

Parrottsville  
Elementary School



Home of the Parrotts

**1901 Old Parrottsville Highway**

**Parrottsville, TN 37843**

**Phone 423-623-1612**

**Fax 423-623-3332**

## **Dear Parent/Guardian**

This handbook has been prepared to help explain procedures, policies, and regulations of Parrottsville Elementary School (PES) and the Cocke County Board of Education (CCBOE). This handbook does not present all the rules that govern our school, but is to be used as a reference for frequently asked questions. You can find all policies of the Cocke County Board of Education at their website. <http://www.cocke.k12.tn.us/>

## **Dear Students**

Welcome to Parrottsville Elementary School. We hope you find your educational experience at our school rewarding. Our school has a prestigious history of producing students with academic and extracurricular excellence! We expect you to be a part of that trend. Excellence begins with you. If at any time you have issues at PES, do not hesitate to speak with your teacher or an adult. We are here for YOU!

## **Academics**

We offer a curriculum that opens the door for our students to lifelong learning and success. Our curriculum is based on the old standard of the 3 R's, reading, 'riting, and 'rithmetic. But a new set of 3 R's has begun to emerge within our curriculum; they are rigor, relevance, and relationships. Along with the curriculum, there are other programs and/or activities in place to help challenge our student body. These programs include, but are not limited to Math Contest, Spelling Bee, Accelerated Reader, Scholars Bowl, Music, Art, and Guidance. Students in the 7th and 8th grade have the opportunity to become members of the National Jr. Beta Club. There are grade requirements to qualify.

## **Athletics**

We participate in the Cocke County Elementary Schools Athletic Association. School sponsored teams at PES include cheerleading, basketball, and volleyball. Cocke County has a recreation program that allows students to participate in baseball, softball, basketball, football, and volleyball.

## **Band**

Students in 6th/7th/8th grades may participate in a band class. Instruments are available on a rental basis. The band director will work with students and families to provide an instrument.

## **Grading Scale**

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### School Closings

During the winter months, the school day may be cancelled due to inclement weather. PES has a school app. We post on our app for school closings. Teachers will also send Remind messages to parents. Closings will be posted or announced by the sources listed below.

WBIR TV NBS	KNOXVILLE	WBIR.COM
WATE TV ABC	KNOXVILLE	WATE.COM
WVLT TV FOX	KNOXVILLE	VOLUNTEERTV.COM
WIVK	107.7 FM	WIVK.COM
WLIK	97.9 FM	
WLIK	1270 AM	
WNPC	92.9 FM	

### School Apps and School Website

We have a *school app*. You can download the app from App Store or Google just search for Parrottsville Elementary School.

Our website can be found at [www.parrottsvilleelementary.org](http://www.parrottsvilleelementary.org)

### Attendance Policy

Attendance is a key factor in student achievement, therefore, students are expected to be

present each day school is in session. Cocke County Schools has established a strict attendance policy which is based on Tennessee state laws. After five (5) days of unexcused absences, the process will start which could lead to a hearing and/or a juvenile court appearance. Documentation of absences is a very important part of attendance. If your child misses school, you should make the school aware of their absences by sending a doctor's excuse or parent note to the school. Students are allowed five (5) parent notes per school year. The State of Tennessee refers to those students missing 10% or greater of school days as a student with chronic absenteeism. Chronic absenteeism is NOT the same as truancy. One of the negative consequences for chronic absenteeism is the loss of valuable time in the classroom, which is difficult to recapture. Our school receives a grade on the state report card based on our percentage of students with chronic absenteeism. The state report card can be found at <https://www.tn.gov/education/data/report-card.html>

### **Tardy to school/Early dismissals from school**

Interruptions to the school day are a deterrent to the student's education and disruptive to the school day. We understand there are cases when a tardy or early dismissal is unavoidable. Proper documentation is needed to excuse a tardy and/or an early dismissal. A school day is 7 hours so students must be present at least 2 of the day (11:45am) to be counted as a whole day if not it is considered a tardy or an early dismissal.

### **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 interferences with the operation of the school, the principal shall take appropriate action, which may include suspension.

