



Dear Wheeler Elementary School Community,

I want to personally extend to you and your family a very warm welcome to Mary V. Wheeler Elementary School. These early years in your child's educational journey bring forth some of what will become his or her most cherished memories. Each year will provide many opportunities to learn new skills that will undoubtedly enhance your child's academic and social well-being. The faculty and staff here at Wheeler work very hard to help each and every student progress at a developmentally appropriate rate while also providing a challenging and rigorous curriculum.

At 60 years old, Mary V. Wheeler Elementary has proven to be among the state's best schools. We have proudly been distinguished as a Tennessee Governor's Award School, recognized as an Exemplary School, and named a Tennessee Reward School in 2014, 2019, and in 2023. Most recently, we were honored to announce that we have received designation as a Tennessee STEM School for the 2025–2030 school years—a recognition that highlights our commitment to innovation, problem-solving, and preparing students for the future.

With a long-standing tradition of educational excellence, we strive to promote an atmosphere of trust, respect, and responsibility for all students. The continued success of our students is made possible by the strong relationships we have with our Wheeler families.

I look forward to partnering with you to ensure that all our Mountaineers are celebrated and supported. By working together, we will continue to uphold the tradition of excellence and sense of community that makes Wheeler such a special place.

Thank you for sharing your child with us!

Michael B. McAnally, Ed.S.
Principal - Mary V. Wheeler Elementary

Welcome to Mary V. Wheeler Elementary School!

Our Vision: “Expect the Best!”

Our Mission: Mary V. Wheeler Elementary School is a learning community committed to preparing students, both academically and socially, to become college and career ready.

Our School: Mary V. Wheeler is a Bledsoe County school serving approximately 220 children in grades Pre-K to 5. Our mascot is the Mountaineer and our school colors are blue and gold.

Our Parents: “Partners”- The success of your child at MVW is the joint responsibility of the school and you as a parent. It is the policy of our staff to work closely with our parents in all areas of their child’s performance. We ask you to help us keep all lines of communication open.

Our Parents: “As Volunteers”- Our parents willingly assist teachers with copy machine work, art projects, special programs, field trips, special tutoring, as well as numerous other tasks. Become a MVW Volunteer---Contact the PTO, your child’s teachers, or the office.

Our Parents: “As Room Parents”- A room parent helps with class parties at Halloween, Christmas, and Valentine’s Day. They also assist the teacher in any needs he/she may have. Volunteer to be a Room Parent by contacting your child’s teacher.

Our PTO: MVW has a very active PTO. Our meetings will be scheduled on a monthly basis. All parents, relatives, or other interested parties are encouraged to join. Please give us your support as we work together to help MVW be the best it can be.

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Attendance Policy:

- The number of unexcused absences shall comply with TCA-49-06-3007 which states upon or before five (5) unexcused absences, the principal or designee shall notify the director of schools or designee to initiate meaningful communications with the student & parent/guardian. The school shall attempt to determine the underlying cause(s) of unexcused absences. When appropriate, a plan to improve school attendance should be initiated for the student. To better help parents prevent court proceedings, each school will send phone notification of absence, a letter of warning, and/ or a court petition, when appropriate, according to state law and Bledsoe County Policy. To prevent such procedures, submit written notification stating reason of absence, as parent notes can be accepted for three (3) school days for the entire school year. The only other acceptable excuses are doctor, dental, and funeral documentation. All excuse notes must be turned in within (5) school days of the absence to be accepted.
- Parents or guardians must notify the school explaining the absence and a parent or guardian signature. The note should be filed on the first day the student returns to school and no later than three school days.

Categories of Excused Absences:

1. Personal Illness
 2. Illness of immediate family member
 3. Death in a family
 4. Extreme weather conditions
 5. Religious observances
 6. Circumstances which in the judgment of the principal create emergencies over which the student has no control
- Excuses written by parents that are not accompanied with a doctor's statement, will only be accepted as excused absences up to and including a total of five days per school year. Students must attend school more than 3 1/4 hours to be counted present for the day.

Perfect Attendance:

- Students must be present every day and have no tardies or early dismissals to be recognized with perfect attendance.

