

# **West Haven Elementary School**

*Work*

*Hard ~*

*Expect*

*Success!*



## **Parent/Student Handbook**

**2020 – 2021**

*West Haven is a safe, positive learning environment where we are  
passionate about success for all students.*

# **WEST HAVEN ELEMENTARY SCHOOL**

**CARL WHIPPLE – PRINCIPAL**

**REBECCA HEADRICK – ASSISTANT**

**KRISTINA BAILEY – SECRETARY**

**KARISSA HANSON –BOOKKEEPER**

**3620 SISK ROAD**

**KNOXVILLE, TN 37921**

**PHONE (865) 594-4467**

**FAX (865) 594-3743**

[www.knoxschools.org/westhavenes](http://www.knoxschools.org/westhavenes)

**ARRIVAL AND DISMISSAL** - When our doors open at 7:05 AM, all students will enter the gym, except for PreK students, and have the option to go to the cafeteria for breakfast. Students who don't eat breakfast will remain in the gym until 7:30 AM. Students are considered tardy if they arrive after 7:45 AM.

Afternoon announcements and student dismissal occurs from 2:30 PM-2:45 PM. To maximize the safety of our students during this time, there are no office sign-outs permitted and adults needing to pick up students will have to wait outside the building.

If your child is a car rider, hang your WHES hang tag on your rearview mirror (name facing away from you) to facilitate the smooth loading of students into cars. This hang tag is your ID card and indicates that the child can leave with you. If you forget your hang tag, you will need to park and go to the office where you will be asked to present your ID in order for your child to be released. We pride ourselves in the *efficiency* of our car line!

**ARRIVAL/DISMISSAL CHANGES IN STUDENT TRANSPORTATION** - Any time a child goes home from school in a manner different from his or her usual routine, the parent must send written instructions to the teacher. To maintain the safety of our students, we will not accept changes in transportation over the phone.

**EARLY DISMISSAL** – Students needing to leave during the day will be checked out from the office. Please present proper identification when checking out a student during the day. Students are released only to persons listed on the emergency card. Parents should keep this information up to date with the office. Please note that early

dismissal is recorded the same as a tardy arrival.

**ATTENDANCE POLICIES** – It is important for healthy students to attend school every day. Students in grades K – 5 must be in school 3 hours 30 minutes to be counted present, and preschool students must be in school 2 hours and 1 minute. Students who have perfect attendance at the end of the school year will be given special certificates at the end of the year awards assembly. (Perfect attendance – no more than 3 tardies or early dismissals all year.)

The Knox County Schools Board of Education policy permits student absences to be excused for the following reasons:

1. Personal illness
2. Illness in the family temporarily requiring help from the child
3. Death in the family, with documentation
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency

A student absent due to illness may be excused, up to **ten days per year**, with written notes from the parent. Beyond the tenth day, a note from the doctor's office is required to excuse the absence. All written excuses **must be submitted within five days of the student's return to school**, or the absence will be **unexcused**. Any absence not complying with the above reasons for excused absences will be considered unexcused. Parents who wish to appeal an unexcused absence should communicate with the principal. The principal's decision is final at the school level. Any student who is absent for an extended period of time due to illness or

injury (10 consecutive school days or longer) may be eligible for homebound instruction. Parents should contact the school for information regarding this service. Medical documentation will be required.

Parents are responsible for monitoring their child's attendance and making sure their child attends school. Any student who accrues 5 unexcused absences will be subject to the progressive truancy intervention plan.

**BUS SCHEDULE** –Copies of the bus schedule are available in the office and posted on our website.

**BUS TRANSPORTATION** – Bus transportation is provided for children who reside in the West Haven zone beyond the 1 mile parental responsibility zone. Bus service is provided to and from designated stops only.

State law does not require school bus transportation for our students. It is a privilege extended to our children. Riding the bus is an extension of the school day, and therefore bus riders are expected to follow all rules and regulations regarding safety on the bus and at all bus stop locations. Assigned school personnel will be on duty at the school to meet the bus each morning and to monitor boarding of the bus in the afternoon. Any student who is cited by the driver for a safety violation will be subject to disciplinary action.

**CAFETERIA BEHAVIOR** - We will go over complete cafeteria procedures with students the first few weeks of school. Cafeteria expectations can also be found in the *Behavior Matrix* in the appendix.

**CELL PHONES/ELECTRONIC DEVICES** – Students may possess personal

communication devices, such as cell phones, while on school property. However, the personal communication device must be in the “**off**” mode and must be kept in a backpack, purse or similar personal carryall. Devices may not be used during school hours. The principals may grant a student permission to use a personal communication device at his/her discretion.

