

Highland Elementary Handbook 2019-2020

Highland's Vision: Developing leaders through excellence and equity.

Highland's Mission- At Highland Elementary School, we are committed to Cultivating the Mind, and Impacting the Heart through Excellence and Equity.

SCHOOL BEGINS AT HOME

Steps to Start a Great School Day

We want every child to experience success at school and you can help your child to do so. Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time, not late, or too early. Our school day begins at 8:15 and ends at 3:15. Teachers are not on bus duty until 7:30.
2. Teach your child to respect and obey all school adults. All teachers and other adults (including secretary, custodian, assistants, and cooks) have authority and are responsible for the safety of children and general building order.
3. Talk with your child about treating other children in the same manner as he/she wishes to be treated (avoid name calling, arguing, etc).
4. Tell your child to go directly to and from school using the same route or routine every day.
5. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
6. Discuss with your child all school information so he/she clearly understands what is expected from him/her at school.
7. Become actively involved in your school. You can do so by participating in the GSIA or volunteering to assist with special school projects.
8. Above all else, tell your child when he/she is doing a good job in school – praise him/her for good efforts and good behavior at school. We will do the same at school.
9. It is imperative for us to have up-to-date current contact information for each student. Please make sure that anytime you change your contact information you notify the school and change it within the SchoolCast program. This is to help us contact you quickly in the event of illness or injury.
10. If your child requires any type of medication, please see our school nurse for the proper paperwork. Please remember, ALL MEDICATION given at school requires a doctor's statement and must be in its original container. This does include inhalers.

This can be a successful learning experience for your child, but it will take a lot of hard work on his/her part as well as your cooperation as parents. IT's worth everyone's best effort and we guarantee to give each child our very best.

General Information

School Hours

All students, grades K through 5th, must be at school by 8:15 a.m. Students arriving after 8:15 are tardy and must report to the school office before going to the classroom. If students do not go by the school office, they may be counted as being absent. Students will be dismissed at 3:15 p.m.

Drop Off and Pick Up (New Procedures- Please read carefully).

Safety is always our top priority at Highland. The following procedures have been approved by our Greeneville City Police. We appreciate your help with our new procedures.

- Please pull into the parking lot from North Highland Ave. for dropping students off in the morning and picking up in the afternoons. Pull up to the double doors in the front of the school (doors facing N. High Street) to pick up students and drop off students for AM and PM drop off/pick up. In the afternoons to pick up students pull up to the double doors, remain in the car and your child will be escorted to the car.

Fees

A \$15.00 supply fee is requested from each student. This money is used to supply paper, art supplies, and other materials required for the school year. To request a waiver of student fees, please pick up a form at the school office. Amount is subject to change. Students may also pay an additional \$5.00 for medication fee. This will allow school nurses to provide any over the counter medications to students as needed.

Breakfast/Lunch

A nutritious breakfast and lunch is served daily in the cafeteria under USDA (Provision 3) guidelines. Highland is a CEP school which means all students eat free breakfast and lunch. Student may purchase extra items. Adult and guest lunches are \$3.25. Prices are subject to change. Amounts are subject to change

Emergency Closings

In case of emergencies, such as a snow storm, icy road conditions, school plant power failures for considerable length of time, etc., listen to a local radio or television station for information concerning the school's closing. Information will also be sent to parents via a SchoolCast call. Please be sure to sign up yearly for this service and keep your phone numbers up to date. Pre-arrangements should be made by the parent and known by the child as to where to go in case of such emergencies. Please do not depend on the school telephone.

Attendance Policy

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Parents may write 5 notes a semester. Once a student is tardy 5 times, they will receive an unexcused absence. Greeneville City Schools Truancy Office will be notified when a child has accumulated five or more unexcused absences. Student attendance is very important!

Excused absences shall include:

1. Personal illness
2. Doctor excuse
3. Illness of immediate family member requiring the student to give temporary help
4. Death in the family
5. Religious observances

Parents are held legally responsible for keeping their children in school. Five (5) unexcused absences, truanancies, or excessive absences will result in a referral to the Attendance Coordinator and the Greeneville Truancy Board.