Makeup Work:

- Excused absences (those meeting state attendance rules) shall entitle students to make up work missed. Unexcused absences may result in homework assignments which receive reduced credit. Students must complete makeup work at the teacher's convenience. The student will be given the number of days he/she was absent plus one day to turn in

makeup work. If a child is expected to be absent for more than ten days, the school should be contacted to arrange for a homebound program.

Progressive Truancy Intervention:

- 3 Unexcused Absences- Parents/Guardians will be notified by the principal or designee for what steps should be taken next.

Truancy Level II Intervention

(After measures have been taken for 3 unexcused absences and a student's attendance has not improved, they will be moved to Truancy Level II).

1. A conference with the student and the student's parent and/or guardian;
2. A resulting attendance contract to be signed by the student; the student's parent or guardian, and the Attendance Supervisor/Designee. A description of the expectation for the student's attendance and the period for which the contract is effective will be given at that time.
3. An individualized assessment by a school will be conducted. This assessment may result in a referral to counseling, community-based services or other services to address the student's attendance problems.
- 4.

Truancy Level III Intervention

(Level II contract has been violated.)

- External Truancy Board (may include School Representative, mental health and case management agencies, Youth Service Officer, and School Resource Officer)
1. A conference with the student and the student's parent and/or guardian;
 2. A resulting attendance contract to be signed by the student; the student's parent or guardian, and the Attendance Supervisor/Designee. A description of the expectation for the student's attendance and the period for which the contract is effective will be given at that time.
 3. The external truancy board will decide if students need additional intervention or service placed in the home. The external truancy board will decide if a petition/criminal summons needs to be filed.

Behavior Policies

Mountaineers are.....Respectful, Safe, Responsible, & Kind

- Mary V. Wheeler Elementary strives to encourage, praise, and celebrate your child's efforts with our Mountaineer characteristics of being respectful, safe, responsible, and kind. Each morning we begin our day with a morning assembly to focus on the day's

announcements and our behavior expectations. During this time, students are celebrated for giving us their best. Mountaineer of the Week designation, class parties, and special rewards are given weekly and throughout the school year to help reinforce our school commitment to instilling good character among our students. We look forward to highlighting your child's best this school year!

School Wide Rules/Expectations:

1. Be on time, on task, and prepared to learn everyday.
 2. Respect yourself and others, your classroom, your school, and school property.
 3. Help maintain a clean environment.
 4. Be responsible for yourself and your actions.
 5. Listen and follow directions.
- In order to promote the learning process, disruptive behavior that impedes the learning of other students, including, but not limited to, physical and/ or verbal abuse shall not be permitted.
 - Students are not permitted to draw or make comments regarding drugs, alcohol, sexual content or anything that can be considered threatening.
 - Failure to comply with these regulations may result in disciplinary action including loss of class/school-wide activities (including field trips), in-school suspension, out of school suspension, or corporal punishment. In addition, consequences can include referral to juvenile authorities or law enforcement authorities.
 - Any and all threats of violence will be taken seriously.

Cafeteria Behavior:

- All students shall eat in the school cafeteria. If you bring your lunch from home, you will eat with your group in the cafeteria.
- We ask students to:
 1. Get everything you need before you sit down.
 2. Raise your hand if you need something.
 3. Keep your area clean.
 4. Follow directions given by all school personnel.
 5. Eat and socialize quietly.
- Students should not be getting up and down from their seats. Students should get what they need before they sit down. If something else is needed, students need to raise their hand for assistance.

Hallway Behavior:

- Improper conduct in the hall endangers the safety of other students and is prohibited at Mary V. Wheeler.

We expect students to...

1. Walk
2. Go down the hall without talking
3. Keep their hands and feet to themselves and off the walls.
4. Avoid horseplay

Disciplinary Actions/Consequences:

- In the event that a student does not follow the school's rules, the staff at Mary V. Wheeler may administer disciplinary actions which are necessary to aid the student, further school purposes, or prevent interference with educational processes. Such actions may include exclusion from a classroom activity (such as time out), counseling of students, a required parent conference, silent lunch, suspension in or out of school, or corporal punishment.
- Any and all threats of violence will be taken seriously.