Specific guidelines are listed below:

1. Girls are not to wear halter or midriff tops. K-1 girls may wear spaghetti straps.  
Grades 2-4 girls' straps should be 2" or greater. Grades 5-8 girls' straps should be 3" or greater.
2. Boys are not to wear tank tops.
3. Shirts/blouses must not be cut below the normal armpit and must not come below the top of the breast. All shirts/blouses must reach the top of the pants or shorts at all times.
4. Shorts may be worn but must meet two guidelines.
  - a. The inseam of shorts must be a length of seven (7) inches, or
  - b. Shorts may be no shorter than four (4) inches above the knee.
5. Skirts and dresses may be no shorter than four (4) inches above the knee. 6.

Biker shorts are not permitted.

7. If two pairs of shorts are worn, the outer pair must conform to rule 4.

8. Clothes may not be worn with holes above the knee.

9. Clothes may not be worn with patches on or around the genital areas.

10. When leggings are worn, the outer garment must meet the guidelines for shorts/dresses

11. Galluses (suspenders for pants and overalls) are to remain on the shoulders at all times.

12. Appropriate undergarments are to be worn and must not be visible.

13. The waist of pants is not to be worn below the hips.

14. Pants must be secured at the waist. They may not rest around the buttocks or below.

15. No excessively baggy pants are permitted.

16. Pajamas are not permitted.

17. Clothing with poorly worded language is not permitted.

18. No clothing may have beer, whiskey, tobacco, drug labels, or suggestive pictures or language written or printed on them.

19. Hats and/or caps are not to be worn inside the building during school hours.

20. Visible body piercings are limited to the ear only.

21. Anything in question will be at the discretion of the administrator.

### **School Hours**

Hours for students are 8:10 am to 3:10 pm. Students are allowed to enter the building through the front doors at 7:30 am and go directly to their hallway for supervised bus duty. Breakfast begins at 7:30 am and ends at 8:10 am. Any student not in the school door by 8:10 is considered tardy.

Afternoon pick up begins at 3:10 pm behind the school and ends at 3:30 pm. Any remaining students after 3:30 pm may be picked up in the front lobby. All students should be picked up by 3:45 pm.

### **Bus Transportation**

Riding a school bus in Cocke County is a privilege, not a right. State law does not mandate that school systems provide transportation. So it is very important that all bus riders realize that bus transportation may be denied if a student is NOT well behaved on the bus. Bus drivers have a big responsibility with many lives at stake each morning and afternoon; poor student behavior on the bus will not be tolerated!!!!

The bus driver has the right to assign seats and set the expectations for students on his/her

bus. Students making poor choices on the bus will be referred to the principal and appropriate and fair consequences will be enforced. Please, keep in mind that suspension from the bus is always a possible consequence.

### **Cell Phone/Electronic Device**

Students may have a cell phone/electronic device at school. The school system will not be responsible for lost or stolen items. The device should be turned OFF and placed out of site in the student's backpack or pocket by 8:10 am or when instructed by a teacher or staff member. Students are NOT allowed to turn on their device during school hours unless permission is granted by their teacher or administrator for special situations.

Violation of this policy (CCBOE 6.312) will result in a warning, then confiscation of the phone/device of seven (7) calendar days for the second offense and thirty (30) calendar days for each offense thereafter.

### **Corporal Punishment**

Corporal punishment (paddling, spanking) is an approved method of discipline by the State of Tennessee and CCBOE. For the most part, parent and teacher support of corporal punishment is still evident with the Parrottsville Elementary School community. Corporal punishment will be reasonable. Corporal punishment will be administered in the presence of another staff member and out of the view of other students.

If you feel corporal punishment is NOT an acceptable form of discipline, you need to write a note to your child's teacher informing him/her of your concerns. All notes will be kept for that school year. It is the parent's responsibility to notify teachers each year of their concerns with corporal punishments. When providing a note, parents should also include a phone number(s) in case of discipline concerns during the school day.

### **Parent Contact Information**

It is essential that parents provide the school with contact information. Minor and major issues occur throughout the school day, from scratches to broken bones. We can provide minor first aid such as bandages, tums, or cough drops, but major issues require parent contacts. We will try to contact you with the information that you provide us if an issue warrants. If we are NOT able to contact you, "Loco Parentis" will be in effect, which is Tennessee law that states the school may make decisions in place of the parent.

### **Breakfast and Lunch**

All students' meals are FREE at Parrottsville School. There are charges for extra items. Students are offered two options for breakfast: "grab and go" or a hot breakfast from the cafeteria.