A device used outside these parameters shall result in the confiscation of the device until such time as it may be released to the student's parent or guardian. A student who possesses a personal communication device, in violation of this policy and school rules, is subject to related disciplinary action.

Inappropriate use of cameras on cell phones is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action and possible legal action, if warranted. All other electronic devices are **prohibited** at school. Lost or stolen devices will be the responsibility of the student.

**CIVIL RIGHTS** – Title VI of the Civil Rights Act of 1964 states that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.” 42 USC ~ 2000d Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The Americans with Disabilities Act prohibits discrimination on the basis of a qualified person with a disability in the services, programs, or activities of all state and local governments.

**DISCIPLINE PLAN** - The entire staff at

West Haven Elementary School is committed to establishing an atmosphere throughout the school where children feel safe, secure, and have an opportunity to learn. Students who follow classroom and school expectations are respectful, kind, *considerate of others* and successful learners. In developing and revising our school wide Positive Behavior Intervention Support plan, we utilized these objectives:

- ✓ Establish regular, predictable, positive learning & teaching environments.
- ✓ Teach and model behavioral expectations.
- ✓ Create systems for providing regular positive feedback.
- ✓ Acknowledge students when they are “doing the right thing”.
- ✓ Improve social competence.
- ✓ Develop school-wide environments that support academic success.

Each classroom will have a system of rewards and consequences that will be sent home at the beginning of the school year. In addition, school-wide incentives and events for good behavior will be established. A complete list of expectations for all areas of the school is provided in the appendix.

In addition, please discuss these general school rules with your child:

- Follow directions and first requests of all school workers (administration, office staff, assistants, bus drivers, cafeteria workers, custodians, and volunteers/mentors).
- Speak positively about others.
- Respect the rights, space, and property of others.
- Use appropriate language and manners.

- Walk at all times in the school building and remain quiet in the hallways.
- Follow all the expectations posted in special areas (cafeteria, gym, library, music, art) and in the classroom.
- Do not bring toys, unsafe objects (such as knives), and electronic devices such as games or other distracting items to school.

#### **DISPENSATION OF MEDICATIONS –**

A Knox County School MEDICAL INFORMATION FORM must be on file for any medications that will be dispensed at school, this includes over the counter medications and prescription medications. You may request a form from our office to take to your physician for completion (check with your physician as many keep forms on hand in their office), or you may download the form ([AD-H-326](#)) from the KCS website (Departments/Forms/Public Forms). All forms must be completed by both the parent/guardian and signed by the physician. Once that is done, bring the form and the medication to the office, and arrangements will be made to administer the medication at the prescribed time.

**Students are not permitted to transport medication to school.** The only medications students will be permitted to keep with them at school with a doctor’s note will be inhalers.

Staff members will administer and monitor all medications at school. Medication must be brought to the office where a staff member will count the medication in front of the parent and **record it**. The parent will sign off to verify the count is correct.

For the safety and well-being of our staff

and students, a child with a contagious medical issue cannot remain at school. This includes common conditions such as pinkeye, nausea, a rash, or fever. Please notify your child's teacher if he or she has any chronic health problem such as diabetes, seizures, severe allergies, etc.

**DRESS CODE** – A copy of the Knox County Elementary School Dress Code is in the appendix.

**EMERGENCY INFORMATION** – Please update the Student Information form accurately and in ink. Continue to update it as needed during the school year. If a child is ill or injured, we must be able to contact someone who has the right to pick up your child. If there is a child custody situation that we must know about, please provide the most current legal documentation for our files.

**EMERGENCY SCHOOL CLOSING** – During bad weather, if the possibility of a school closing is apparent, you may come to school to sign out your child. You do not need to call the office beforehand. A School Messenger announcement will be sent by phone from our Central Office, you may listen to a local radio or TV station or check the Knox County Schools website ([www.knoxschools.org](http://www.knoxschools.org)) for this information. Be aware that any bus route can be reduced or cancelled due to flooding, ice or snow.

Daycare vans/buses may not run, please contact your child's daycare to find out their policy.

**FEES** – School fees are \$25, and are payable within the first grading period. School fees are used to purchase supplies and materials for the instructional support of all students.

**FIELD TRIPS** – Curriculum appropriate field trips are incorporated into your child's

educational program. The cost of each trip is calculated on the number of students participating. For this reason, if your child is unable to participate at the last minute, the school may not be able to refund your money. Detailed information is sent home for every field trip. Children must have a signed permission slip to attend any trip off-campus. Students who ride the school bus to the final destination are expected to ride the bus back to school. All permission slip information and/or trip fees are due the day before the trip.

