

Dear Rigsby Family,

Cecil B. Rigsby Elementary School welcomes you to our school community. We believe that all children can learn and strive to help them to achieve. We have a deep belief that all our students can and will be successful and as a team we ensure their success.

The faculty and staff of Rigsby School hope that mutual understanding and cooperation can be promoted between the school and the parents of the students whom we serve. We encourage you to read the information within this handbook with your child and retain it for reference during the school year.

We invite you to visit your school, meet your child's teacher, become familiar with our programs, ask for assistance if needed. Your suggestions will be considered in order to make our program the best possible and our school the best school for your child's educational experience.

Never forget that parents are the first and best teachers! Reading to your child and involving yourself in their progress is necessary for their success.

Sincerely,

Diane Hannah, Principal  
Cecil B. Rigsby Elementary School

## **DAILY OPERATION**

**SCHOOL DAY:** Our school day begins at 7:45 AM (Central Time). Children not riding buses should arrive at school between 7:10 and 7:45. Car riders arriving before 7:45AM (Central Time) will be dropped off at the north end of the building. There will be a safety person there to care for the student. All students arriving at this time will report directly to the gym. If arriving after 7:45 students must report directly to their classroom. Students arriving in the classroom after 7:45 will be counted tardy for attendance purposes. Our school day ends at 2:45 PM. The car riders will be dismissed to the side door at 2:45, and the bus riders will report to the gym at 2:50. From the gym, students will be dismissed as buses arrive. The front driveway is used for loading and unloading buses and is one way for BUSES ONLY from 6:45 – 7:30 AM and from 2:45 – 3:30 PM.

**ARRIVAL AND PICK-UP POINTS:** In the morning, parents bringing children are requested to use the side door of the building, facing the north parking lot. In the afternoon parents are to come to the side of the building to pick up their children. Unless it is an emergency, we request that students be picked up at the regularly scheduled time after school through car pick-up at the north end of the building. BUSES ONLY, WILL LOAD IN THE FRONT. WE ASK THAT YOU DO NOT PARK YOUR CAR IN FRONT DURING THE HOURS OF 6:45 – 7:30 AM OR 2:45 – 3:30 PM. PARK ONLY IN THE NORTH PARKING LOT TO PICK UP STUDENT, OR WAIT FOR THE OLDER CHILDREN TO ARRIVE BY BUS.

**TARDINESS AND EARLY DISMISSAL:** Due to the school's full schedule, tardiness is discouraged. Coming to school on time is a part of learning a sense of responsibility. Those students who arrive at school after 7:45 AM must report to the office.

If a student is to leave school during the school day, the parent is to come to the school office and SIGN THE EARLY DISMISSAL BOOK. Parents are not to go to the room, as the office staff will call the student to the office. If someone other than a parent is to pick up a student, it is required that the parent contact the school in writing beforehand. We are not allowed to release students to unauthorized persons.

Early dismissals are any dismissal before 2:45 PM. A total of three early dismissals and/or tardies shall count as one day's absence. Therefore, once a student accumulates a total of 15 unexcused tardies and/or early dismissals, then the school system's Supervisor of Attendance shall be notified that the student has an equivalent of 5 days of unexcused absences from school.

**VISITOR:** State law mandates that all people entering Cecil B. Rigsby Elementary must report through the office. Visitors are not permitted to visit the classroom or speak with the teacher 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.

## **STUDENT VISITORS:**

1. Parents/Grandparents are always welcome at Cecil B. Rigsby School. We ask that an appointment be made thru the principal's office ahead of time if you wish to schedule a meeting with a teacher, counselor, or administrator.
2. Students are NOT to have other students as visitors at school, including during lunch.
3. The school policy is to accept only those visitors who have legitimate business at school.
4. All visitors must report to the main office first to receive a VISITOR'S PASS unless you are attending a special program.
5. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so.
6. Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by police authorities.
7. Students are responsible for notifying their friends that they are not to be visited either in the building or anywhere on the school grounds.

**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, overdue lunch charges, and any other due moneys or fees, must be paid before the report card can be given at each grading period.

\*\*\*\* A mid-semester or (9 week) report will be issued around the middle of the nine-week period and sent home to parents with the student.

## **ATTENDANCE POLICY**

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. All Tennessee elementary schools have been mandated to have a school attendance rate of at least 93%. This means that each student should miss no more than twelve days for the entire school year in order to meet this goal.

Work missed due to absences is difficult to make up. There is no substitute for the actual participation in daily classroom discussions and work. Chronic absenteeism is grounds for failure of a student.

THE LAW REQUIRES THAT A SCHOOL OFFICIAL'S REPORT TO THE COURT A PARENT OR GUARDIAN WITH A CHILD WHO IS UNLAWFULLY ABSENT FROM SCHOOL FOR ANY FIVE DAYS DURING THE SCHOOL YEAR WITHOUT ADEQUATE EXCUSE.