### Protection of Pupil Rights (PPRA) Annual Notice to Parents

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

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

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

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

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

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

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



## Protección de los derechos del alumno (Protection of Pupil Rights (PPRA)) Aviso anual para los padres

Estimado padre/madre/tutor:

El objetivo de esta carta es informarle sobre sus derechos con respecto a las prácticas del distrito en relación con encuestas, recopilación y uso de información de los alumnos con propósitos de marketing y ciertos exámenes físicos. Estos derechos incluyen los siguientes:

1. Se requiere su consentimiento antes de que los alumnos completen una encuesta que tenga relación con una o más de las siguientes áreas protegidas si la encuesta es financiada total o parcialmente por un programa del Departamento de Educación de los EE. UU. (U.S. Department of Education).
  - Afiliaciones o creencias políticas del/la alumno(a) o de sus padres;
  - Problemas mentales o psicológicos del/la alumno(a) o de su familia;
  - Comportamiento o actitudes sexuales;
  - Comportamiento ilegal, socialmente inaceptable, que implica su culpa o que sea humillante;
  - Juicios críticos de otras personas con quienes los encuestados tengan relaciones familiares cercanas;
  - Relaciones privilegiadas reconocidas legalmente, como con abogados, médicos o ministros;
  - Prácticas, afiliaciones o creencias religiosas del/la alumno(a) o de los padres, o
  - Ingresos, que no sean los exigidos por ley para determinar la elegibilidad para el programa.
2. Debe recibir aviso y tener la oportunidad de negarse a que su hijo(a) participe en:
  - Cualquier otra encuesta de información protegida, independientemente del financiamiento;
  - Cualquier examen o control físico exhaustivo que no sea de emergencia y que sea requerido como una condición de asistencia, realizado por la escuela o su agente, y que no sea necesario para proteger la salud y seguridad inmediata de un/una alumno(a). Las excepciones son para controles auditivos, de la vista o para detectar escoliosis (trastorno de la columna vertebral), o cualquier control o examen físico permitido o exigido por la ley estatal, y
  - Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los alumnos con fines de marketing o ventas, o para distribuirla a otras personas.
3. Puede revisar, previa solicitud y antes de su administración o uso, lo siguiente:
  - Encuestas de información protegida de los alumnos;
  - Instrumentos utilizados para recopilar información personal de los alumnos con propósitos de marketing, ventas o distribución, y
  - Materiales de instrucción utilizados como parte del programa de estudios educativo.

Cuando los alumnos cumplen 18 años o en el caso de menores emancipados (estado independiente) según la ley estatal, los derechos de los padres se transfieren a los alumnos.

El distrito ha adoptado políticas, a través de consultas con los padres, respecto a estos derechos. Estas políticas están relacionadas con disposiciones para proteger la privacidad de los alumnos durante la administración de las encuestas de información protegida y la recopilación, divulgación o el uso de la información personal para fines de marketing, ventas o por otros motivos de distribución. Los padres recibirán una notificación sobre estas políticas al menos una vez al año al comienzo de cada año escolar y después de cualquier cambio importante. Al comienzo del año escolar, el distrito también informará a los padres si ha determinado las fechas específicas o estimadas de actividades o encuestas, y les dará una oportunidad para que se nieguen a que sus hijos participen en una actividad o encuesta específica.

Para las actividades programadas después del comienzo del año escolar, los padres recibirán aviso razonable de las actividades y encuestas planificadas, y tendrán la oportunidad de negarse a que sus hijos participen en estas actividades y encuestas. A los padres también se les proporcionará una oportunidad para revisar cualquier encuesta correspondiente. A continuación, se encuentra una lista de las actividades y encuestas específicas contempladas por este requisito:

- recopilación, divulgación o uso de información personal con fines de marketing, ventas u otro tipo de distribución;
- administración de cualquier encuesta de información protegida que no esté financiada por el Departamento de Educación de los EE. UU., y
- cualquier examen o control físico exhaustivo que no sea de emergencia, como se describió anteriormente.

Para presentar una queja ante el Departamento de Educación de los EE. UU. sobre supuestos incumplimientos del distrito de los requisitos de la PPRA, comuníquese con:

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





**Family Educational Rights and Privacy Act  
(FERPA) Annual Notice of Student Education  
Record Privacy**

Dear Parent or Guardian:

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

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

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

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to request access to your child's record:

Name of Staff: Travis Hall Phone: 423-623-1612  
 Email: hallt@cocke.k12.tn.us

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

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request a change to your child's record:

Name of Staff: Casey Kelley Phone: 423-623-7821 ext 2016  
 Email: ckelley@cocke.k12.tn.us

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
  - a. a person employed by the district;
  - b. a person serving on the school board;
  - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
  - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
  - e. an official of another school district in which a student seeks to enroll;
  - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

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

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



**Ley de Derechos Educativos y Privacidad de la Familia (Family Educational Rights and Privacy Act (FERPA))  
Aviso anual sobre la privacidad de los registros educativos de los alumnos**

Estimado padre/madre/tutor:

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA) es una ley federal que protege la privacidad de los registros educativos de los alumnos. La ley se aplica a todas las escuelas que reciben fondos federales.