Arrangements will be made for any student not attending the field trip for whatever reason. If a child does not attend due to a discipline concern the parent/guardian will be contacted.

**FIRE/EMERGENCY DRILLS** – The procedure for building evacuation, as well as other emergency situations, will be discussed and practiced periodically throughout the school year. These practice drills are taken seriously. Proper execution of these drills is required of every building occupant.

**FUND RAISERS** – Our school sponsors two fundraisers every year. We participate annually in the Knox County Schools' COUPON BOOK SALES campaign in September. For every \$10 book that is sold, our school keeps \$7.50. Please encourage your relatives and friends to reserve their coupon book purchases for West Haven students this school year. In addition to coupon books, we receive a percentage of sales from school pictures. The school determines how the profits will be used to benefit our students.

**HOMEWORK** – Homework provides an opportunity for students to practice what they are learning at school. Guidelines will be discussed during Parent Information Nights. Please direct any grade level

specific questions to your child's teacher.

**ILLEGAL/INAPPROPRIATE ITEMS –**

All items not needed for class should be left at home, unless the teacher gives written permission. Items that violate safety or disrupt the learning environment will be confiscated, and students may face disciplinary action. Fireworks, firearms, knives, tobacco products of any type, alcohol, drugs, and medication of any kind without an appropriate medical form are illegal on school property. No weapons of any type are allowed at school. Possession of such items will result in serious disciplinary action, which may include suspension or expulsion from school.

**ILLNESS –** You will be notified if your child is ill or injured at school. By law, we contact only those individuals you have listed on the emergency card if you are not available. Please keep the emergency card updated with good contact information.

**LIVE ANIMALS –** Animals cannot be brought to school without prior permission.

**MEALS –** Nutritious meals are provided at school through the National School Lunch program. Breakfast is served beginning at 7:05 AM. Once again this year, all students will receive both breakfast and lunch free of charge due to our schools participation in a grant funded program. Additional items may also be purchased from the cafeteria as well.

Your child may choose to bring a lunch from home and purchase milk or other “a la carte” items from the cafeteria line. We ask that you do not send drinks or other items to school in glass containers.

**OPERATING HOURS -** School hours are from 7:45 AM – 2:45 PM daily. Our doors are unlocked at 7:05 AM. Please do not bring your children earlier, as no

supervision is available before 7:05 a.m. If your child is an afternoon car rider, pick up your child promptly at 2:45 PM. We do not have regular supervision for students who are picked up later than 3:00.

**PARENT – TEACHER CONFERENCES**

We strongly encourage communication between parents and teachers. In order to facilitate conference scheduling, we ask you to make your request to the teacher in writing and confine conferences to before or after-school hours. All of our teachers have an email address and will be happy to share that information with you.

We will have one school wide parent conference night during October. Information will be sent home in a timely manner to allow time for you to sign up for a *convenient* time for you and your family. Parent conferences may be requested any time you have a question or concern about your child's education.

**PARTY POLICY AND NUTRITION GUIDELINES –** Classrooms are limited to two parties per year. Typically, there will be one before the Winter Holidays and one at another time. Your child's teacher will communicate dates and plans for these during the school year. If you have concerns or questions about classroom celebrations, please reach out to your child's teacher.

**RECOGNITION AND AWARDS –** Deserving students are recognized throughout the school year in various ways for excellence in academics, behavior, citizenship, and attendance. In an effort to highlight further the hard work of our students, the school administration has decided to host an awards ceremony after each nine-week grading period. In addition, a special awards day program is scheduled for the end of the year.

## **REPORT CARDS/INTERIM REPORTS–**

Interim reports are sent home at each 4 1/2 week grading period. Report cards are issued every nine weeks, and should be signed and returned to school upon receipt. Your child's teacher will share the grading standards with you.

**SCHOOL COUNSELING** – Our school counselor is assigned to the school 2 days per week and is available to provide individual or group counseling sessions with students for issues that impact their learning at school; as well as serve as a resource for additional student support services. Contact or stop by the office to speak with or leave a message for our counselor.

**STUDENT INSURANCE** – Student insurance is available for your purchase at the beginning of the year. This insurance covers accidents that may occur at school. Your participation in this program is optional, and parents make payment directly to the provider, not to the school. If you are *interested* in this insurance, contact the office at 594-4467.

**SCHOOL/HOME COMMUNICATION -** Teachers will send home regular communication highlighting classroom specific information. Students in the upper grades are taught to keep an assignment notebook. Please expect school wide notices, graded papers, and other information, etc. to be sent home weekly as well. The principal sends announcements over the phone and through email and text. All of our staff can be contacted most easily through email or you can call the school and leave a message for a particular staff member.