Bullying:

- Students shall be provided a safe learning environment. At no time will another student be permitted to bully, intimidate, or create a hostile educational environment for another student. Any report of bullying will be investigated promptly by school administration to determine if a bullying violation or peer conflict has occurred. Administration will look for the following when determining a bullying violation:
 1. It places the student in reasonable fear or harm for the student's person or property;
 2. It has a substantially detrimental effect on the student's physical or mental health;
 3. It has the effect of substantially interfering with the student's academic performance; or
 4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The Director of Schools and Chairman of the Board will be notified of any and all investigative findings. See Bledsoe County School Board Policy #6304.

Student Search:

- A student may be subject to physical search because of information received from a teacher, staff member, school resource officer, student or other person if such action is reasonable to school administration. See Bledsoe County Board Policy #6303.

Zero Tolerance:

- Offenses involving weapons, dangerous instruments, assault of another student or teacher, and/or drugs will constitute a zero tolerance offense and may result in an out-of-school suspension of up to one calendar year. See Bledsoe County Board Policy #6309.

Daily Operations:

Our school day begins at 7:45 A.M. Our doors open at 7:10 A.M. All students arriving at this time will report directly to the gymnasium for morning announcements. Parents should not go past the front lobby. Students arriving after 7:45 will be counted tardy for attendance purposes. Our school day ends at 2:45 P.M. The car riders will be dismissed to the side door beginning at 2:45, and the bus riders will be dismissed as the afternoon buses arrive. The front driveway is used for loading and unloading buses and is one-way for BUSES ONLY from 3:00-3:20.

Delivery and Pick-up Points:

Student Drop-off:

- Our school opens its doors at 7:10 A.M.
- Students are NOT permitted to be dropped off prior to school opening for the day at 7:10.
- 7:00-7:20 The front of the building is for BUSES ONLY during this time!
- 7:20 The car rider line will open. Students may be dropped off in the front of the building. Please note, this is drive-through only! No parking is permitted in this line!
- 7:10-7:45 Parents are permitted to park and bring your child into the building. Our parking lot is located on the west side of the building. You are welcome to walk your child up the sidewalk and into the building, but please remember that parents are not permitted beyond the front lobby. Note that handicap parking is located in front of the school.

- As a consideration to our daily schedule and to ensure the safety of all students, we ask parents to please exit the front lobby by 7:45 when dropping off your child.
- As students arrive each morning, students are expected to go directly to their designated area. At 7:40 all students will be in the gymnasium for morning announcements.
- Students/Visitors should not be in classrooms or hallways before students are dismissed to class from the gym.

Afternoon Dismissal:

- Our school staff will bring all car riders to the pick-up area (west parking lot) and walk your child to your car as you arrive.
- 2:15 - Pre-K car riders will be dismissed (side pre-K door.)
- 2:45 Kindergarten-2nd grade car riders will be dismissed. (Anyone in this group having older siblings will be dismissed at 2:50.)
- 2:50 3rd-5th grade car riders and their younger siblings in grades K-2 will be dismissed.
- A school-issued mirror hang tag will be provided to you and one other family member to assist our school staff in recognizing your vehicle. Please keep this inside your vehicle at all times.
- We ask parents to allow our school staff to bring your child to your car. Parents are not permitted to walk up to the patio to get your child. This creates a serious safety concern for all students. We must focus on the child/children that we are transporting as well as supervise students that are still seated.
- Unless there is an emergency, students cannot be picked up from the front office after 2:40. If you sign your child out in the office, this will count as an early dismissal.
- Buses ONLY will load in the front of the building. We kindly ask that you please not park your car in this area during afternoon dismissal.
- Students are required to go directly home after school unless the student is involved in a school approved activity such as the LEAPS Afterschool Program.
- Students need to bring a note from home if they are not going home in the usual manner. If a student is going to spend the night at another student's home, notes must be brought to school from each student's parent giving permission.

Visitors:

- All visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Visitors are not permitted to visit classrooms or speak with the teachers without the permission of the principal. All visitors are expected to leave promptly when their business is completed. This ensures that the normal routine of each child's education is interrupted as little as possible. It's also for the safety of your child, and in accordance with state law.
- Parents are welcome and encouraged to meet with teachers. Appointments must be made through your child's teacher in regards to the teacher's schedule. Please call the school to schedule your appointment. The office number is 881-3394. If the teacher is unavailable to speak with you, arrangements will be made for him/her to contact you ASAP.

