

# DEERFIELD ELEMENTARY SCHOOL STUDENT HANDBOOK 2023/2024



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Manchester, TN 37355  
(931) 570-2652

Mrs. Lia Parsley  
Principal

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Assistant Principal/Instructional Coordinator

## Mission Statement

The mission of Deerfield Elementary School is to Build Understanding, Caring, and Knowledgeable Students.



## Deerfield Elementary School

Dear Parent/Guardians:

Welcome to a new school year and a special welcome to all students and families that are new to the Deerfield Elementary School Community. A new school year is a time of excitement and nervous anticipation for students, parents, teachers and all school staff. My name is Lia Parsley, I am the principal of Deerfield Elementary School. I am excited to be your principal, and I will work hard to ensure that Deerfield continues to provide a warm, caring, and safe learning environment for our students. I am very excited to begin the 2023/2024 school year, and I anticipate that we will have a great year for our students.

The faculty, staff, and I believe all children can and want to learn, all children can attain success, and schools control the conditions that lead to successful learning. We will work hard to attain our mission to Build Understanding, Caring, and Knowledgeable Students. To make this a reality we spend countless hours in planning, training, and preparing. However, it takes parents and teachers working together to provide the best education for our students. I encourage you to be active in this learning process by monitoring your child's progress, volunteering, and attending school functions.

I ask that you carefully read the Deerfield Student Handbook. You will find answers for many questions that you might have. I encourage you to call the school at any time if you have a question or concern. I look forward to this exciting year, and I hope to see you often at Deerfield Elementary School.

Thank You,

Lia Parsley  
Principal

# 2023/2024 Student Handbook

## Student Placement

Much time has been spent on balancing classes in K-5 to accommodate student needs. Please do not ask for changes. We have an excellent, highly qualified staff, and your child will receive a quality education in any classroom at Deerfield Elementary.

## Student Attendance

Students are expected to be in school every day, all day long, and on time. Good attendance is very beneficial to your child's educational well-being. **The school day starts at 7:50am and ends at 2:50pm.** Students arriving late or leaving early must be **checked in/out by a parent or guardian** through the Main Office. Students who arrive after 7:50 are counted as tardy.

When students are absent, we request parents call the school. When the child returns to school, parents are required to send a note to the teacher stating the reason for the absence in order for the absence to be excused. When a student is absent, if we do not receive a parent phone call, the teacher or school counselor will call to check on the student. **Only 5 days per YEAR may be excused with a parent note;** all other absences will require a doctor's excuse. The building attendance coordinator will meet with the parent in person or by phone conference before the truancy board. For excessive absences parents will be contacted by letter requiring a parent response and possible appearance before the truancy board. This enables us to be in compliance with the state mandated attendance policy.

### **Student Drop-Off/ Student Pick-Up**

Staff members are at school each morning to monitor students beginning at 7:00 a.m. **No student is to be dropped off before 7:00 a.m.** Students are to be dropped off at the **front** entrance of the school between 7:00 a.m. and 7:50 a.m. **After 7:50, you will need to come inside with your child and sign him or her in for the day in the office.**

Car riders must be picked up in the afternoon **in the car rider line** at the back of the building beginning at 2:50. Parents should wait in their cars for students to be brought to them. Please note that the teacher in charge will not let a child leave until they are certain that the child is leaving with the correct adult. Each car rider will be provided with 2 car tags. This tag must be in the front window of the vehicle in order to pick up the child. If this tag is not present, identification with a picture ID will be required. The student will be released once the office verifies the person is authorized to pick up the student. If there is any uncertainty, you will be asked to come to the office for identification purposes. Although this may be an inconvenience it is for the safety of your child. After identification has been verified, the child will be called to the office for pick-up. This procedure allows us to better account for our student's safety.

If your child is normally a bus rider and they will be a car rider for the day, we need **written notification**. Please send a note and let your child's teacher know that morning.

The bus loading area should stay free of automobiles for morning drop off and afternoon pick-up. Your cooperation is greatly appreciated. If your child is normally a car rider and is riding a bus, or going home with another student, **written notification** is required. This procedure confirms that the bus driver knows where the child is to be taken on their route. The parent/guardian and the principal must sign all notes. The principal may require the secretary to call the parent/guardian to verify any note regarding a change in how a student is to go home. . The secretary will keep a copy of all notes regarding student transportation.