Any student in kindergarten through eighth grade in the Greeneville City Schools System missing as many as twenty (20) days during the school year will be subject to review by a committee to determine whether the student will be retained, promoted, or referred to other school/community agencies for assistance. The committee will be composed of the classroom teacher, principal or her designee, parent or guardian, supervisor of attendance and others as may be determined by the school administration. The parent/guardian will be given written notice of a meeting to discuss alternatives for the students.

MISSING A SCHOOL BUS DOES NOT CONSTITUTE AN EXCUSED ABSENCE FROM SCHOOL

Parents are held legally responsible for keeping their children in school. Five unexcused absences, truanancies, or excessive excused absences will result in a referral to the Attendance Coordinator.

If your child is absent, you may choose to:

1. Call the school office on the day of the absence;
2. Send a note, upon the return of your child, explaining the reason for the absence.
3. A doctor's note must be provided for sickness longer than two days.

STUDENT CHECK-IN/CHECK-OUT POLICY

Students must be present three hours and sixteen minutes in order to be counted present for that day. Parent(s) or guardian(s) must go to the school office and sign the student IN or OUT. Please do not check your child out early unless it is absolutely necessary. This counts against the child's attendance and the child misses important end-of-the day instructions, assignments, and reminders

SCHOOL RULES- A copy of our school-wide expectations will be sent home. We appreciate your partnership in reinforcing our expectations.

HOMEWORK POLICY

Please call by 11:00 to request homework if your child is absent.

Students may not be allowed to make up work for unexcused absences.

Students with excused absences may make up missed class work within five days of the student's return, at the teacher's convenience. It shall be the student's responsibility to initiate any arrangements for make-up work. Any work not turned in will result in a 0.

Code of Behavior and Discipline

STUDENT EXPECTATIONS

Highland identified seven habits or expectations. We believe the habits are essential for all students if they are to become productive citizens. We will reinforce these habits by recognizing students who demonstrate the habits, setting examples by our actions, and through integration of the habits into the regular school curriculum.

Below is a list of the habits and their definitions:

Habit 1: Be Proactive® I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin With the End in Mind® I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First® I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win® I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.

Habit 5: Seek First to Understand, Then to Be Understood® I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident voicing my ideas.

Habit 6: Synergize® I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than any one of us can alone. I look for Third Alternatives.

Habit 7: Sharpen the Saw® I take care of my body by eating right, exercising, and getting sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.

Code of Behavior

In order to insure that students behave in an appropriate manner and to insure that all students and teachers can learn and teach in a safe environment, the Greeneville Board of Education has established a Code of Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall extend to buses and all activities of the school. Each school principal shall be responsible for implementation and administration in his/her school. He/she shall apply the Code of Behavior and Discipline uniformly and fairly to each student at the school without partiality or discrimination.

Students will receive punishment ranging from a verbal reprimand to the zero-tolerance policy being applied depending on the severity and nature of the misbehavior. Infractions are as follows:

- Assaulting a principal, teacher, student, or any school employee with vulgar, obscene, or threatening language;
- Immoral or disreputable conduct toward a principal, teacher, or any school employee;
- Engaging in fighting;
- Violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school;
- Possession of a pistol, gun, or firearm on school property;
- Possession of a knife or other weapons, etc., as defined in TCA 39-6-1701, on school property;
- Willful or malicious damage to or the theft of real or personal property of the school or the property of any person attending or assigned to the school
- Unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
- Unlawful use or possession of alcohol;
- The sale or distribution of drugs and alcohol;
- Engaging in behavior which disrupts a class or school-sponsored activity;
- Assault or battery on school employees;
- Willful and persistent violation of the rules of the school or truancy;
- Off campus criminal behavior resulting in felony charges or when such behavior poses a danger to persons or property or disrupts the educational process;
- Use of or the unlawful possession of tobacco;
- Any other conduct prejudicial to good order or discipline in the school

The Greeneville City School System has a policy approved by the Board of Education for students that have concerns, complaints, or grievances. This policy can be viewed on the Greeneville City Schools website under the Greeneville City Board of Education policies.

Zero-Tolerance Behavior

In order to assure a safe and secure learning environment free of drugs, violence, and dangerous weapon, any student who engages in the following behaviors will be expelled for a period of not less than one (1) calendar year. Expelled means removed from the pupil's regular school or removed from school attendance altogether. Nothing in this code shall be construed to prohibit the assignment of expelled students to the alternative school. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis. Zero-tolerance acts are as follows:

- Students who bring or unlawfully possess a weapon on a school bus, on school property, or at any school event or activity;
- Students who bring or unlawfully possess drugs on a school bus, on school property, or at any school event or activity;
- Students who commit a battery on a teacher or any employee of the school while on a school bus, on school property, or at any school event or activity.

