the district prior to use by a CCSS employee and/or student.
5. Employees using professional social media have no expectation of privacy with regard to their use of district social media accounts.
6. Employees are responsible for protecting confidential information or PPI. No personally identifiable student information may be posted on professional social media sites, including student photographs, without consent of the students' parents/guardians. Use of student images and/or information is addressed later in the RUP. Employees should carefully abide by the provisions of that section of this policy.
7. Employees have an individual responsibility to understand the rules of the social media being used and act to ensure the safety of students. Employees are responsible for reporting use of social media not adhering to this agreement to building administration.
8. Employees are expected to use the TAP principle (Transparent, Accessible, Professional) in all social media usage.

## Personal use of Social Media

1. The district recognizes that during non-work hours employees and students may participate in online social media. Employees should keep in mind that information produced, shared, and retrieved by them may be subject to district policies and is a reflection of the school community.
2. The personal social media presence should utilize the employee's personal email address and not his/her k12coffee account and should be completely separate from any professional social media presence.
3. CCSS employees should not communicate with students who are currently enrolled in CCSS schools on personal social media sites with the exception of a relative. If a staff member receives a request from a current CCSS student to connect or communicate through a personal social media site, he or she should refuse the request.

## **WEBSITES**

The Director of Schools may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos, or trademarks without permission.

### Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 6.300 series). Any device connected to the district network may be monitored by district personnel.

### Employees

Employees' personal websites are subject to policy 4.406, Use of the Internet

### Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line social networking

profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

### Cyberbullying

1. Cyberbullying will not be tolerated. Harassing, disrespectful comments, or comments which could be reasonably construed to incite an argument or are intended to belittle another person, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.
2. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### Usage of student images (photos and/or videos)

1. The CCSS encourages students to become active participants in their education. As a result, we may publish photos and/or videos of students on web resources controlled by the district, as well as print media such as district
2. publications and programs. Note: consent to use student photos and/or videos is assumed by the district unless the parent/guardian opts out in accordance with option 2 below.
3. Note: To opt out of the district using the student's image and name, a guardian must provide written notification to the principal at your student's school that you do not give consent for images of your student to be used in district resources and print media. Acknowledgement of this procedure is included in the RUP Acknowledgement form included in this RUP. Please be aware that teachers' district social media accounts are considered "district resources" for the purpose of this RUP.

## **DOCUMENTS, FILES and SOFTWARE**

Students and staff should not alter, copy, move or delete any files, or access any file that they do not have permission to access. Programs, games, media or other files shall not be downloaded and installed on any CCSS computer system without the supervision and permission of CCSS technology department.

### Google Drive

Staff and appropriate groups of students will have access to Google drive for storing school related documents. Files and content that is stored in Google Drive will adhere to all of the policies of this RUP.

Under no circumstance may software purchased by the school district be copied for personal use.

Users must back up locally stored (not on the district network or Google Drive) data and other important files regularly. It is the responsibility of the user to ensure that their files are backed up. District IT staff can assist any user needing help with this process.

## **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, staff and 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.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network using personal devices or the Internet using school district resources must comply with the policies of this RUP. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Furthermore, all students must adhere to the CCSS Guidelines as set forth in the Student Code of Conduct. All students must be trained about appropriate on-line behavior as provided in policy 4.406, Use of the Internet.

Because some incidental and occasional personal use by employees is inevitable, the district permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business, and is not otherwise prohibited by board policy or procedure.

## **Artificial Intelligence (AI)**

### **Privacy & Security**

AI systems should be used in ways that respect the privacy or sensitive information of oneself or others. AI systems should not be used to access or share private or sensitive information about oneself or others, or include PPI in AI prompts. Users should not send or use in a prompt anyone's personal information like addresses, birthdays, phone numbers, or anything else that might be used to identify you or someone else to an AI tool. Staff should monitor student use to ensure that student data is not shared and appropriate consent and safeguards are in place to protect sensitive information. The use of AI tools must be in compliance with the resource's Terms of Service and the Children's Online Privacy Protection Act (COPPA). All AI tools used with students must also meet Family Education Right to Privacy Act (FERPA) requirements, allowing for parental control of student data.

### **Ethical Use**

#### **Staff**

All staff are expected to model ethical behavior when using AI tools with students. Staff are responsible for accuracy (i.e. potential biases or limitations) and appropriateness of AI or other technology used. If AI generated work is utilized, including AI generated communication to stakeholders and preparation or presentation of lesson content, staff should use the proper citation of the source. Staff must adhere to the CCSS Artificial Intelligence (AI) Policy.

#### **Students**

AI tools that are used by students should be used in ways that support learning, rather than ways that encourage academic dishonesty, such as plagiarism or cheating. Submitting AI generated work that you represent as your own will be considered academic dishonesty. When AI generated work is utilized, students should cite the source properly.

Students should not use AI tools without the express permission of the teacher.

Staff and students must adhere to the CCSS Artificial Intelligence (AI) Policy. Students should not use AI, or other technology, to generate anything that disrupts or disparages the District or any individual or group of people. The use of AI tools must be in compliance with the resource's Terms of Service.

#### **Analyzing AI**

Staff and Students should evaluate anything generated by AI for accuracy and appropriateness. All users should verify the information provided by AI or other technology resources and consider potential biases or limitations. Users will need to be careful of misinformation (something that is wrong) and disinformation (something that is wrong on purpose) in anything that is created with these tools. Identifying the difference between what is true and what is not becomes even more important when using AI tools.

#### **Digital Well-Being**

Staff and students should use AI tools and other technology thoughtfully to maintain a healthy balance with technology use in the educational process. AI systems might lack empathy and emotional intelligence and/or provide misleading or inaccurate information; therefore, staff should take into consideration the impact on student well-being when using AI, or any other technology.

## Reporting Concerns

If staff or students identify potential biases or issues with AI systems or notice unethical or inappropriate use of AI, they should report their concerns to school administrators or teachers.

## **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. This includes the loss of data, interruption of services, and access to inappropriate content online.

## **INTERNET SAFETY**

It is the policy (4.406) of Coffee County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements.

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

### **Internet Training to Students**

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

### **Supervision and Monitoring**

All members of the Coffee County School System staff are responsible 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. Appropriate personnel 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 may 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 may 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.