Parents or guardians must notify the school explaining the absence in a written statement. The statement should also include the date of 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 immediate family
4. Extreme weather conditions
5. Religious observances
6. Pregnancy
7. School-endorsed activities
8. Summons, subpoena, or court order
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

## **BLEDSON COUNTY TRUANCY POLICY**

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>7</sup> A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement tier two of the progressive truancy plan described below prior to referral to juvenile court.

### **Bledsoe County Schools-Progressive Truancy Intervention**

**Tier I** of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance.

These supports shall include:

Phone call home

Meeting with Administration

**Tier II** of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

A conference with the student and the student's parent(s)/guardian(s);

An attendance contract, based on the conference, signed by the student, the

parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall

include: A specific description of the school's attendance expectations for the student;

The period for which the contract is effective; and Penalties for additional absences and

alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

Regularly scheduled follow-up meetings to discuss the student's progress; and  
A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community- based services, or other services to address the student's attendance problems.

**Tier III** shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions: See attendance supervisor. The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

**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 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.

**LEAVING SCHOOL:** Leaving school without permission is strictly prohibited. Students are not to leave the school grounds for any reason after arriving at school unless accompanied by a parent, guardian, or other assigning older person. All students leaving school must be checked out through the office.

**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

**MENINGOCOCCAL DISEASE:** For more information on the meningococcal disease and the effectiveness of the vaccination against meningococcal disease, please refer to Bledsoe County Schools website under Coordinated School Health for more information.

**EMERGENCY PROCEDURE CARDS:** During the fall parent orientation, 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.

**STUDENT INSURANCE:** Student insurance is available to all students during the beginning of our school year. Information will be sent home as soon as the school receives it. There will be a choice of purchasing school day coverage or 24-hour coverage.

**SCHOOL CLOSING INFORMATION:** Information on school closings due to severe weather conditions will be made as early as possible and will be aired on various media outlets. The All-Call System will call your home phone or cell phone. If you are not receiving the call or need to update your numbers, please call the school at 447-2891.

**CHANGE OF ADDRESS, PHONE ETC.:** 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.

**MEDICINE 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 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.

**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.

**HOMEWORK:** The ability to study is one of the most important keys to student success. All students in grades one through five can expect homework Monday through Thursday. This is in addition to supervised practice during class. Long theme assignments, research papers, science projects, etc., may mean work on weekends.

**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.

**PARENT CONFERENCE:** Parents are welcome and encouraged to come and talk with the teachers. Appointments must be made through the principal's office to coincide with the teacher's schedules. Please call the principal's office to schedule your appointment. The phone number is 423-447-2891.

**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 CELL PHONES AND BEEPERS ARE NOT ALLOWED.**

**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.

**CARRYING MONEY:** Elementary school children should be encouraged not to carry money to school unless there is a definite need for it, such as snacks, etc.

## **SCHOOL POLICIES**

### **GENERAL GUIDELINES FOR STUDENT BEHAVIOR**

#### **Student Code of Conduct – Board Policy 6300**

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students in pre- kindergarten or kindergarten shall utilize alternative disciplinary practices such as multi-tiered system of supports. Exclusionary discipline shall only be used as a

measure of last resort.<sup>2</sup> The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behaviors supports and interventions.<sup>3</sup> The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: multi-tiered system of supports. Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

#### **MISBEHAVIORS: LEVEL I**

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school but which can usually be handled by an individual staff member. See Policy for details.

#### **MISBEHAVIORS: LEVEL II**

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel. See Policy for details.

#### **MISBEHAVIORS: LEVEL III**

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. See Policy for details.

#### **MISBEHAVIORS: LEVEL IV**

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board. If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.<sup>7</sup> See Policy for details.



**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, 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). Some advertising, words, pictures, and phrases on clothing are also not appropriate, such as profanity, sexually connotated phrases, tobacco and alcohol advertisement and any graphic representation of the above.**
4. **NO headgear: Hats are not to be worn inside the building. No bandanas.**
5. **Underwear may not be showing.**
6. **Pants may not touch the floor.**
7. **No holes or frays in clothing will be allowed.**
8. **For student safety, no bare or sock feet. All students must wear shoes. 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. No visible body piercing other than traditional ear wear will be permitted.**
10. **Leggings – Must wear knee length top, dress, sweater, etc., with leggings.**
11. **Sweat pants must be loose fitting.**

**TEACHER AND STAFF DISCRETION WILL BE USED FOR ANY DRESS WHICH IS FELT TO BE INAPPROPRIATE.**

Dress code violators will be referred to the office. Time missed from class will be an unexcused absence; makeup work will be 70%. (Note: This will mean loss of perfect attendance two points and possible loss of exemption) The dress code discipline plan is focused on addressing dress code violators and not punishing the entire student body through more restrictive dress.

**FIRST OFFENSE:** Parents will be notified. Students must change into appropriate dress before being allowed to return to class.

**SECOND OFFENSE:** Parents will be notified. Student must change into appropriate dress before being allowed to return to class.

**THIRD OFFENSE:** Student will be assigned in-school suspension. A parent conference will be held addressing unruly behavior and subject to referral to court.

