

MONROE COUNTY BOARD OF EDUCATION
STUDENT HANDBOOK ACKNOWLEDGEMENT

My child and I have read the Monroe County Student Handbook. This handbook includes (but is not limited to) Attendance, Grading, Student Conduct and Student Rights and Responsibility policies for the 2015-2016 school year. We understand that our child is expected to read and become thoroughly familiar with this handbook. We understand that our child is subject to the rules and punishments the handbook provides.

No person in the Monroe County School System shall, on the basis of race, color, creed, religion, sex, age handicap or national origin, be excluded from participation in, the benefits of, or be subjected to discrimination under any program or activity.

Signature of Parent Date

Signature of Student Date

Signature of Teacher Date

Dear Parents of _____ :
Child's Name

It is important that you and your child read and review the content of this letter. It contains notice and rights that you and your child have under the law. Please sign and return this page to your homeroom teacher by August 20, 2015 to indicate that you have read and reviewed the letter with your child.

Regarding student records, you must understand that certain information about your child is considered "directory information." Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of Tennessee and the United States. You must check those types of directory information listed below that you *wish for the district to withhold*. If there is no letter on file at your child's school, this information will be given out upon request. Check any information you do not want released, if any.

Directory Information Includes:

- _____ Student's Name
- _____ Address
- _____ Telephone Number
- _____ Date and Place of Birth
- _____ Weight and Height of Members of Athletic Teams
- _____ Participation in Officially Recognized Activities and Sports
- _____ Date of Attendance
- _____ Awards Received in School
- _____ Most Recent School Attended

Print Parent Name

Parent Signature

Date

Monroe County School System
Protection of Pupil Rights Amendment (PPRA)
Scheduled Activities and Surveys

Dear Parent/Guardian:

We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- activities requiring the district to obtain your prior written permission for your child to participate; and
- activities for which the district must give you an opportunity to have your child not participate (opt-out).

The following are activities scheduled at this time. For surveys and activities scheduled after the school year begins, you will receive notification and the right to opt your child out of such activities and surveys.

1. Surveys/Activities Requiring Parent Permission: (Your child cannot participate unless you give your permission.)

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

2. Surveys/Activities with "Opt-Out" Provision: (Your child will participate unless you opt-out your child and notify us.)

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Monroe County School System
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: _____ Telephone: _____

Email Address: _____

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: _____ Telephone: _____

Email Address: _____

- 3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

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

Monroe County School System
Parent Consent and Opt-Out Response
Student Participation in Scheduled Activities/Surveys

Dear Parent/Guardian:

Please complete, sign and return this form by _____. Please refer to the attached list of "Protection of Pupil Rights Amendment (PPRA), Scheduled Activities and Surveys" when completing this form.

If you have any questions regarding these activities or your rights, please contact _____ at _____.

Please complete one form per child and return to:

1. Surveys/Activities Requiring Parent Permission:

I give my permission to the school district to allow my child to participate in the following activities/surveys scheduled for this school year:

Name of Activity/Survey(s): _____

2. Surveys/Activities with "Opt-Out" Provision:

I do not give my permission to the school district to allow my child to participate in the following activities/surveys scheduled for this school year:

Name of Activity/Survey(s): _____

Parent/Guardian/Adult Student: Please complete a separate form for each child and return the entire form to the address listed above.

I understand my rights regarding the district's conduct of surveys, collection and use of student information for marketing purposes, and certain physical exams. I also understand that there may be additional activities and surveys other than those included in this form and that I will be notified prior to my child's participation.

Name of Student: _____ Grade: _____ Date: _____

Name of Parent/Guardian or Adult Student: _____ Signature: _____

Telephone Number: _____ Email Address: _____

OPT-OUT USE ONLY		
Name ID#	Date Disposed	Date Received