Greeneville City School System – Elementary Schools
Suggested Standards for Dress and Appearance

Appropriate dress and grooming is always encouraged. It is desirable that all students dress comfortably and in good taste. The home and school need to cooperate very closely in the matter of dress. School is the child's place of business and children who are dressed in appropriate school clothing seem to do a better job. Students' attire and personal appearance shall not be disruptive to the learning environment or endanger the safety of themselves or others. We ask that students follow these guidelines regarding their appearance:

- Make-up is inappropriate for students at the elementary school level.
- Halter tops, tops with spaghetti straps, tank tops, and mesh tops may be worn with a shirt under them.
- Blouses and shirts must be able to be tucked into pants or shorts.
- Tee shirts should be free of suggestive language, alcohol, and drug advertisements and any endorsement of violent/aggressive behavior.
- Tennis shoes and socks are to be worn for physical education classes. Sandals and platform shoes are discouraged in the building due to safety issues.
- Hats and other head coverings are not to be worn inside the school building.
- Pants are to fit at the student's waist with the hem not touching the floor.
- Skirts and shorts must be at a proper length (fingertips at side must not touch skin).
- The only form of body piercing allowed is earrings.
- Any jewelry worn should be small and not detract from the educational setting.

If inappropriate clothing is worn to school, parents will be contacted to bring appropriate clothing before the student will be allowed to attend classes.

Kindergarten-Second Grade

The following codes are used to report your child's achievement.

1 Needs Improvement: is not making expected progress toward grade-level expectations.

2 Progressing: progressing toward mastery and grade-level expectations.

3 Mastery: grade-level expectations are achieved.

➤ A box not marked indicates that the skill has not been taught.

➤ Skills that are circled indicate that they have been taught.

➤ Skills increase in difficulty each nine weeks and build on skills

previously taught.

➤ Science and Social Studies are integrated with English/Language Arts, Reading and Math.

Third-Fifth Grade

A = 100-93

B = 92-85

C = 84-73

D = 74- 70

F = below 70

If you have any questions about your child's grades, please contact the teacher.

Parent Meetings and Conferences

All parents are encouraged to attend regularly scheduled parent-teacher conferences and meetings. On the abbreviated day, you will be asked to attend a very important grade level meeting. Teachers may call, email, or send a note home if they need to schedule other conferences. If you have any concerns about your child, please contact the teacher through our school office or teacher email. Your child's teacher will return phone calls or respond to emails during grade level planning time or after school.

GUIDANCE SERVICES

Counseling services are available to every student at Highland. These services are offered through large and small groups, as well as individual sessions for students with special interests and needs. The counselor welcomes opportunities to work with students, parents, and teachers on a wide variety of issues, such as social, personal, school and educational needs. A Parent Resource Center is also available in our Guidance Office. Please contact our school guidance counselor to set up an appointment to discuss concerns or to check out materials from our Parent Resource Center. The guidance counselor can be reached through the school office at 638-3341.

Legal Issues

Legal issues such as custody or visitation rights should be brought to the attention of the school upon enrollment. Copies of legal documents should be given to the school. Requests for additional copies of student report cards, letters, etc. should be made in writing to the school.

OTHER IMPORTANT INFORMATION

CHILD ABUSE

School personnel are required by law to report any suspicion or evidence of child abuse or neglect to the

Department of Human Services. The school is required to and will cooperate 100% with law enforcement officials.

EMERGENCY CLOSINGS, DELAYS, EARLY DISMISSALS

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal, the Greeneville City Schools will communicate with parents and students by radio. Please listen to WGRV AM, WIKQ FM, or WSMG AM. Please do not call the radio station or the school. Messages will also be sent via SchoolCast and will be posted on the Greeneville City Schools [website](#).

Arrangements must be made in advance for students in case of early dismissal. Make sure that your child and his/her teacher are aware of arrangements for early dismissal. Students will not be permitted to call home in most cases, and parents may not be able to reach the school because of a busy phone line. Remember that the elementary buses will run first if there is an early dismissal due to weather.