**CARE OF SCHOOL AND PERSONAL PROPERTY:** A school building is not a school until students occupy it. When a building becomes a school, it takes on

character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students in its appearance and daily care. We feel it is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance message is positive to everyone.

This commitment includes using the common-sense approach. Trash belongs in the trash containers. Food is to be eaten only in designated areas. Gum and graffiti have no place on the floor or walls, and the furniture and equipment in our school are for your use and not abuse.

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students must turn in the books (identified by book numbers) which they were issued. Students will not be issued a replacement book until the lost/damaged book has been paid for. Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be required either to pay for the damage that is done or replace the item. Upon dismissal, students will leave the campus immediately unless supervised by a faculty or staff member.

Students should limit items brought to school to those items necessary for school activities. **THE ADMINISTRATION IS NOT RESPONSIBLE FOR UNNECESSARY ITEMS BROUGHT TO SCHOOL, WHICH ARE LOST OR STOLEN.** Thefts should be reported to the office to aid in recovery.

**THINGS TO WATCH OUT FOR:** There are certain kinds of diseases that you can catch easily. Be careful by doing these things:

1. Never drink after another student from a bottle, can, glass, or cup.
2. Never take a bite of someone else's food.
3. Never wear someone else's cap or use another student's comb or brush.
4. Never touch a rash or bleeding area on someone else.
5. Always cover your mouth or nose when you cough or sneeze.
6. Never come to school when you have a contagious disease like mumps, measles, pink eye, chicken pox, etc. Illnesses such as these require a doctor's care and are very contagious.

### **SCHOOL WIDE – DISCIPLINE RULES:**

**FOLLOWING RULES:** Follow directions the first time they are given. When this rule is violated outside the classroom, the student may be sent to the office for determination of consequence.

**ASSIGNED AREAS:** Stay in assigned areas such as the lunchroom – leave the area only with permission of the adult in charge. When this rule is violated outside the classroom, the student may be sent to the office for determination of consequence.

**DANGEROUS ARTICLES:** Do not bring distracting or dangerous articles to school. This includes any oversized chains such as dog chains, wallet chains, baseballs, knives, lighters, toy weapons, sound equipment, toxic cosmetics, tobacco products, or other drugs. Toys or other equipment may be brought only with teacher permission. Prohibited objects may be removed by the teacher and held for a parent to claim. The nature of the object removed will determine the consequence. The consequence can

include referral to law enforcement authorities and a Zero Tolerance Suspension/Expulsion.

**THROWING THINGS:** DO NOT throw rocks, pine cones, sticks, or any object. Throwing of these objects or any object can be a serious problem. When this rule is violated outside the classroom, the student may be sent to the office for determination of consequences.

**BULLYING: THERE WILL BE NO RACISM, PROFANITY, NAME CALLING, CURSING, OR TEASING.** When this rule is violated in any format including electronics, the student will be sent to the office for determination of consequence and the SRO will be contacted.

**DRIVING:** Do not drive bikes, motorcycles, or cars to school. When this rule is violated, the student will be sent to the office for determination of consequence.

**FIGHTING:** Keep hands, feet, and objects to oneself. Scuffling is not permitted. Fighting is not allowed. Any student involved in a fight will need to pay the same consequence without differentiating between who started the assault. When the rule is violated outside the classroom, the student may be sent to the office for determination of consequence. The consequence can include referral to juvenile authorities or law enforcement authorities.

**BUS DUTY PROCEDURES:** As students arrive each morning, students are expected to go directly to the gym and sit with their classmates. Buses arrive at the school between 7:10 and 7:30 AM. Students that would like to eat breakfast will be escorted to the lunchroom. As a student finishes breakfast, they are to return to the gym. Students enter their classrooms at 7:45 AM. In the afternoon students riding buses enter their assigned area by bus. Students are dismissed as buses arrive. All students are expected to remain in their assigned seat and talk quietly during the bus duty period.

**AFTER SCHOOL:** Students are required to go directly home after school unless the student is involved in a school approved activity. 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.

**FOOD SERVICE:** 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.

**TEXTBOOKS AND SCHOOL PROPERTY:** 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

**DAMAGING OR LITTERING PROPERTY:** DO NOT write on, damage, or litter the school's or another person's property. The consequence can include referral to law enforcement authorities.

**PHYSICAL OR VERBAL DISRESPECT:** In order to promote the learning process, disruptive behavior including physical and/or verbal abuse shall not be permitted. Failure to comply with this regulation may result in one or more of the disciplinary options on page 15. This consequence can include referral to juvenile authorities or law enforcement authorities.

**RUNNING:** In order to prevent injury to students, there will be no running in the school building or in dangerous areas, including traffic zones, etc. Failure to comply with this regulation may result in one or more forms of disciplinary options on page 15.

**TACKLE FOOTBALL OR BASEBALL:** In order to prevent injury to students, tackle football, except as provided in the school program, baseball, or any other type of sport requiring special safety equipment, will not be permitted. Failure to follow this rule may be punishable by one or more of the disciplinary options on page 15.