School Policies

Books and Supplies:

- School textbooks are furnished by the Bledsoe County Board of Education. These books are the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay for them. Our taxes also pay for school buildings. Take care of your school and everything in it. Any student who damages school property, windows, books, and equipment is responsible for payment; this includes library books.

Class Parties:

- Class parties are held to honor various holidays at the teacher/school's discretion. Occasionally, a class may be given an additional party at the teacher's discretion and will be during lunch, recess, or other break time. Because of safety concerns, students will not be able to take food or drinks home on the bus. Any parent or guardian wishing to attend their child's class party must notify their child's teacher in advance that they wish to attend. They must also sign in/out at the front office.

Dress Code:

- Students' attitudes are normally affected by the clothing they wear. Neatness and cleanliness are normally indicators of good behavior. We ask you to help see that your child is dressed appropriately for school. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation will not be tolerated.
1. The length of shorts, skirts, or dresses will be no higher than mid-thigh.

2. Shirts should cover the midsection (front and back) at all times. Halter tops, tank tops, bare midriffs, see-through blouses, low cut blouses, spaghetti straps, mesh shirts (without undershirts), and sleeveless shirts are not permitted.
3. Pants should always be worn around the waist (no sagging). Pants may not touch the floor.
4. Clothing should not include words, pictures, and/or phrases that promote tobacco, alcohol, drugs, offensive or sexual content.
5. Hats are not to be worn inside the building (with the exception of a special day).
6. Underwear may not be showing.
7. No holes in clothing will be allowed. Holes must be covered
8. For student safety, no bare or sock feet. All students must wear shoes with backs/backstraps. Flip-flops and/or their equivalents are not permitted. Students are encouraged to wear tennis shoes. (Not wearing proper footwear may result in injury).
9. Dangling earrings on girls or boys will not be permitted. This is a safety issue.
10. No visible body piercing other than traditional ear wear will be permitted.
11. Hair must be a natural color.
12. No pajamas/sleepwear or blankets shall be worn.

***It is to the discretion of the principal or designee to determine if clothing is acceptable school attire.**

1. First Violation: The student will receive a warning; the violation must be corrected.
2. Second Violation: Parents will be notified; the violation must be corrected.
3. Third Violation & Subsequent Violations: Disciplinary action - Administrator discretion.

*Further violations of this policy will result in out-of-school suspension.

Drug Testing:

- In accordance with Tennessee Law TCA 49-6-4213 and School Board Policy 6.3071, our school has established a comprehensive drug testing policy. This policy is designed to maintain a safe, drug-free educational environment and to support the health and well-being of our students. It outlines the procedures and guidelines for drug testing among students, ensuring compliance with state regulations.

Purpose

1. The purpose of this drug testing policy is to:
2. Deter drug use among students
3. Identify students who may need assistance with substance abuse issues.
4. Ensure a safe and conducive learning environment.
5. Comply with state laws and regulations.

Testing Circumstances

Drug testing may be conducted under the following circumstances:

- **Suspicion-Based Testing:** If there are reasonable indications to the principal that a student may have used or be under the influence of drugs.
- **Extracurricular and Athletic Program Testing:** Students who participate in voluntary extracurricular activities or athletic programs may be randomly selected for drug testing to ensure fairness and objectivity.

Procedures

- **Notification:** A parent of the student or a person legally responsible for the student shall be notified before any drug test is administered to the student.
- **Sample Collection:** Testing will be conducted by certified personnel. Samples may include urine or saliva, depending on the testing method.
- **Confidentiality:** All testing will be conducted in a manner that respects the privacy and dignity of the student. Test results will be kept confidential and shared only with individuals who have a legitimate need to know.
- **Results:** Students and their parents or guardians will be notified of the test results. A positive result will require a meeting with school administration to discuss next steps.

By adhering to this policy, we aim to promote a drug-free campus, potentially save lives and support the well-being and success of our students.

Emergency Procedure Cards:

- During student registration, emergency procedure cards need to be updated. These cards are important in case of an emergency involving a child at school. If at any time during the year a parent gets a new phone number, a new job, or new address, please send this information to us. We always need your most up-to-date information on the emergency card in case a child becomes ill or gets hurt. Please be sure we have a way to get in touch with you, whether it is your home phone number or the number of a relative or neighbor.

