



Dear Rigsby Elementary School Community,

Welcome to a new and exciting school year at Cecil B. Rigsby Elementary! It is with great joy and enthusiasm that I greet each of you as we begin another incredible year of learning and growth. We are honored to partner with you in one of the most important journeys—your child's education.

At CBR, we recognize just how crucial these early years are in building the foundation for lifelong learning. These formative years shape not only academic skills but also social-emotional growth, character, and confidence. That's why we are deeply committed to creating a school environment where every child is safe, heard, challenged academically, and loved.

For 61 years, Rigsby has proudly served this community with a dedication to excellence. Our school has recently been recognized for that commitment by earning a TVAAS Level 5 score for the 2023–2024 school year—an achievement that reflects the hard work of our students, staff, and families.

At CBR, we are passionate about our students and work tirelessly to provide them with a developmentally appropriate education that not only meets their needs but stretches their thinking through a rigorous curriculum. We believe in the potential of every child, and our goal is to help them grow into curious, confident learners ready to take on the world.

It is truly our honor to have your child as a part of our learning community. I look forward to the journey ahead and to partnering with you to help your child become the very best version of themselves.

Here's to a year filled with joy, growth, and endless possibilities!

Warmly,

Emily D. Bice
Principal
Cecil B. Rigsby Elementary School

Welcome to Cecil B. Rigsby Elementary School!

We are glad you are here!

Our Mission:

Cecil B. Rigsby Elementary School's mission is to provide positive learning experiences, which develop student competency in academics, social skills, and creative expression to produce lifelong learners. The teachers, staff, and administrators will provide a variety of programs and implement diverse teaching strategies in order to meet students' individual learning needs. In turn, students will excel to grade level proficiency, and beyond. We will instill in each child a desire for good citizenship, mutual respect, and loyalty to democratic ideals. We will present all of these educational experiences in a secure, disciplined, nurturing, and supportive environment.

Our School:

Cecil B. Rigsby (CBR) is a Bledsoe County school serving approximately 150 children in grades Pre-K through 5th grade. Our mascot is the Hornet and our school colors are green and yellow.

Our PTO:

CBR has an actively growing and wonderful PTO. Our meetings will be scheduled on a monthly or quarterly basis. All parents, relatives, and other interested parties are encouraged to join. We appreciate the continued support as we strive to work together to help CBR be the best it can be.



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Attendance Policy

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- ☐ 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 a written notification stating the reason for 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. Pregnancy
7. School Endorsed Activities
8. Summons, subpoena, or court order; or
9. 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.

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.

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.

Perfect Attendance

- ☐ Students must be present every day and have no tardies, no early dismissals, and no absences 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 make up 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 make up work. If a child is expected to be absent for more than ten days, the school should be contacted to possibly arrange for a homebound program

Behavior Policies

At Rigsby, we believe in fostering a positive and respectful learning environment where all students feel safe, valued, and empowered. We strive to encourage, celebrate, and praise students who embody **Rigsby PRIDE**—**P**ositive attitude, **R**espect, **I**ntegrity, **D**etermination, and **E**xcellence. By living out these values each day, our students help make Rigsby a place where everyone can learn and grow together.

School Wide Rules/ Expectations:

1. Respect yourself and others, your classroom, your school, and school property
 2. Be responsible for yourself and your actions
 3. Listen and follow directions
 4. Be on time, on task, and prepared to learn each day!
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- ☐ 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

Disciplinary Actions/Consequences:

- ☐ 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.
- ☐ CBR will follow the [Student Code of Conduct- Board Policy 6300](#)
- ☐ Any and all threats of violence will be taken seriously.

Hallway Behavior:

We expect students to do the following to encourage safe and smooth hallway transitions;

1. Walk and not cut line
2. Go down the hall without talking
3. Keep their hands and feet to themselves and off the walls.
4. Avoid Horseplay

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.

During lunch we expect students to do the following:

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.
6. There will be no throwing food or playing with food.
7. Students are not permitted to take food, drinks, or ice cream from the cafeteria.

Playground Behavior:

- We want to encourage students to enjoy unstructured play and maintain a safe environment for all students while on the playground.