**CHEWING GUM:** In order to reduce distracting influences on the learning process, chewing gum will not be allowed. Failure to observe this rule may result in one or more of the disciplinary options on page 15.

**PUBLIC DISPLAY OF AFFECTION:** In order to reduce disruptions to the learning process, holding hands, or other displays of affection will not be permitted. Failure to observe this rule may result in one or more of the disciplinary options on page 15.

**PORNOGRAPHIC OR OBSCENE MATERIAL:** In order to reduce disruptions to the learning process, pornographic or obscene material will not be tolerated. Failure to observe this rule may result in one or more of the disciplinary options on page 15.

**LEAVING SCHOOL/SKIPPING CLASSES:** In order to provide for the protection of the students and staff, no student once he/she arrives at the school, will be permitted to leave without permission from the principal's office. Skipping school or class or unexcused tardiness to school or class will not be permitted. Failure to observe this rule may be punishable by one or more of the disciplinary options on page 15.

**HALL BEHAVIOR:** Improper conduct in the hall endangers the safety of other students and is prohibited at Cecil B. Rigsby School. Examples of improper conduct includes, but is not limited to, the following examples:

1. **Cutting line**

2. **Shoving or other forms of horse play**
3. **Loud boisterous behavior**
4. **Throwing objects**
5. **Other offenses as determined by the administration and/or school personnel**

**ZERO TOLERANCE: See Policy 6309 of the Bledsoe County Board of Education Policy Manual for full details.** In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:1

1. The possession, handling, transmission, use or attempted use of a firearm or explosive, explosive weapon, buoy knife, hawkbill knife, switchblade knife or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury, or anything in the manner of its use or intended use capable of causing or inflicting death or serious bodily injury, on school property, a school campus, school grounds, recreation areas, school buses, on other property owned or operated by the Board of Education while in use by the Board of Education, or while at school sponsored athletic events, school sponsored recreation events or school sponsored outings;

2. The possession, handling, transmission, sale, delivery, use or attempted use of any drug including any controlled substance, controlled substance analog, marijuana, cannabis, THC products or substitutes (including vape products), or legend drugs, on school property, a school campus, school grounds, recreation areas, school buses, on other property owned or operated by the Board of Education while in use by the Board of Education, or while on school sponsored athletic events, school sponsored recreation events or school sponsored outings;

3. The commission at school, on school property, a school campus, school grounds, recreation areas, school buses, any other property owned or operated by the Board of Education, any property used by the Board of Education, or at school sponsored events, school sponsored athletic events, school sponsored recreation events or school sponsored outings, of an aggravated assault as defined by T.C.A. § 39-13-102 or an assault that results in bodily injury as defined by T.C.A. § 39-101(a)(1) upon any teacher, principal, administrator, school resource officer, or any other employee of the Bledsoe County Board of Education;

4. The commission at school, on school property, a school campus, school grounds, recreation areas, school buses, any other property owned or operated by the Board of Education, any property used by the Board of Education, or at school sponsored events, school sponsored athletic events, school sponsored recreation events or school sponsored outings, of an aggravated assault as defined by T.C.A. § 39-13-102 or an assault that results in bodily injury as defined by T.C.A. § 39-101(a)(1) upon any student or third party;

5. Threats of mass violence at school, on school property, a school campus, school grounds, recreation areas, school buses, any other property owned or operated by the Board of Education, any property used by the Board of Education, or at school sponsored events, school sponsored athletic events, school sponsored recreation events or school sponsored outings.

Notwithstanding paragraphs 1 through 5, inclusive, above, or any other law to the contrary in the event after a fair and thorough investigation made by the principal or a representative appointed by the principal, it is determined that a pupil/student acted in self-defense, under a reasonable belief that the pupil/student or another to whom the pupil/student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, which the pupil/student honestly believed to be real at that time, then, at the principal's recommendation, the pupil/student may not face any disciplinary action, and shall be exempted from this Policy.

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>8</sup>

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>7</sup>

Students who commit Zero Tolerance Offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

**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.

**CAFETERIA BEHAVIOR:** All students shall eat in the school cafeteria. If you bring lunch from home, you will eat with your group in the cafeteria. The following will not be permitted.

1. **Cutting line**
2. **Shoving or other forms of horse play**
3. **Leaving trays on table**
4. **Throwing food and playing in food**
5. **Carrying more than one tray**
6. **Loud, boisterous behavior**
7. **Taking food, drinks, or ice cream from the cafeteria**
8. **Continuously out of your seat**

**PLAYGROUND DISCIPLINE RULES:**

1. **Follow the rules the first time they are given.**
2. **Use equipment and space properly.**
3. **No fighting, scuffling, wrestling, or play fighting.**
4. **Return to class at teacher's signal.**
5. **Stay within assigned playing boundaries.**

**OPTIONS IN DISCIPLINARY ACTIONS:** Appropriate options in disciplinary situations involving acts against persons or property are listed below. A teacher and/or administrator may employ any option or combination of options. The severity of the incident, the behavior record of the student and grade level, age of the student will determine which option or options are utilized.