EMERGENCY MEDICAL TREATMENT

In order to handle emergency situations, the school must know how to reach parents quickly. It is the responsibility of the parent to keep correct contact numbers updated with the school office. If your child becomes ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the Emergency Form as soon as possible. Parents or the person designated by the parent, who is contacted because of a child's illness, are requested to pick up the child immediately.

FAMILY AND MEDICAL INFORMATION UPDATES

Parents should immediately notify the school when there are any changes in a student's address, phone number, or any other information, which is included on the Enrollment Form.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

FEES

The Greeneville City Schools provide all basic texts at no cost to the students. All lost or damaged text books or library books must be paid for by the parents. Each year a school fee of \$15.00 is requested from all students. The money is used for writing paper, art materials, subscriptions, and other school materials. The fee money should be sent to school as soon as possible the first week of school in an envelope with the child's name and teacher's name on the outside. If paying by check, make checks payable to Highland Elementary School and indicate on the check "Fee Money." Do not include fee money in the same check with lunch money, field trip, or GSIA money. Over the Counter medications can be purchased for \$5.00 which includes many medications your child might need while at school during the school year. See the school nurse for details.

FIELD TRIPS

Field trips are a major component for learning and an integral part of the curriculum at Highland. Field trips may be scheduled during the day, after school, or on weekends. We hope that all students will participate in all class field trips. A signed parent permission form is required for each field trip. At times, classroom teachers may ask parents to attend a field trip and help chaperone. Only adults may attend field trips as requested. No siblings are allowed to attend with the adult. If a field trip expense is a problem, please talk with your child's teacher. We encourage all students to participate. The same rules which apply to behavior expectations at school are expected on field trips also. Field trips are a privilege, not a right, and can be taken if appropriate behaviors are not demonstrated at school.

IMMUNIZATION REQUIREMENTS

In compliance with Tennessee law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health. For the purpose of compliance with the law, the following minimum immunizations are required:

- a. Diphtheria, Tetanus and Pertussis (Whooping Cough): a minimum of four doses of DTP vaccine, the last one being at least 4 years from the date of birth.
- b. Polio: a minimum of three doses of polio vaccine.
- c. Measles (Rubella, the 7-10 day red measles): two doses of vaccine, administered after the first birthday.
- d. Rubella (commonly called German measles or 3-day measles): two doses of vaccine, administered after the first birthday.
- e. Mumps: two dose of vaccine.
 - The administration of the MMR vaccine is equal to c, d, and e.
 - The administration of the chicken pox vaccine or verification from the parents that entering children have had chicken pox.

A student with a temperature of 100 should stay at home. If a child becomes ill during the school day we will notify the parents. Students with a temperature of 100 or higher will be sent home. If we are unable to reach the parent or guardian we will call the emergency contacts listed on the enrollment form. A student should be fever-free for 24 hours, without fever-reducing medication, before they return to school.

MEDICATION AND DRUG POLICY

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. Any student who is required by a physician's order to take medication during the regular school day must comply with the following policy:

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug and time intervals to be taken. The form for Administration of Prescription Drugs must be used for providing the school with the necessary information. This form can be picked up in the office.
2. Medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician. DO NOT allow your child to bring any type of medication to school in their backpack.
3. A release form and/or written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented.
5. Prescription medication to be taken at school will be stored in an enclosure, out of view, in the school office. (Refrigeration will be provided when necessary)
6. The parent or guardian must pick up any unused medication at the end of the treatment regimen or end of the school year. No medication will be sent home with the student.

Note: Parents are responsible for informing the school of your child's medical needs.

In the case of bee sting or some other severe allergies, the parents are responsible for providing the school with the proper medication and a doctor's statement about how the medication is to be administered.

Legal references: TCA 49-5-415

“Guidelines For Use of Healthcare Professional And Health Procedures In A School Setting” Tennessee Department of Education and Tennessee Department of Health
September, 1996

The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the above guidelines have been followed. Medicine will only be administered to the student through the school office and by the secretary or other appropriate person appointed by the building principal. If you have any questions regarding medication or your child's health or medical needs, please contact our school nurse through the school office at 638-3341.