Playground expectations are as follows:

1. Use equipment and space properly
2. No fighting, scuffling, wresting, or play fighting
3. No tackle football
4. Stay within assigned playing boundaries
5. Share and follow the rules the first time they are given
6. Line up immediately upon teacher's signal

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.

- ☐ The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸
- ☐ Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. See [Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation #6304](#) for more information.

Student Search:

- The school principal shall authorize all searches at the outset per state law. All principal initiated searches shall be conducted by a school security officer or a school administrator who has completed the state required training. The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:

- A. A particular student has violated school policy;
- B. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
- C. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
- D. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and

- E. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student as well as the nature of the alleged infraction;
 - 2. A school administrator shall be on-site at any principal-initiated search;
 - 3. A school administrator shall oversee the search and may end the search at any time; and
 - 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search
- ☐ See [Bledsoe County Board Policy 6303 Questioning Students and Searches](#)

Zero Tolerance:

- To ensure a safe and secure learning environment the following are examples of zero tolerance offenses;
 - 1. Weapons
 - 2. Dangerous instruments
 - 3. Aggravated assault of students, teachers, administration, or school employee
 - 4. Drugs
 - 5. Threats of mass violence
- ☐ See [Bledsoe County Board Policy 6309](#) for full details.

Drug Testing:

In accordance with Tennessee Law TCA 49-6-4213 and School Board Policy 6.3071, our school district 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.

Daily Operations

- Our school day begins at 7:45 AM (Central Time). Our doors open at 7:10 A.M. all students arriving at this time will have the opportunity to eat breakfast before reporting to the gymnasium for morning announcements. Parents should not go past the front lobby. Students arriving after 7:45 A.M. will be counted tardy for attendance purposes. The school day ends at 2:45 P.M (Central Time).

Delivery and Pick-Up Points:

Student Drop Off:

- Our school doors open at 7:10 A.M. (central time)
- Students are NOT permitted to be dropped off prior to school opening at 7:10

- From 6:45 to 7:30 the front driveway is for BUSES ONLY during this time.
- Car riders should be dropped off at the north entrance of the school where a school personnel will be present. Please note, this is a drive-through line. No parking is permitted.
- Handicap parking is available at the front of the school and at the north parking lot.
- Pre-K drop off is located at the back of the school and opens at 7:10. Parents are permitted to park and bring your child to the assigned school personnel for this area.
- As students arrive each morning, students are expected to hang up their back-pack and go directly to the gym.
- Students will have the opportunity to eat breakfast each morning.
- At 7:35 all students will be in the gymnasium for morning announcements.

Student Pick Up:

- Our school day ends at 2:45 P.M.
- Car riders will be dismissed from the north parking lot. School personnel will walk your child to your car as you arrive. Please note, this is a drive-through line. No parking is permitted.
- Pre-K car riders will be dismissed from behind the school and can be picked up starting at 2:15.
- A school issued mirror hang tag will be provided to you and one other family member. Please keep this inside your vehicle at all times.
- 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.
- From 2:45 to 3:30 the front driveway is for BUSES ONLY.
- 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. Students need to turn these notes into their teacher first thing in the morning.

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 once their business is completed. This ensures that the normal routine of each child's education is interrupted as little as possible.

- ☐ We encourage and welcome parents 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.

School Policies

Dress Code:

- Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.
1. The length of shorts must reach the fingertips with arms relaxed (no more than 2 inches above the knee when standing).
 2. Shirts should cover midsection at all times. This means no halter tops, crop tops, tank tops, bare midriffs, see-through blouses, low cut blouses, spaghetti straps, mesh shirts (without undershirts), unbuttoned shirts or blouses, sleeveless shirts should not expose the chest or side area.
 3. Pants should always be worn around the waist (no sagging). Pants may not touch the floor for safety reasons.
 4. Clothing should not include profanity, sexually connotated phrases, tobacco and alcohol advertisements and any graphic representation of the above.
 5. Hats are not to be worn inside the building (with the exception of hat day). No bandanas.
 6. Underwear may not be showing.
 7. No holes or frays in clothing will be allowed.
 8. For student safety, no bare or sock feet. All students must wear shoes with backs/backstraps. Clogs, flip-flops and/or their equivalents are not permitted. Shoes heels must be less than 1 1/2 inches high for safety. Students are encouraged to wear tennis shoes.
 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. Leggings – Must wear knee length top, dress, sweater, etc., with leggings.
 12. No pajamas/ sleepwear or blankets shall be worn (with the exception of a special day)

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

First Offense: The student will receive a warning and the violation must be corrected.