1. **Loss of privileges**
2. **Counseling**
3. **Detention (In-school or After school)**
4. **Corporal punishment**
5. **Parent contact**
6. **Referral to principal**
7. **Restitution of costs of damage**
8. **Suspension**

**DRUG TESTING POLICY:** 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**

The purpose of this drug testing policy is to:

1. Deter drug use among students

2. Identify students who may need assistance with substance abuse issues.
3. Ensure a safe and conducive learning environment.
4. 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.

**REWARDS:** One of the goals of CECIL B. RIGSBY ELEMENTARY SCHOOL 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.

**IF YOU ARE MOVING:** If you are going to be moving out of this school area, please notify the school office as soon as you can. A transfer sheet can be filled out in the office for you to give to the next school in order to help in the transfer process. Your student's records will be sent to the new school after parents fill out and sign a record request form at your new school. Make sure all textbooks, library books, and charges are turned in before you leave.

#### **SPECIAL PROGRAMS:**

**GIFTED AND TALENTED:** 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.

**TITLE 1 PROGRAM:** For those children who are eligible, our system provides a remedial reading/math program for grades K-5. It is a school wide program.



**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 educational services will best.

## **APPENDIX**

### **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, 5<sup>th</sup> Floor**

**Nashville, Tennessee 37243-0380**

**Phone: 615-741-2851**

**Fax: 615-253-5567 or 615-532-9412**

#### **East Tennessee Regional Resource Center**

**2763 Island Home Blvd.**

**Knoxville, Tennessee 37290**

**Phone: 865-594-5691**

**Fax: 865-594-8909**

### **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. A few of these organizations are listed below:**

**The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>**

**44 Vantage Way, Suite 550**

**Nashville, TN 37228**

**Phone: 615-248-5878 Toll Free: 1-800-835-7077**  
**Fax: 615-248-5879 E-mail: [pcooper@theartn.org](mailto:pcooper@theartn.org)**

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

**712 Professional Plaza is on the Internet at <http://www.tnstep.org/>  
Greenville, TN 37745**

**Middle Tennessee:**

**615-463-2310**

**[information@tnstep.org](mailto:information@tnstep.org)**

**East Tennessee:**

**423-639-2464**

**[karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)**

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

**416 21<sup>st</sup> Avenue South is on the Internet at <http://www.tpainc.org/>  
Nashville, TN 37212**

**1-800-287-9636 (Toll Free) or 615-298-1080**

**615-298-2471 (TTY)**

**Fax: 615-298-2046**

### **Tennessee Voices for Children**

**Is on the Internet at <http://www.tnvoices.org/main.htm>**

**Middle Tennessee:**

**1315 8<sup>th</sup> Avenue South**

**Nashville, TN 37203**

**Phone: 615-269-7751**

**Fax: 615-269-8914**

**TN Toll Free: 800-670-9882**

**E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)**

**East Tennessee:**

**(Knoxville Area)**

**Phone: 865-609-2490**

**Fax: 865-609-2543**

**These are but a few of the organizations available to help with  
information, training, and advocacy. For a more extensive list visit the  
Tennessee Disability Services – Disability Pathfinder Database:**

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

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

**This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.**

**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. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it 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 FERPA authorizes disclosures without consent. One exception, which authorizes disclosures without consent, is 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 education record in order to fulfill

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

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, 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.

**Inquiries regarding compliance with Title VI, Title IX, and section 504 may be directed to:**

**Mr. Corey Garrett**  
**Bledsoe County Board of Education**  
**P.O. Box 369**  
**Pikeville, TN 37367**  
**Phone: 423-447-2914**



## **Parent Involvement Plan**

Cecil B. Rigsby Elementary School's Parent Involvement Plan has been developed through cooperation of the principal, faculty, staff, parents, and other community members.

### Shared Responsibility for Student Performance

Cecil B. Rigsby Elementary believes that education is a shared responsibility of the students, the teachers, the parents and the community. Student success is greatly increased when we work together.

Parents are asked and encouraged to communicate with their child's teacher on a regular basis. Parents are also encouraged to contact the school with any questions regarding their child's education.

Cecil B. Rigsby Elementary School promotes the involvement of parents and community members in the school's activities and decision making. Individuals serve as Parent Volunteers, by serving on the School Improvement Committee for TSIP, by helping develop the Parent/School Compact, and by helping to develop this Parent Involvement Plan, and ect...

### Safety

Safety is our school's top priority. When planning any community involvement the safety of our students shall always be considered. Physical access to the building is always at the principal's discretion. Students may only be signed-out to leave following office/principal procedures.

### Communicating

Cecil B. Rigsby Elementary School will communicate with parents and the community about student progress and school programs effectively. Translations and other correspondence assistance in overcoming limited English communicating abilities will be provided as required.

Methods for communication:

\*Handbook- A general information handbook about school expectations and

other information will be provided at the beginning of each year (& to any new students) free of charge.