La ley FERPA les otorga a los padres ciertos derechos con respecto a los registros educativos de sus hijos. Cuando los alumnos cumplen 18 años o asisten a una universidad o escuela de nivel superior, los derechos de los padres se transfieren a los alumnos. En ese momento, los alumnos son "alumnos elegibles" según la ley.

Según la ley FERPA, los padres y los alumnos elegibles tienen los siguientes derechos:

1. Derecho a examinar y revisar los registros educativos del/la alumno(a) en poder de la escuela. La escuela debe permitirlo en un plazo de 45 días a partir de la recepción de una solicitud por escrito. La solicitud debe identificar los registros que se examinarán. La escuela no está obligada a proporcionar copias de los registros y puede cobrar una tarifa si se solicitan copias. Para acceder a los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: Travis Hall Teléfono: 423-623-1612  
Correo electrónico: hall@cocke.k12.tn.us

Se le notificará sobre el lugar y hora en que podrá revisar los registros.

2. Tiene derecho a solicitar que la escuela corrija los registros que considera incorrectos o equívocos. La solicitud debe presentarse por escrito y especificar claramente: (a) la parte del registro que se solicita cambiar y (b) por qué dicho registro es incorrecto o equívoco. Si la escuela decide no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a solicitar una audiencia. Una audiencia es similar a un proceso legal, donde se revisa evidencia para determinar los pasos a seguir. Después de la audiencia, si la escuela ratifica su decisión de no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a incluir en el registro una declaración sobre la información en disputa. La escuela no tiene la obligación de considerar las solicitudes para enmendar decisiones disciplinarias o sobre calificaciones, u opiniones de autoridades escolares que consten en el registro educativo, ni la determinación acerca de la educación especial del/la alumno(a). Para solicitar una modificación de los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: Casey Kelley Teléfono: 423-623-7821 ext 2016  
Correo electrónico: ckelley@cocke.k12.tn.us

3. Tiene derecho a controlar la divulgación de la información de identificación personal de su hijo(a) que consta en el registro educativo. La escuela o distrito deben, con determinadas excepciones, obtener el consentimiento por escrito de los padres antes de divulgar información de identificación personal de los registros educativos. La excepción permite divulgar información de identificación personal sin consentimiento cuando se realiza ante representantes autorizados del distrito escolar con intereses educativos legítimos. Pueden ser:
  - a. una persona empleada por el distrito;
  - b. una persona que ejerce un cargo en la junta escolar;
  - c. una persona o empresa que el distrito ha contratado para desempeñar una tarea especial (como un abogado, auditor o terapeuta);
  - d. un padre/ madre o un/una alumno(a) que presta servicios en un comité oficial, como un comité de quejas (reclamos) o un comité disciplinario, o que asiste a otra autoridad escolar;
  - e. una autoridad de otro distrito escolar en el que el/la alumno(a) desea inscribirse;
  - f. una persona u organismo a cargo de la auditoría, evaluación o aplicación del cumplimiento de los programas con apoyo estatal o federal.
4. Una autoridad escolar posee un interés educativo legítimo si tiene la necesidad de revisar un registro educativo para cumplir con su labor profesional. Un distrito escolar también puede divulgar, sin consentimiento previo por escrito, información de identificación personal de los registros educativos a los terceros correspondientes en relación con una emergencia, si el conocimiento de dicha información fuera necesario para proteger la salud o seguridad del/la alumno(a) u otras personas. La información de directorio de los alumnos también puede divulgarse sin consentimiento previo si se identifican las categorías que se divulgarán y los padres tienen la oportunidad de no permitir la divulgación de la información de directorio antes de que sea divulgada.

Si considera que el distrito escolar no ha cumplido con los requisitos de la ley FERPA, tiene el derecho de presentar una queja ante el Departamento de Educación de EE. UU. (U.S. Department of Education) a la siguiente dirección:

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