Anyone who has permission to pick up your child **must** be listed on the **Emergency Contact List in Synergy's ParentVUE**. We will not release a child to anyone other than those listed. If a person not listed on the emergency contact list arrives to pick up a student, the person will be required to go to the front office. The secretary will call the parent or guardian and further security procedures will be taken. In the event of an illness or accident occurring during the school day, the parent/guardian will be notified by phone. **It is imperative that parents/guardians maintain updated records of emergency phone numbers in the school office.**

### **Early Dismissal and School Cancellation**

In the event school is dismissed early or canceled for bad weather or otherwise, it will be announced on radio station WMSR , 101.5 FM Manchester, Nashville TV channels 2, 4, and 5, and a Remind message will be sent.

### **Student Academics**

Parent Teacher Conferences facilitate a sharing of information and feedback for mutual understanding and educational planning between the home and the school. Conferences between parents and teachers are encouraged and welcomed. Because we value instructional time, these conferences will need to be scheduled in advance. There will be a fall Parent Teacher Conference scheduled each year. A letter will be sent to notify parents of the date and time for the conference.

Parents are encouraged to initiate a conference with the teacher or principal anytime during the school year in the best interest for the student. Please check with the school secretary to set up a date and time.

One of the most important functions as a school is to report student progress in a timely fashion. Parents are encouraged to keep in regular contact with the classroom teacher in order to stay informed of their child's progress. Teachers will send home student progress half way through each nine-week grading period with a progress report.

Report Cards will be given out at the end of each nine week period. The grades on report cards reflect the progress the student is making. Kindergarten through second grade will have a skills checklist type report card. Third through fifth grades will use the grading scale that is on each report card.

Each parent will have a username and password for ParentVUE, our online grading system through Synergy. You will be able to see grades as well as attendance once logged in. I encourage you to use this frequently to monitor your child's progress. Any questions can be directed to your child's classroom teacher.

Student academic growth and success will be recognized throughout the school year in various formats and an awards day will be held the last week of school. If your child is receiving an award at any time you will be contacted, so you can be present.

### **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.

### **Coffee County School Honor Roll Lists**

Gold Honor Roll:

- All A's (A = 90-100)
- In all core subjects: Reading/Language Arts, Mathematics, Science, Social Studies
- Citizenship must be 90 or above

Silver Honor Roll:

- All A's with only one B (B = 80 - 89)
- In all core subjects: Reading/Language Arts, Mathematics, Science, Social Studies,
- Citizenship must be 90 or above

Bronze Honor Roll:

- All A's and B's ( 80 or above)
- In all core subjects; Reading/Language Arts. Mathematics, Science, Social Studies
- Citizenship must be 90 or above

Bringing Up Grades Roll: (BUG ROLL)

- Students must bring up grades (at least 1 point) in at least 3 of the core subjects listed above without going down a letter grade in any one subject including citizenship
- Recognized the second, third, and fourth nine week grading periods

## **School Safety and Security**

Deerfield Elementary has a crisis plan to follow in case of an emergency situation or natural disaster. Throughout the year, drills will be conducted so that staff and students know what to do in case of an emergency or natural disaster. Should we have to evacuate the building to another location, any adult picking up a child will be expected to show a picture ID before a child will be released. No student will be released until given the clearance to do so by administration.

To better assist you and for the security of our students, all parents and visitors to our school must use the front entrance, sign in at the office, and receive a Visitor's Pass. Student Safety is a high priority of all school personnel.

Parents are encouraged to visit with teachers; however, to protect instructional time, we ask that these visits be by appointment and be during their planning time or after 3:15 p.m.

Parents /guardians are not permitted to go to the classroom to take or pick up their child. This is to protect the privacy rights of other children. Please wait in the office and your child will be called to the office. If you plan to check your child out early, please give the secretary a phone call. We will have your child ready to be signed out. A sign-in/ sign-out sheet in the office must be signed by a parent or guardian when a student is late in the morning or leaves early during school hours.

## **Weapons**

Our board policy prohibits bringing weapons of any kind into our school building or onto school property including on the bus. This includes weapons brought to school by parents, students, and guest speakers. Firearms of any variety are weapons and so are knives (including pocket knives) and martial arts weapons. Students may not bring toy weapons to school at any time.

## **Items Not Permitted**

Toys, electronic devices, audio players, nicotine. Only water in the original container is allowed. No energy drinks , gatorade, or soda of any kin is allowed.