TRANSPORTATION

RULES FOR BUS RIDERS

1. Be at your bus stop on time.
2. Wait off the traveled portion of the highway.
3. Use the handrail when you board the bus. Do not crowd and push.
4. Take your seat quickly.
5. Do not block the aisle with your personal belongings.
6. Never put your head, arms, or hands out the window.
7. Do not throw things in a bus, at a bus, or from a bus.
8. Be quiet and obey the driver. The bus is his/her classroom.
9. Do not horse around! Horseplay could distract the driver and cause an accident.
10. Be careful leaving the bus. Keep away from the side of the bus. Cross at least ten (10) feet in front of the bus so the driver can see you.
11. Changes in transportation must be submitted in writing.

REMEMBER - Riding a school bus is a privilege, not a right. Failure to obey these rules could result in your losing the privilege of bus riding.

VISITORS

Parents and other visitors are required to report to the school office before going to the classroom. All Visitors are required to present a driver's license or valid ID. This is for the protection of all our children. Guest tags shall be issued for all persons other than students and employees of the school."

COMMUNICATION

Home/School Communication

Most grade levels also send home weekly folders containing information about student grades, behavior, etc. Please attend grade level meetings to learn the expectations regarding these home/school communication tools and contact your child's teacher if you have questions.

Web Site Address

You can find important information about our school system and Highland by regularly visiting our web site at www.gcschools.net. In addition, many of our teachers or grade levels maintain websites. Check with your child's teacher for information about websites and teacher email addresses. Important reminders about school events, deadlines, and school highlights are located on our school website. Links to numerous parent resources and Meal Pay Plus are also on our website.

Newsletter

The school newsletter will be posted monthly to the website and emailed to parents. The newsletter contains dates to remember, upcoming events, activities, classroom news, and important reminders. Please read the

newsletter and keep it for future reference. The latest edition of the school newsletter is also posted on our school website.

SchoolCast

SchoolCast is an emergency messaging system that our school and school system use. In the event of an emergency, school delay or early school closing, to remind parents about school events or other unexpected events, we use SchoolCast to notify parents. It is very important that your emergency contact information be kept accurate. You must set up your account and keep the information current.

Reporting Student Progress

Report cards are issued at the end of each nine weeks and interim reports are sent home at the half-way mark of each nine weeks. It is the parent's responsibility to sign and return interim and nine-week report cards to your child's teacher. The grading scale is as follows:

LEGAL NOTICE

PARENTAL NOTIFICATION UNDER EVERY STUDENT SUCCEEDS ACT (ESSA) Information regarding ESSA can be accessed at www.ed.gov. One responsibility of schools is to help parents stay current on ESSA and to provide information especially as it pertains to certain areas. Information regarding the Greeneville City Schools Board of Education policies can be found at www2.gcschools.net or by requesting this information from an individual school or the Greeneville City Schools Central Office.

HOMELESS CHILDREN In accordance with the McKinney-Vento Homeless Assistance Act, Title IX, Part A of the Every Student Succeeds Act (ESSA), children and youth who lack a fixed, regular and adequate night-time residence qualify for services and support through the Greeneville City Schools Homeless Education Program (HEP). The McKinney-Vento Act's definition of homeless includes children and youth whose families temporarily reside with others due to a loss of housing, economic hardship, or similar reason – as well as those living in shelters, motels, campgrounds, automobiles, and/or inadequate housing. The provisions of the McKinney-Vento Act also apply to unaccompanied youth who are living in a homeless situation without a parent or legal guardian present. Families and students may apply for services by contacting the Homeless Education Program anytime during the school year when a loss of housing occurs. Students who qualify for McKinney-Vento services have the right to remain in the school of origin (the school they attended when they lost housing) or they may enroll in the school zoned for their temporary address. ESSA states school systems are to presume that remaining in the school of origin is in a homeless student's best interest unless that is contrary to the request of the parent, guardian, or unaccompanied youth. If the parent, guardian, or unaccompanied youth wants to transfer the student to the school for which the temporary address is zoned, then the receiving school is legally required to enroll the student in school immediately even if he or she lacks documentation generally required for enrollment (such as a birth certificate, proof of school immunizations/physical, or school records). While the lack of these records will not delay a homeless student's enrollment, Greeneville City Schools requests that homeless children's immunizations be up to date and noted on the TN Immunization Form within thirty (30) business days from the time of enrollment. Parents or guardians should contact the Coordinator of Homeless Education Program immediately if they experience difficulty in completing this task. Additional services and support available to McKinney-Vento-eligible students include, but are not limited to, transportation assistance to and from the school of origin, school supplies, school meals assistance, and referrals for resources. If you have additional questions or are in need of assistance, contact information for the Coordinator of Homeless Education Program is available on www2.gcschools.net or may be obtained by calling the Greeneville City Schools Central Officer at (423) 787-8000

