

## PARENTS NOTIFICATION

Welcome back to a new school year with Meigs County Schools. We are looking forward to a great 2011-12 year for all students. Listed below are a few statements that everyone should review:

- The policy of Meigs County School System is to not discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the *1964 Civil Rights Act*, Title IX of the *1972 Educational Amendments* and Section 504 of the *Federal Rehabilitation Act of 1973* and *Americans with Disabilities Act of 1990*.

Also, the curriculum materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

- Meigs County Board of Education is required to give military recruiters access to schools and the names and address of secondary school students. A secondary school student or the parent of the student may request the student's name, address, and/or telephone listing not be released. The written request must be submitted to the principal of the school with a copy to the Director of Schools within 15 days of this notice specifying the material not to be released.
- All Meigs County Schools are in good standings with the state and federal government on student achievement and academic assessments.
- Parents may request information about the professional qualifications of their children's classroom teacher(s) through the Director of Schools office.
- Any person with a student who might be limited English proficient, in accordance with the federal guidelines, needs to notify the school or the Director of Schools office. The lack of English skills will not be a barrier to admission of any program offered by Meigs County School System.
- Schools will hold one annual meeting in September for Title I parents; offer a flexible number of meetings; involve parents in an ongoing manner in the planning, review and improvement of Title I programs; discuss the education of their children; and develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement.
- Meigs County students will be involved in Peaceable School Programs and Character Counts Programs regarding violence and drug prevention. Also, Meigs County Schools have SRO officers on staff.
- Meigs County Schools will honor a homeless child's school of origin choice. Any person with homeless children needs to contact this office.
- The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Meigs County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Meigs County may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Meigs County to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Meigs County to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 15 days of this notice. Meigs County has designated the following information as directory information:

Student's name	Address	Dates of attendance
Telephone listing	Grade level	Participation in officially recognized activities and sports
Email address	Photograph	Weight and height of members of athletic team
Sports statistics	Field of study	Degrees, honors, and awards received
Date and place of birth		Most recent education agency or institution attended

- Parents and students over 18 years of age have the right to inspect and review the student's education records within 45 days of the day Meigs County 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.
- Parents and students over 18 years of age have the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal at the local school level or the Director of School clearly identifying 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.
- Parents and students over 18 years of age have 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 to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law-enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as disciplinary or grievance committee, or 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 District discloses records without consent to officials or another school district in which a student seeks or intends to enroll.
- 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, 600 Independence Ave., SW, Washington, D.C. 20202-4605.
- The Meigs County School System nor the Career and Technical Education Program do not discriminate on the basis of age, sex, race, creed, national origin or disabling conditions in the educational programs or activities that it operates. This policy not to discriminate extends to employment by the school system. In order to fulfill its obligation under Section 504 and ADA, the system has the obligation to identify and evaluate students suspected by the system as being disabled; and if the student is eligible, to afford access and reasonable modifications to the student in order to provide educational services. If there is a disagreement regarding these issues, the complainant has a right to a hearing before an impartial party.  
Under the guidelines of IDEA '97, Meigs County Schools are actively searching for students enrolled in private schools or who are home schooled that would meet the Federal guidelines of being educationally disabled. In the event that you have a student in your school or home that would be attending public school and who would be suspected of being or is disabled and needing special education in order to benefit from their educational program, please contact G. David Brown, Meigs County Board of Education, PO Box 1039, Decatur, TN 37322 or 423-334-5793.
- Anyone who believes that Meigs County School System has discriminated against them or another individual may file a complaint. Meigs County Schools has designated the following people to handle such grievances to comply with the law. Complaints of discrimination on the basis of sex and disability should be directed to G. David Brown, Special Education & 504 Director, OR Donald E. Roberts, Director of Schools, OR Christine Ziegler, Assistant Director of Schools/Federal Programs/Age Discrimination Act Coordinator at Meigs County Board of Education, PO Box 1039, Decatur, TN 37322 or 423-334-5793.

Meigs County Schools are interested in finding individuals from birth to age 22 who may have disabilities. Child Find activities target children attending Meigs County Schools, home school students, migrant, homeless, whether they are at risk, have difficulty progressing from grade to grade or are gifted.

Also, answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/spced/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, TN 37243-0380  
 Phone: 615-741-2851 Fax: 615-253-5567 or 615-532-9412

Southeast Field Service Center  
3535 Adkisson Drive PO Box 3570  
Cleveland, TN 37320  
Phone: 423-614-8755 Fax: 423-614-8759

**Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

**The ARC of Tennessee**

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

44 Vantage Way, Suite 550, Nashville, TN 37228  
Phone: 615-248-5878 800-835-7077  
Fax: 615-248-5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)**

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

712 Professional Plaza, Greeneville, TN 37745  
East Tennessee: 423-639-2464  
[karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)

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

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

416 21<sup>st</sup> Avenue South, Nashville, TN 37212  
800-287-9636 or 615-298-1080 615-298-2471 (TTY) 615-298-2046 (FAX)

**Tennessee Voices for Children**

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

East Tennessee  
Phone: 865-609-2490 Fax: 865-609-2543

**For more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:**

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit”.