First Aid Emergencies:

- The nurse and/or school staff will provide first aid for minor injuries. In case of more serious accidents or sudden illness, the parent will be notified immediately by school personnel. It is essential that emergency numbers be in the office and that they be up-to-date. We encourage parents to have TWO emergency numbers.

Food Services:

- This year each student will receive FREE breakfast and lunch!

Immunization:

- Due to the TENNESSEE STATE HEALTH DEPARTMENT ruling, it is mandatory that each child have an adequate certificate of immunization on file in the school office before

they enter school. For more information on meningococcal disease and the effectiveness of the vaccination see (Coordinated School Health, CSH).

Medication at School:

- In order for school personnel to administer any medication (including aspirin) certain requirements must be met:
 1. The school must have a medication card (these are available in the school office) filled out and signed by the parent or guardian giving permission to administer the medication. The medication must be brought to school by the parent or guardian.
 2. The school must have the original prescription container, labeled with the student's name, name of the medication, dosage, time to be administered, and doctor's name. The medication must be brought to school by the parent or guardian.

*Medications left for emergency use, such as a bee sting kit or asthma medication, must be properly labeled and must include the complete instructions provided by the doctor.

Parent Conferences:

- Parents are welcome and encouraged to meet with teachers. Appointments must be made through your child's teacher in regards to the teacher's schedule. Please call the school to schedule your appointment. The office number is 881-3394. If the teacher is unavailable to speak with you, arrangements will be made for him/her to contact you ASAP.

Parent Lunch:

- Any parents/guardians or family members wishing to eat lunch with their child are welcome to do so by checking their child out through the front office. They are to eat at the picnic table out front by the car rider area. Please note that only students are permitted to obtain a school lunch. A lunch from an outside business is more than welcome to be brought by the family. Once the student's lunch period is complete, a student must be signed back in through the office.

TCAP:

- Student scores on the Tennessee Comprehensive Assessment Program (TCAP) test in grades three through eight (3-8) shall comprise 15% percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, and science.
- If a student does not have a Tennessee Comprehensive Assessment Program (TCAP) exam score, regardless of why the student misses the assessment, there is no subsequent administration in which the student can make-up the assessment. For an excused absence,

the school shall not incorporate a 0 score into the student's final second semester grade. For an unexcused absence, the school shall incorporate a score of "0" into the student's final second semester grade for the tested subject area missed.

- Third grade students in Tennessee must score *proficient* or *advanced* on the TCAP English Language Arts assessment to be promoted to fourth grade without additional support. Students who score *approaching* or *below* expectations may still be promoted by participating in a Summer Learning Camp and/or receiving tutoring during their fourth grade year. Specific options will be discussed during promotion meetings scheduled during parent conference nights. TCAP reading results will be shared with families as soon as they are available to support planning.

Personal Communication Devices:

- Students may bring personal communication devices to school, but they must remain in the student's backpack and turned off during school hours. Personal communication devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. Violations of this policy will result in the following:
 1. 1st Violation: Verbal Warning/Student Conference
 2. 2nd Violation: Verbal Warning/Student Conference, Device Taken by Administrator, and Parents Must Pick Up at Earliest Convenience
 3. 3rd Violation: Verbal Warning/Student Conference, Device Taken by Administrator, and Parents Must Pick Up at Earliest Convenience. Also, a student must begin dropping off their Device with administration at the beginning of the school day and picking it up before dismissal for the duration of a week.

*Further violations of this policy will result in out-of-school suspension.

Personal Property:

- Students should not bring toys, cards, or expensive items such as jewelry and electronic devices to school. Many times these things are lost, broken, traded, or can be stolen. Students may not bring ipods, electronic gaming devices, or other toys to school except with permission by the teachers on special days. Personal property is the responsibility of the students.

Report Cards:

- Report cards are issued 4 times during the year, after each 9 weeks grading period. It is important that you look at your child's report card carefully. The grading system is printed on the report card. If you are not satisfied with your child's work, please contact the school for an appointment with your child's teacher to discuss the problem.

- Please note that lost textbooks, overdue library books, devices, or any other due monies or fees, must be paid before the report card can be given at each grading period.
- A mid nine-weeks progress report will be issued around the middle of each nine week period and sent home to parents with the student.