ENGLISH LEARNER (EL) PROGRAM If your child is identified for participation in or is participating in an EL program, you have the right to know: •Why the child is placed in the program and the child's level of English proficiency?

•How that level was determined and the status of the child's academic achievement? •Methods of instruction in the program in which your child is placed and those of other available programs. •How the program will meet the educational needs of your child? •How the program will help your child learn English and meet age-appropriate requirements for the program? •In the case of a child with a disability, how the program meets the child's IEP objectives and information about parental rights? **FAMILY ENGAGEMENT** Under the Supervisor of Federal Programs, the school system shall provide the coordination and technical assistance to plan and implement the Title I Program according to the guidelines set forth by law. There will be at least one annual meeting for Title I schools and an additional meeting for the planning, review and improvement of Title I programs. Information regarding the school parent involvement policy and school parent compact will be available at the meetings. **INSTRUCTIONAL ASSISTANT / PARAPROFESSIONAL QUALIFICATIONS** If your child attends a Title I school and is provided services by instructional assistants; you can request information concerning his/her qualifications.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) The Family Education Rights and Privacy Act (FERPA) gives parents of minor children and students over 18 years of age certain rights with respect to the student's educational records. Parents and eligible students have the right to: ☐ Inspect and review the student's educational records. Requests to review educational records should be made to the school office and will be addressed within 45 days. ☐ Request the amendment of the student's educational records if the parent/student feels the records are inaccurate, misleading or in violation of the student's privacy rights. ☐ Consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Unless the parent or guardian notifies Greeneville City Schools within ten (10) calendar days after September 12th, 2019 (or the first day of enrollment), consent is implied for Greeneville City Schools to release directory information. **IMPLIED CONSENT** includes the release of student directory information, as well as non-directory information including, but not limited to: **STUDENT WORK, FOR USE IN THE FOLLOWING WAYS:** ☐ On the Greeneville City Schools website and/or social media channels. ☐ The website/social media channels may include the student's first name only. Personal information, such as home address, phone number, or names of family members, will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used. ☐ Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects. **MATERIALS PRINTED BY THE SCHOOL, BY GREENEVILLE CITY SCHOOLS OR BY PUBLISHERS OUTSIDE GREENEVILLE CITY SCHOOLS:** ☐ Printed material may include a child's full name. ☐ Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, print advertisements, and electronic newsletters. • Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA with: Family Policy Compliance, Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

SCHOOL-WIDE PROGRAMS Greeneville City Schools has five (5) schools designated as Title I schools. Each of these schools consolidates federal and local funds to promote reform in the core instructional program. This includes high quality teaching and learning strategies for students in high-poverty schools so that these students can meet the state's challenging content and performance standards. The schools involved are Hal Henard Elementary, Highland Elementary, Tusculum View Elementary, Greeneville Middle and Greeneville High School. These schools are eligible for School-Wide status. These Title I schools all offer 21st Century Community Learning

Center, before and after school, programs to advance academic achievement. The results of periodic evaluations shall be made available to the public upon request. ESSA WAIVER REQUESTS If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESSA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

Nondiscrimination Policy

The Greeneville City School System does not discriminate in employment, admission, or participation in educational programs on the basis of race, color, sex, age, national origin, religion, or handicap.

The Greeneville City School System complies with the provisions of the Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

Assistant Superintendent of Administration is Title VII, and Title IX Coordinator for the Greeneville City School System.

Director of Student Services is Title VI Coordinator, Disabilities Coordinator, and 504 Compliance Officer.

Inquiries regarding compliance may be directed to:

Director of Special Programs
Greeneville City Schools
P.O. Box 1420
Greeneville, TN 37744-1420

Please notify Jeff Townsley at (423) 787-8009 if you require special assistance while participating in a school activity or function.