\*Newsletters – a school wide newsletter will be sent home weekly with information on school activities and events.

\*Skyward- With internet access, a parent can access his or her student’s grades, attendance record, and other information.

\*Annual Title I Orientation Nights – Parents will be informed about parental rights and about how Title I programs are operated at their local school.

\*Annual Open House – Parents are invited to come near the beginning of each school year to meet their child’s teachers, and ask questions about how the school and how particular classrooms operate.

\*Title I Reading & Math Nights – These events are open to parents and focus on disseminating parent information. They also provide fun interactive experiences for parents to enjoy learning with their children. School work and class projects are displayed. The Reading Night is a part of a week long event. Skits are performed, poems and jokes are read, special “crazy” clothes and hair are worn, all to celebrate a love of reading

\*Teacher Newsletters – At the discretion of each teacher, newsletters will be send home with each pupil addressing classroom activities, education goals and upcoming opportunities for parent involvement. Please talk to your child’s teacher to know when to expect these.

\*Parent Teacher Conferences Each parent will have the opportunity to formally meet with their child’s teacher at least twice a year to discuss privately their individual concerns about each student.

\*School Website – School information, upcoming school events, lunch menu, student accomplishments, etc., can be easily accessed by logging on to the school website.

**res.bledsoecountyschools.org**

\*State Website – Parents are encouraged to access state education policies and to view the school’s report card on the state website.

<https://www.tn.gov/education/>



\*Results and an explanation of TCAP or other state wide standardized testing results will be sent home to parents as provided by the state.

\*Student work assessment – Progress Reports will be sent home every 4 1/2 weeks and grade cards will be sent home each nine weeks. Student work is to be sent home weekly for parent review.

\*IEP Meetings – These meetings include parental input in setting up each eligible child's Individual Education Plan.

\*Local Newspaper Announcements, accomplishments, and important school information may be submitted to the Bledsonian Banner and/or other local newspapers.

\*aimsWeb+ Screening is conducted with every child three times per year. The results are used to predict success on end-of- year standardized tests and to form groups for Intervention help in math and reading.

\*Mastery Connect testing is used to help inform teachers as how to best get students ready for end-of- year standardized tests.

\*Media Center - Resources for parents are available through the school's library. Our school media center has available to parents, upon request, a variety of information to help them with the educational needs of their child. This includes a list of the full library holding through the school website.

\*Office- Information on Bledsoe County resources and various types of help available to families are available through the school office.

\*Kindergarten Readiness packet – These are provided to parents at Kindergarten preregistration to help parents know what is expected of their beginning kindergarten student.

\*Health Screening – Kindergarten, 2<sup>nd</sup>, and 4<sup>th</sup> graders are screened for vision and hearing fitness. However, parents or teachers can request additional screenings when the need arises. If a concern is identified, the parent(s) will be notified and requested to take the student for further medical help from a doctor.

Dental Services – Through the Department of Health, students are yearly offered free dental sealants and other dental services.

\*Reading Connections and HometoSchool Newsletters are sent home on a regular basis to give parents suggestions on activities to do at home to help their child be a better student.

### Student Learning

It is the goal of Cecil B. Rigsby Elementary School to involve families/community in learning activities and awards for students.

\*State Standards -Parents are informed of the State's Standards and student expectations.

\*Awards Days-Academic and Attendance Awards are presented each nine-weeks. Also, there is an Awards Day planned for the end of each year. Not only academic excellence, but also attendance and effort are recognized.

\*Field Day may be held at the end of each year. This involves each grade level, with games that encourage physical fitness, good sportsmanship, competition, and teamwork.

### Celebrations

Parents & other community members are invited to attend special celebration days at CBR. These include, but are not limited to Veteran's Day, Holiday/Christmas Program, Kindergarten and Pre-school Celebration Days, and possibly other awards days.

### Volunteering

Cecil B. Rigsby Elementary School welcomes and encourages parent and community volunteers to support our students, staff and school. Parents are asked to volunteer in a variety of ways. They may help with events (e.g. Veteran's Day). Our school also depends on parent and community donations and help for fundraising efforts. The fundraisers include various school sales, a Fall Festival (with class bake sales before the Festival). Additionally, parents may serve on school committees (e.g. TSIP, Parent Involvement plan, Title I Parent/Student/School Compact). At times, parents help prepare materials for use at school. Several parents volunteer through the school's **P.T.O. Program** which not only purchases items to help the school, but also enriches CBR's students' lives.





# Cecil B. Rigsby Elementary is your school.



The Bledsoe County & CBRS web sites:

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

<http://res.bledsoecountyschools.org/>

These websites have links to information about Cecil B. Rigsby Elementary School as a Title I School. You can find CBR's: 1.) School/Parent Compact, 2.) Parent Involvement Plan, 3.) The Department of Education's Parental Notification {Under the Elementary and Secondary Education Act (ESEA)}, & 4.) Some information from the state that is usually presented during the Annual Title I Orientation Night meeting..