The school *strives* to protect instructional time by limiting classroom interruptions to emergencies only. Thank you for your understanding and support of your child's

instructional time.

**SPECIAL EDUCATION** – If you suspect your child requires special education services, express your concerns to the teacher. A *Parent Referral to the School Support Team* form will be sent to you so you can document your concerns. Additionally, a meeting will be scheduled to discuss possible options for student support.

**STUDENT RECORDS** - Parents have the right to inspect their child's education records and seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights. Parents have the right to a hearing and to file a complaint with the appropriate local, state, or federal officials when the school system violates laws and regulations relative to student records. Parents have the right to a copy of the KCS BOE Policy J-551 (Student Records) and a copy of their child's education records. Finally, parents have the right to exercise control over other people's access to the records except as provided by law or information the school system deems as "directory information." Parents have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information.

**TARDINESS** – The tardy bell rings at 7:45 AM. A parent must accompany students arriving after the tardy bell to the office to receive a tardy pass. If you drive your child to school, please allow extra time for traffic. If tardiness is habitual, the administration and/or social worker will contact the parent to schedule a meeting to discuss a possible solution to the problem.

**TITLE I** – (Education Consolidation and Improvement Act-ECIA P.L. 97-35) is part of the ESEA Act first passed by Congress



in 1965. Its purpose is to provide and operate programs and supports in high poverty areas above and beyond what the school system provides to help children perform at the level for his/her age and grade level. Funds are distributed to Title I schools for additional personnel, materials and supplies, and staff development opportunities that are above what Knox County Schools provides. The school leadership team, when joined by our parent representatives, becomes our School-Wide-School Committee. This team discusses and drafts our school plan and shapes how these funds should be used to meet the goals set forth in our plan. If you would like to serve on the School-Wide-School Committee, please call the office.

**TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL SUPPLIES** – The taxpayers of Tennessee provide our textbooks. Students are fully responsible for the care of all textbooks issued and library books checked out to them. Parents are assessed replacement costs if books are lost or damaged.

**SCHOOL SUPPLIES** – A school supply list will be sent home with each student. School supply lists for each grade level are also available on our school web page.

**TRAFFIC PATTERN** – We value your time, but we value the safety of your child more. Read these procedures carefully and call the school office at 594-4467 if you have any questions.

**MORNING DROP OFF PROCEDURES:**  
*Doors Open at 7:05 AM.*

- ✓ All vehicles dropping off students should enter from Sisk Road at the designated entrance. Traffic flows one way and cars will circle around the building and continue through the front

of the building where the students exit their cars.

- ✓ Exceptions to this pattern for traffic flow will be made for buses and daycares. These vehicles will enter from Sisk Road at the school entrance closer to the school sign.
- ✓ Children should not attempt to cross traffic after exiting a vehicle in the parking lot without the assistance of an adult.

**DISMISSAL PROCEDURES:**

- ✓ Procedures are the same as for arrivals, including the traffic flow.
- ✓ Gates will be opened at 2:45 PM for cars to proceed through the car rider line.
- ✓ If you drive onto campus to pick up your child, then your child is a car rider and should be picked up through the car rider line.
- ✓ If you must enter the building, park in a parking spot. Do not leave your car unattended in the traffic lane. Children will not be allowed to cross the parking lot unescorted to meet a parked vehicle.
- ✓ If you walk to pick up your child please have your car tag in hand. In absence of a car tag, you will be asked to go into the main office where staff will need to verify your identity by checking your driver's license or other acceptable photo identification.
- ✓ Thank you for your cooperation! Your child's safety is our greatest concern.

**TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL** - Under the Tennessee State Board of Education's Unsafe School

Choice Policy, any public school student who is the victim of a *violent* crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offences as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell, Supervisor of Transfers at (865) 594-1502.

**VISITORS** – Parents, volunteer workers, and other community members are always welcome in our school. Visitors should report to the office to sign in and identify the

purpose of your visit. You will receive a visitor badge to wear that indicates you have signed in at the office. Our staff has been advised to direct any visitor without a badge back to the office so that our security policy is enforced. Thank you for helping us maintain a safe learning environment!

**VOLUNTEERS** – We welcome volunteers to our building. Teachers may schedule volunteers for their classrooms based on needs. Talk to your child's teacher if you are interested in volunteering, so he or she can make arrangements to get the appropriate level of clearance. We need and appreciate you!



***We look forward to a great year of positively impacting each child's learning with your support!***

# APPENDIX

- *KCS Dress Code*
- *WHES Behavior Matrix*
- *Guidelines for Technology Use*
- *Parent & Family Engagement Plan*
- *School Calendar 2020-2021*