Bartering or selling any item for profit by students for their own benefit is not permitted.

\*\*Per state law, students or parents may not sell any items during school hours; this would include for example, girl scout cookies, etc. This would have to occur 30 minutes before school begins or 30 minutes after school ends.

## **Deerfield Elementary Citizenship Policy**

The faculty and staff at Deerfield Elementary School are proud of our learning atmosphere. This year we want to recognize our students for positive behavior. To continue the tradition of our positive school atmosphere we have implemented the following citizenship program. We ask you as a parent/guardian to support us by encouraging positive behavior both at school and at home. If you have a concern about your child's citizenship grade, please notify the school. An appointment can be made with the teacher and the principal.

We believe all students can behave appropriately while at school and in class. All students' grades Kindergarten through 5<sup>th</sup> will be given a positive citizenship grade on their report card. Students will begin each 9 weeks with 100 points. Each time a student chooses to break a rule, the appropriate number of points will be deducted from 100 points. Points left at the end of the 9 weeks will be reported on your child's Report Card. This grade will apply to the honor roll the same as any other grade. Each nine-week period, students who have a citizenship grade of 98 or more will be placed on the citizenship roll and will be recognized at the Academic Pep Rally each quarter. **Any student grade K-5 with a citizenship grade below an 80 in the previous nine weeks or the current nine-week period may not be permitted to participate in school events or academic field trips during that nine-week period. Principal's discretion will also be a deciding factor on a case by case basis.**

It is important that we work together to ensure a positive educational atmosphere. Our faculty and staff are committed to providing a safe, orderly environment that is conducive to learning and where students feel safe. We have developed a plan to handle discipline and inappropriate behavior in a fair and timely manner. The following rules of discipline and consequences for inappropriate behavior at Deerfield Elementary have been established for the protection of all students. Students are expected to respect these rules and the people responsible for carrying them out. The teachers and staff need the support of all parents/guardians in promoting positive behavior and in helping our students learn to be responsible for his/her own actions. Please read and go over the following pages with your child/children.

### **Cafeteria Expectations:**

1. Enter and exit quietly. Talk in a quiet voice and talk only to the students at your table.
2. Stay in your seat until dismissed or given permission to get up
3. Raise your hand if you need help.
4. Do not throw food or any objects.
5. Lunch items such as food, straws, napkins, etc... are to remain in the cafeteria.
6. Be polite and respectful to the cafeteria staff.
7. Sharing of food is not allowed.



**Playground Safety Expectations:**

1. Swings
  - A. No standing up or Jumping out of swings
  - B. No pushing other students on the swings.
  - C. No climbing up poles.
  - D. No jumping out of swings.
  - E. No running underneath swings.
  - F. No twisting chains or side to side swinging.
2. Slides
  - A. Only one person goes down at a time.
  - B. Do not walk Up the slide.
3. Ladder Bars
  - A. Do not sit or stand on top of the ladder.
  - B. One person goes across at a time.
  - C. Do not pull, push, or tug on a person that is using the ladder.
4. General Rules
  - A. No tackle football.
  - B. No roughhousing.
  - C. No throwing rocks
  - D. No burying trash in the rocks

**Car Dismissal Expectations:**

1. There is to be no talking while names are being called for pickup.
2. If a student needs to return to their classroom, he/she will ask one of the adults for permission.

**Bus Dismissal Expectations:**

1. Walk quietly in the hallway and sit in the bus line.
2. There is to be no horseplay or getting out of the line during this time.
3. If a student needs to return to their classroom, he/she will ask the adult in charge of the bus line for permission.
4. Students will walk in an orderly line to their bus.
5. Students will follow directions of adults in charge.