\*Please note that all access to the building is only with the principal's permission and may be affected by changing social distancing policies.

Please also note this information is available in print and in languages other than English upon request.

## Do you have any ideas to share with us for our Parent Involvement Plan or School Compact?

You can use this sheet to send ideas to the school. Please include your name.

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### Cecil B. Rigsby School-Parent Compact



**2024-2025**

<http://res.bledsoecountyschools.org/>

Diane Hannah, Principal

### **What is a School-Parent Compact?**

A School- Parent Compact is an agreement that families, students, and teachers develop together. It explains how schools and homes work together to make sure that pupils reach grade level standards.

**Effective Compacts:**

- \*Link goals to the School Improvement Plan
- \*Focus on student learning
- \*Describe how teachers will help students develop skills using high-quality instruction
- \*Explain how families and teachers will communicate about student progress.

### **Activities to Build Partnerships**

CBR is happy to continue working with our new P.T.O.

Additionally, CBR benefits from local businesses (e.g. Lazy-Boy and local banks) and other government agencies (e.g. dental cleanings and Ollie the Otter). CBR is grateful for support from local churches (e.g. weekly food bags from First Southern Baptist).

Each family with a child at CBR is an important partner. Please frequently talk, or e-mail to your child's teachers about ways you can help your student succeed and meet his/her goals including using at-home technology (e.g. ZOOM meetings).

### **Jointly Developed**

Families and School employees will continue to develop this compact together. Students can guide their own learning by letting their adults know what would help them. Teachers can suggest strategies for home learning, but families will add their own ideas to make the strategies specific for their children.

Families are welcome to contribute comments and suggestions at any time. Just call, e-mail, or (when possible) come by to share your ideas.

They may be directed to the office  
(see contact information on this brochure).

### **Communication About Student Learning**

CBR is committed to frequent two-way communication with families. Look for:

- \*Weekly communications from teachers and school newsletter.
- \*Progress Reports & Report Cards (per 9 weeks)
- \*Updates on the school web sites (Skyward)

\* Parent Teacher Conferences

\* Mastery Connect and aimsWeb+ test results

TIP: Keep your child's school and teacher contact information readily available to check on your child's progress as needed.

<b>Our Goals for Student Achievement</b>	<b>Teachers, Families, Students – Together for Success</b>	
<p>Bledsoe County School and Cecil B. Rigsby Elementary Goals: To increase the percentage of students scoring on-track and/or mastered in both ELA and Math.</p> <p>Please contact the CBRS if you need copies of any information from the school to be provided in a language other than English.</p>	<p><b>The School/ Classroom shall endeavor to:</b></p> <ul style="list-style-type: none"><li>*Provide Family Reading and Math Nights to share ideas with families each year (in person when possible).</li><li>*Provide ideas, educational internet links, and materials home for student use.</li><li>*Maintain a school web page with needed information.</li><li>*Provide high quality instruction and curriculum to meet state standards</li><li>*Provide a supportive effective learning environment.</li></ul>	<p><b>At Home</b></p> <p>CBR School Families join with staff to support student success in reading and math.</p> <p>*Families may have other ideas to add to this list.</p> <p><b>Families:</b>Use at home materials to make math more meaningful and fun (e.g. learning fractions through cooking recipes &amp;/or playing games).</p> <p>Try to attend Family Reading and Family Math Nights. (HINT: Ask for information from your student's teachers if you can not attend in person.</p> <p>Extend student vocabulary and comprehension in the context of at home conversations.</p> <p>Help each student with emotional support, adequate rest, &amp; etc... to come to school ready to learn.</p> <p>Help by volunteering in the school, helping to make decisions, and guiding the use of extracurricular time.</p> <p>REMEMBER: Reading with your child 20 minutes per day is vital.</p>

<p align="center"><b>Our Goals for Student Achievement</b></p>	<p align="center"><b>Teachers, Families, Students – Together for Success</b></p>
	<p align="center"><b>Students Need To:</b></p> <p><b>Talk with their families about what they are learning including topics and vocabulary.</b></p> <p><b>Bring home newsletters and invitations to Family Reading and Math Nights.</b></p> <p><b>Tell teachers and parents about struggles and successes.</b></p> <p><b>Cooperate with teachers and families (e.g. bedtime &amp; study habits)</b></p> <p><b>Use a good work ethic when doing assignments.</b></p> <p><b>*** STUDENTS MAY ADD IDEAS TO THIS LIST***</b></p>

**Title I Services for Students in Bledsoe County**

All Students at Cecil B. Rigsby Elementary are eligible for Title I: There are two types of programs-targeted assistance and school wide. Targeted assistance means that only those students who have been identified in need of Tier 2 or Tier 3 services receive services from our Title One teacher and her assistants at that school. However, our Title One teacher also provides school wide program assistance for teachers with Student of the month, reading night, math night and other parent involvement activities designed to improve student performance.