Second Offense: Parents will be notified. The violation must be corrected.

Third Offense and Subsequent Violations: Disciplinary action- Administrators discretion.

Books and Supplies:

Taxes pay for textbooks for all students. 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

Emergency Procedures:

- ☐ 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 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.
- ☐ It is very important that the school have current addresses and phone numbers in order for parents to be contacted in special situations. Please be sure to notify the school if there are changes during the year of the home address, phone number, place of employment, baby-sitter, or emergency number. Please be sure the school has a current emergency number where someone can be reached at all times. If you do not have a phone, be sure you have a neighbor or relative, we can call.

First Aid Emergencies:

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. It is essential that emergency numbers be in the office and that they be up-to-date. We encourage parents to have at least TWO emergency numbers.

Food Services:

Breakfast and lunch continue to be free at this time. If a child wants additional food from the cafeteria, he/she will need to bring money. Students must be at school by 7:40 in order to eat breakfast so they can be on time to class.

Students bringing their lunch are encouraged to prepare a balanced meal. Colas and carbonated beverages are not permitted at lunchtime. In consideration of safety, please do not send glass bottles in your child's lunch container.

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. NO SHOTS – NO SCHOOL

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 and the medicine card must be filled out and signed.
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.
3. Medication left for emergency use, such as bee sting kit or asthma medication, must be properly labeled and must include the complete instructions provided by the doctor.

If the parent cannot bring the medicine to school for a student, the medicine must be given to the teacher or turned in to the office as soon as he/she arrives at school. We cannot give medicine unless it is brought from home, along with instructions and permission to administer. The parent or guardian must fill out forms when the medicine is brought to school. Any student who regularly takes medication at school, is a diabetic, or has a hearing condition, etc., should have his/her name on file in the office.

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. 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.

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.

- 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.

Percent of Course Grade- 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.

Promotion/ Retention:

Promotion to the next grade will be based upon the student's satisfactory completion of the current grade level and the welfare of the child. Satisfactory attendance is considered as well. Parents will be informed by the end of the third nine weeks grading period if their child is in danger of failure.

Third Grade/Fourth Grade Retention Law – students in grade 3 will be subject to this law regarding ELA. Students who do not score mastery on his/her ELA test regarding the TNReady test are subject to retention.

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:

1st Violation: Verbal Warning/Student Conference

2nd Violation: Verbal Warning/Student Conference, Device Taken by Administrator, and Parents Must Pick Up at Earliest Convenience

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, radios, jewelry, etc. to school. Many times, these things are lost or broken. Left unattended, items may even get stolen. Students may not bring tape decks, iPods or radios with headsets, game boys, computer toys or other noisy distractions to school except with permission by the teacher on special days. Stress relief balls filled with gel are not permitted because when they burst, they damage electronic devices.

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.

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.

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 products and paraphernalia associated with tobacco.

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.

Rewards:

One of our goals at CBR is to develop strong character skills. In order to achieve this goal, an emphasis will be placed on the recognition of good citizenship skills such as responsibility, fairness, and honesty. Each month a student from each homeroom will receive recognition for exhibiting good character traits

Student Services

Gifted/Talented Program:

The Gifted and the Talented Program is designed to give advanced students an opportunity to expand their interests beyond the general curriculum. Gifted and Talented Students at Cecil B. Rigsby School will be provided with

more challenging learning experiences through weekly enrichment classes. Participation in the Gifted and Talented Program does not excuse the student from completing regular classroom work.

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 screener administered three times during the school year. Teachers and administrators meet often to closely monitor your child's academic progress.

Special Education Program:

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.

PTO:

CBR has an actively growing and wonderful Parent- Teacher Organization, PTO. Our meetings will be scheduled on a monthly basis. All parents, relatives, and other interested parties are encouraged to join. We appreciate the continued support as we strive to work together to help CBR be the best it can be.

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:

- ☐ 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.

- ☐ 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.
- ☐ 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