### Citizenship Rules and Consequences

Talking without permission	1 point
Running in the building	1 point
Refusing to complete class work	2 points
<b>**Bringing items not permitted at school</b>	<b>2 points</b>
Trading and selling items at school	2 points
Cheating or lying	2 points
Throwing food or objects	3 points
Failure to carry out directives	3 points
Disrespectful to adults/peers	3 points
Disruptive classroom behavior	3 points
Keep hands and feet to yourself	4 points
Inappropriate language, gestures, touching, or objects	5 points
Theft of school or anyone's personal property	5 points
Destruction of school or anyone's property	5 points
Fighting/Assault	5 points/possible Suspension

**\*\* This does not include weapons or nicotine. Consequences for these items differ from other items not permitted at school.**

#### ***Disciplinary Options:***

1. Walk during recess
2. Lunch at an alternative location (location of office/table away from peers to be determined by the principal)
3. Alternative placement for the remainder of the school day
4. Teacher/schedule change
5. In School Detention
6. Loss of the privilege to participate in school activities/events or field trips
7. Out of School Suspension

**Continuation of unmodified misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school may result in more serious disciplinary actions.**

#### **In School Detention:**

Any student receiving a consequence for a behavior with 5 points will be assigned to in school detention at the principal's discretion. The amount of time in detention will be determined by the principal on a case by case basis. **Should a student receive consequences resulting in an accumulation of 5 or more points in one week, the student may receive in school detention at the principal's discretion.** An attempt will be made by the teacher to contact the parent or guardian before detention has been assigned.

### **Lost and Found Items**

To help return lost items, please put your child's name on coats, backpacks, lunch boxes, etc. We will keep all lost and found items in a basket for a period of time, but all unclaimed items will be donated after a period of time due to large amounts of items never claimed. **The school is not responsible for lost stolen or damaged possessions.** Valuable items or large sums of money should not be brought or kept at school. Parents will be notified and asked to bring a change of clothes if the dress code is violated.

### **School Dress Code**

Guidelines for Our School and System:

Dress and grooming shall be appropriate, clean, and neat. Dress that is disturbing or distracting in school is inappropriate.

*The following should **NOT** be worn:*

- \*shorts or skirts must come to the middle of the thigh.
- \*Head coverings such as caps/hats, bandanas, or toboggans, except for special events.
- \*Items of clothing, apparel, or jewelry that display any logos or print that: discriminate against any groups, promotes violation of school rules, depicts the use of drugs, tobacco, or alcohol, or encourages violence, and the use of weapons or intimidation.
- \*No shirts, dresses, or blouses that excessively expose the shoulders, backs, chests, and midriffs
- \*No spaghetti strap shirts. Straps should be 3 fingers wide. Clothing must be size appropriate.
- \*No skin should be visible between shirts and pants/skirts (the midriff area)
- \*No sagging or low-riding pants/shorts
- \*No pajamas
- \*\*Tattoos that display drugs, alcohol, and tobacco or gang affiliation must not be visible
- \*Undergarments must not be visible at any time.
- \*No apparel or grooming will be permitted that is or may potentially be disruptive to the learning environment of the school. The administration reserves the right to ban or not allow any attire or grooming that might be disruptive.
- \*Rips or holes in jeans must be below the ends of fingers when standing.

### **Cafeteria Program**

Breakfast will be served in the cafeteria each morning starting at 7:00 a.m. **Breakfast line will close at 7:40.** Students are expected to be finished with breakfast at 7:45. Lunch is served every day and is according to a set schedule. No canned or carbonated soft drinks are allowed in the

cafeteria. It is recommended by the state department of health that **fast food meals are not to be brought into the school cafeteria**. This helps protect students with certain food allergies.

Breakfast and Lunch Costs:

Student Breakfast.....	\$1.25
Student Reduced Breakfast.....	\$0.30
Student Lunch .....	\$2.25
Student Reduced Lunch.....	\$0.40
Visitor Breakfast.....	\$2.00
Visitor Lunch.....	\$3.75
Extra Milk.....	\$0.45
Ice Cream.....	\$0.65

### **Coffee County School's Charge Policy**

#### **LUNCH:**

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

#### **BREAKFAST:**

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

#### **Snacks and Parties**

Each classroom may allow time for students to have healthy snacks. Students may bring only water with their healthy snack. A healthy snack should be a small quantity because snack time will be no longer than 10 minutes.

For parties or other special occasions, please provide sealed prepackaged items that have the ingredients listed to protect children with severe food allergies. No homemade items will be

permitted. If you are sending items for a birthday celebration, please contact the teacher about an appropriate time. Students are to give out personal celebration invitations outside of school time. Handing out personal celebration invitations is not permitted at school. Parents will have the opportunity to sign up as a parent volunteer for parties. A maximum of 4 parents per party will be allowed to attend.

### **Health Services**

Every child entering school for the first time should have a complete medical examination. No child will be allowed to school without proof of necessary immunization

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. Proof of exemptions will be in writing and filed in the same manner as other immunization records.

