

## NOTICE TO SCHOOL PATRONS

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District 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 record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Greeneville City School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

- (3) The right to consent to disclosures of personally identifiable information contained in 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## INFORMATION WHICH IS MAINTAINED

The school system maintains a number of different records in various locations. Essentially these records contain twelve (12) categories of information:

1. Attendance
2. Scholastic record
3. School programs
4. Group test results
  - (a) mental ability
  - (b) academic achievement
  - (c) aptitude
  - (d) interest
5. Individual assessment data
  - (a) psychological records
  - (b) social case work reports
6. Medical and dental health
7. Student attitudes and behavior
8. Discipline
9. Emergency contact information
10. Biographical data including social and family background
11. Special testing results (speech and hearing)
12. Directory information

Directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, and other similar information. A parent/legal guardian or eligible student who does not want directory information to be released without prior consent should so notify, in writing, the local school principal within twenty days from the date of annual notification.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The **Greeneville City School System** has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

**Greeneville City Schools** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Greeneville City Schools** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Greeneville City Schools** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## **LOCATIONS AND AUTHORIZED CUSTODIANS**

The primary source of access to most records is the elementary, secondary, or special school in which a student is enrolled. The principal is the authorized custodian to these records. Records pertaining to the disciplinary hearings and suspensions are maintained in the Office where the proceedings occurred.

The Special Education Department maintains records for children in the Special Education Programs, and these records are regulated by the Director of Special Education. If a student moves, the student record will be sent to the new school upon written request from the school.

A complete list of all records maintained, along with locations, and authorized custodians is on file and is available for inspection.

## **STUDENT DRUG TESTING POLICY**

Students are subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that the school board policy on alcohol and drug use has been violated. A copy of this policy may be obtained from the principal of the school or the Greeneville Central Office.

## **TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-102, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Greeneville City School System at (423) 787-8000.

## **CHILDREN WITH DISABILITIES RIGHTS AND SERVICES**

Parents or guardians may obtain information on student rights and services by contacting:

Tennessee Department of Education  
1-888-212-3162 or visit <http://www.state.tn.us/education/speced/index.htm>

Legal Services Division  
Division of Special Education  
Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

## Child Advocacy Group Contact Information

### **The ARC of Tennessee**

44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: 615-248-5878  
Fax: 615-248-5879

<http://www.thearctn.org/>

Toll Free: 1-800-835-7077  
Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

### **Support & Training for Exceptional Parents (STEP)**

712 Professional Plaza  
Greeneville, TN 37745

<http://www.tnstep.org/>

East Tennessee:  
423-639-2464  
[karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)

### **Tennessee Protection and Advocacy (TP&A)**

416 21<sup>st</sup> Avenue South  
Nashville, Tennessee 37212  
1-800-287-966 (toll free) or (615-298-1080)  
615-298-2471 (TTY) 615-298-2046 (Fax)

<http://www.tpainc.org/>

### **Tennessee Voices for Children**

East Tennessee (Knoxville area)  
Telephone: 865-609-2490  
Fax: 865-609-2543

<http://www.tnvoices.org/main.htm>

## LEGAL 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 disability.

**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 Special Program** 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

**OR**

Office of Civil Rights  
U.S. Department of Education  
Washington, D.C. 20202-1172