The emphasis in the new Tennessee law is still on improving reading and math skills- that is, students must make the gains as set by the State in these areas. At this time, Title I employs 1 Title One teacher and one title one paraprofessional. Both of these work with students who have been identified as needing additional help through formative assessments with reading skills. Principals and teachers are very pleased with the progress these students are making in this program.

Any questions concerning the Title I program should be directed to your principal.

## Contacts

**Cecil B. Rigsby Elementary Principal- Diane Hannah (423)-447-2891**  
**Federal Programs (Title I) Director – Kristy Walker**  
**Director of Schools- Selina Sparkman**

Cecil B. Rigsby Elemental el Plan Elemental de la Participacion de Padre

En el reconocimiento de investigación segura que esa participación paternal levanta el logro académico de estudiantes, Cecil B. Rigsby Elemental de enseñanza primaria del ruedero alenta la participación de padres por programas activos de voluntario de padre tales como PTO, voluntarios de escuela, y el Centro del Recurso de la Familia. Los padres son alentados a participar en tales actividades como los Panecillos para Mamas, las Rosquillas para Papas, Bingo para la Noche de Libros, Dia Grande de Padre, Dia de Veteranos, Quinto Grado Adiós, la Graduación K, el Coro de la Escuela, la Noche de la Lectura de la Familia, y otras actividades de la escuela. Un calendario conjunto que incluye las actividades de todos los grupos del liderazgo de la escuela, se producirá. El Calendario Conjunto incluirá por lo menos tres actividades de familia por ano.

Para construir un efectivo enseña en casa la asociación, Cecil B. Rigsby Elemental proporcionara es sigue:

1. Una orientación anual que encuentra donde padres encontrara con su maestro de niño y es alentada de su derecho y responsabilidad de ser implicado en su educación de niño.
2. Un numero flexible de reuniones y actividades a través del ano para ayudar a padres a entender el federal e indica académico contenido y los estándares del logro de estudiante, así como las evaluaciones académicas locales. Las reuniones enfocaran también en como padres y maestros pueden trabajar juntos para controlar el progreso de niño para mejorar el logro de estudiante.
3. Un horario variado de reuniones y conferencias para acomodar las necesidades de padres.
4. Un mínimo de dos conferencias planificadas de padre, donde progreso del estudiante se discutirá así como las esperanzas para el nivel del

- grado, educan el plan, información de prueba y cualquier otro concierne que el maestro o el padre pueden tener.
5. Comunicación continua ayudar a padres en la comprensión del plan de la escuela y el logro de estudiante por noticias, las notas, informan tarjeta, la guía, las distribuciones, los informes del logro de estudiante y otros medios. Los boletines incluirán puntas de padre y sugerencias.. Todas invitaciones se mandaran y serán anunciades en la escuela en una manera oportuna.
  6. Un escuela-padre comprime diseñado por el personal de padres y escuela que resume como padres, el personal de la escuela y estudiantes comparten en la responsabilidad de mejorar aprender.
  7. Cada dos anos, una inspección para todo cría será realizada para reunir las opiniones y concierne de padres acerca del programa actual y para reunir las sugerencias para mejoras y temas para las reuniones que satisfacen las necesidades de padres.
  8. Mantenga un sitio web actualizado para padres.

Cada esfuerzo se hará para comunicar con padres en un formato y el idioma que es libre de la jerga educativa y fácilmente entendible por todo. Los miembros de padres y comunidad siempre deberán ser hechos la bienvenida en Cecil B. Rigsby de enseñanza primaria de ruedero.

### **ESSA/NCLB Parent Notifications Elementary**

Dear Parent or Guardian:

1. The NCLB Act requires that your child's teacher meet specific requirements to be highly qualified. You have the right to request information regarding the professional qualifications of your child's teacher. If you would like to request this information, please contact your child's school.
2. The school has completed a review of student performance of required state testing determined for all students. If you wish to know how your child's school has performed, you can access the school report card at [www.state.tn.us/education](http://www.state.tn.us/education) or contact your child's school.
3. If your child is in need of academic help, before and after school services are available. For more information contact your child's school.

4. Please keep in contact with your child's school for school meetings. Scheduled meetings are held annually to keep you informed with the day-to-day activities and parent involvement policies of your child's school. Notifications are sent home by your child and posted in the school.
5. The school district may disclose student information that is designated as directory information. (such as yearbook, honor roll, graduation program, sports program, etc.) If you do not wish this information to be disclosed, please contact your child's school.
6. The school district has assigned a district staff member to help introduce the homeless children and youth to the various educational programs and services available. For more information, please call your local school or school district.
7. Bledsoe County School District receives funds from the federal government under the NCLB Act. These funds are used in a variety of ways to provide academic needs. The military recruiters, colleges, and universities, access to the names, addresses, and telephone listings of secondary students. If you wish this information not to be released, please notify your child's school in writing.
8. Your child's school qualifies to receive federal funds under the NCLB Act 2001, Title 1, Part A for this school year. At present time your child's school is participating in the school wide program.
9. All students must complete and return the Home Language Survey provided at registration or available upon request.