Student Accident Insurance:

- Student Accident Insurance forms are sent home after school begins. Interested parents should complete the form and return it to school with the required premium as soon as possible.

Telephone:

- The telephone in the school office is for school business ONLY. Therefore, permission will be granted for urgent calls, NOT personal calls. Students will not be called to the phone except for very important messages. For other calls, the message or number will be delivered. Students may NOT use the telephone without permission from the teacher.

Tobacco Free Environment:

- All schools in Bledsoe County will have a tobacco free environment. Tobacco and tobacco products are not permitted by law. This includes vaping!

E-Cigarette - Vaping:

- The Bledsoe County Board of Education recognizes that the use of electronic nicotine delivery systems devices and vaping is highly addictive. To protect the health, safety and comfort of administrators, personnel, students, and visitors, and in recognition of the health risks posed by electronic nicotine delivery systems based upon the emission of detectable levels of carcinogenic and toxic chemicals, all uses of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookah, and e-pipes) are prohibited in all school system buildings, in public seating areas including bleachers used for sporting events, and in public restrooms.

Student Services:

Gifted/Talented Program:

- The Gifted and Talented Program is designed to give advanced students an opportunity to expand their interest beyond the general curriculum. Gifted and Talented Students at Mary V. Wheeler School will be provided with more challenging learning experiences through enrichment classes. Participation in the Gifted Talented Program does not excuse the student from completing regular classroom work.

Parent-Teacher Organization (PTO)

- Wheeler Elementary has a very active Parent Teacher Organization, PTO. PTO Meetings are held on a monthly basis. All parents are encouraged to attend these meetings to help support our school and our students.

RTI Program:

- All students will be serviced through our school-wide Response to Intervention (RTI) program. Students are serviced based on individual needs determined through the AIMSWEB/Mastery Connect screener administered three times during the school year. Reports from these benchmarks will be sent home after each benchmark administration: fall, winter, and spring. Teachers and administrators meet often to closely monitor your child's academic progress.

Special Education:

- The school system offers many services for children who have learning disabilities. The teacher may refer for testing any student exhibiting a need for additional help. A group, consisting of the student's parent/guardian, teachers, and/or administrators, school psychologist, and the Special Education teacher, form the Student Intervention Team (SIT-Team). This team then decides which education services will best help the student. Please contact your child's teacher if you suspect that they have a learning disability.

Protection of Pupil Rights (PPRA) Annual Notice to Parents

- This is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain

physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Political affiliations or beliefs of the student or student's parent;

Mental or psychological problems of the student or student's family;

Sex behavior or attitudes;

Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;

Critical appraisals of others with whom respondents have close family relationships;

Legally recognized privileged relationships, such as with lawyers, doctors or ministers;

Religious practices, affiliations or beliefs of the student or parents; or

Income, other than is required by law to determine program eligibility.

2. You must receive notice and an opportunity to refuse to have your student participate in –

Any other protected information survey, regardless of funding;

Any non-emergency, in depth 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. Exceptions are made for hearing, vision or scoliosis (spine disorder)

screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. You may review, upon request and before administration or use –

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and

Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey. For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

collection, release or use of personal information for marketing, sales or other distribution; administration of any protected information survey not funded by the U.S. Department of Education; and any non-emergency, in depth physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education

FERPA/Nondiscrimination

- **Notification of Rights Under FERPA:** The Family Educational Rights Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are 1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the principal 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 record may be inspected. 2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Bledsoe County Board of Education to amend a record that they believe is inaccurate or misleading. 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 educational records, except to the extent that FERMA authorizes disclosure without consent. One exception, which authorizes disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as 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 an attorney, auditor medical consultant, or therapist); or a parent or student serving on an official 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 educational 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 600 Independence Ave., SW Washington, D.C. 20202-4605

- **Nondiscrimination Policy:** It is the policy of the Bledsoe County School system not to 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 the 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.
- It is also the policy of this district that the curriculum materials utilized 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. If your child should become the victim of a violent crime at school, he/she will have the right to transfer to another school within the LEA.

Inquiries regarding compliance with Title VI, Title IX, and Section 504 may be directed to the Bledsoe County Board of Education, P.O. Box 369, Pikeville, TN 37367, phone number 423-447-2914.

- **Tennessee Department of Education Contact Information**
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 this web site:
<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, 5th 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