No medications, prescriptions or non-prescriptions, will be administered in school without a note from the parent and the physician detailing specific dosage and frequency. Any medication that is to be given should be brought in its container by the parent or guardian labeled with the student's name, doctor's name, medicine name, dosage and frequency. Please inform us of any changes in your child's health status so that records can be maintained accurately and kept current. Please read, sign, and return all medical policies sent home.

Good health is very important for a healthy and successful year at school. Your child should stay home if there are any signs of illness at night or in the morning before school. Your child should be free of fever for 24 hours without fever reducing medication before being sent back to school. The school should be notified if your child has a contagious disease and must stay at home until the doctor says it is okay to return. All children are expected to participate in activities at recess and gym time unless they have a signed excuse from their parent.

### **Parent Volunteer Program (PTO)**

We encourage parents to become an active part of our PTO. This program is coordinated through the principal and the PTO officers. Various levels of involvement are offered in order for all parents to participate. We encourage you to attend all PTO meetings that are held after school and welcome any suggestions you may have to make Deerfield Elementary the best!

# **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

## **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:

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.

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

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

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.]

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

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



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

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

**TECHNOLOGY RESOURCES**

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

**NETWORK SYSTEMS**

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

**INTERNET ACCESS**

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

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

- Pornography
- Gambling
- Use of network for commercial purposes (Buying and selling for personal gain)
- Harassment, insulting, defaming or attacking others (Cyber Bullying)
- Violating Copyright Laws
- Illegal Activities
- Hacking or obtaining access to unauthorized systems
- Obscene Language
- Trespassing in other's files or folders
- Using another 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

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

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

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

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

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

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

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

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

## **PERSONAL DEVICES**

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

## **WARRANTY**

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

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

## **INTERNET SAFETY**

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

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

### **Internet Training to Students**

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

### **Supervision and Monitoring**

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

### **Evaluation and Review**

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

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

(1)Professional staff development will be provided in the following areas: Internet Safety in the Classroom, Curriculum Design, Internet Usage for Lesson Planning and Content, Usage of Digital Media

and other appropriate technologies that will enhance or secure the learning environment of Coffee County Schools..

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

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

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

#### **Parental Involvement:**

Student learning is maximized through familial or parental involvement in their schooling. However, family members may have very different levels of knowledge about instructional technology, and therefore varying capacity to become involved in a technology integrated learning process. Some parents do not understand the impact technology will have on their child's education as well as their child's post-high school employment prospects. In fact, many parents have a greater fear and misunderstanding of technology than do their daughters and sons. It is imperative to involve family members in the development of a school's technology plan and establish partnerships and include them in discussions and decisions. If parents are not involved, they may well oppose the plan based on fear rather than informed opinion.

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

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

**Coffee County School System Student Acceptable Use Policy  
(AUP)rev.2018**

**Acknowledgement /Parent Permission Form**

I (student name) \_\_\_\_\_ have read and agree to comply with the Coffee County School System Acceptable Use Policy. I understand that any violation of this policy may result in disciplinary action and the removal of computer access privilege.

Student School \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## Parent/Guardian Acknowledgement and Permission

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

**Please circle your choice concerning the statement below:**

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

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Printed Name of Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Citizenship Policy Acknowledgement Form

I (student name) \_\_\_\_\_ have read and agree to comply with the Deerfield Elementary School Citizenship Policy. I understand that any violation of this policy may result in disciplinary action and the removal of privileges.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE



## COFFEE COUNTY BOARD OF EDUCATION

*Lia Parsley, Principal*

Deerfield Elementary School  
9123 Woodbury Highway  
Manchester, Tennessee 37355  
Telephone (931) 570-2652  
Facsimile (931) 723-7298

### PARENT MEMO

Fall, 2023

Please be advised of the following:

- Deerfield Elementary School is eligible for Title I, Part A and Title III services during the 2023-24 school year. Deerfield Elementary will continue as a Title I School-wide School during 2023-24.
- Professional qualifications of classroom teacher(s) and paraprofessionals at Deerfield Elementary School may be requested by any parent.
- Parents of students at Deerfield 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://www.tn.gov/education/data/report-card.html>.
- If you have any questions or need additional information, please call the school principal at (931) 570-2652 or visit [www.coffeecountyschools.com](http://www.coffeecountyschools.com).



