

West Haven Elementary School

Work

Hard ~

Expect

Success!



Parent/Student Handbook

2019 – 2020

*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
DEBBIE BRANAM – SECRETARY
KARISSA HANSON – BOOKKEEPER**

**3620 SISK ROAD
KNOXVILLE, TN 37921
PHONE (865) 594-4467
FAX (865) 594-3743**

www.westhavenes.knoxschools.org

ARRIVAL AND DISMISSAL - When our doors open at 7:00 AM, students are directed to the cafeteria for breakfast. After breakfast, students report to the gym until 7:35 AM when teachers escort them to their classrooms. Students are considered tardy if they arrive after 7:45 AM.

Students needing to leave during the day will need to be checked out from the office. Please present proper identification when checking out a student during the day. 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 after 2:30 PM and adults needing to pick up students will need to wait outside the building. Students are released only to persons listed on the emergency card. Please keep this information up to date with the office.

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. No child may be picked up without it. 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 –There will be times when children leave school before the day is

over. Parents sign students out in the office and the children will be called to the office to leave. However, it is important to know that a pattern of routine early checkout can impact negatively on your child's education. We want your child here and learning every minute! In addition, an early check-out is addressed the same as a tardy situation. If early checkout is habitual, the principal will meet with the parent to see what we can do to help.

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 3 leaving school early slips for the school year. Your child may have a combination of tardies or leaving school early slips but the number may not exceed three.)

Knox County 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.

BULLYING, INTIMIDATION, AND HARASSMENT

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance. Please see Board Policy J-211 for additional information. Please notify an administrator or our school counselor if you have concerns of bullying with your child.

BUS SCHEDULE –Copies of the bus schedule are available in the office. The schedule is also available online at www.knoxschools.org.

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 appendix section.

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 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.

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 rules are respectful, kind, *considerate of others* and are 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.
- Do not touch the 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 print a form from the Knox County Schools website. 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 – The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper

coverage are inappropriate attire.

6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions for school-wide programs or special classroom activities. The teachers and the principal will administer appropriate consequences for policy infractions.

EMERGENCY INFORMATION – Please complete the emergency form accurately and in ink. Please update it as needed during the school year. If a child is ill or injured, we must be able to contact someone on the emergency card. 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) 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

that all students use on a daily basis.

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. 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 a valid learning experience and a necessary extension to the daily program. 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 7:00 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 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 7:00 AM. Please do not bring your children earlier, as no supervision is available before 7:00 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

West Haven Elementary Teachers consider parent conferences a key element in communicating with parents. If you wish to arrange a conference with your child's teacher, please call the school office or email the teacher directly. The teacher will contact you to establish a mutually convenient date and time for the conference.

All visitors and volunteers must report first to the school office (see Section D) and visits shall not be used for unscheduled parent-teacher conferences.

Parents are welcome to volunteer in the classroom and in our school. There are a wide variety of opportunities through our PTA, Library, and individual classroom/teacher preference. Parents are also able to request and schedule a classroom observation. In order to maintain the safety and security of our students in the building and limit any distractions to classroom instruction, we ask that the Volunteers and Classroom Observations meet the following guidelines:

1. Any visitor in our building must sign in at the office and obtain a visitor's badge before entering the building.
2. Volunteers and Observations need to be requested and scheduled in advance.
3. Volunteers working inside the classroom with teacher supervision must have signed the confidentiality agreement.
4. Volunteers working with groups of students outside of the direct supervision of the teacher (field trips with small groups, working in the hallway with students, etc.) must have a completed an approved background check to have clearance to work with

students.

5. Classroom Observations (since they are conducted under the supervision of the teacher) require the confidentiality agreement signed.
6. Classroom Observations may be conducted after submitting a request to the teacher and/or principal and are limited to once a semester.
7. Classroom Observations should be no longer than 30 minutes in order to limit classroom distractions to the instruction of our students.
8. For the protection of the other students' privacy and confidentiality in the classroom, we ask that recordings not be made.
9. If you take pictures during any event in the classroom or at school of students other than your own child, please do not post them to any social media site without permission from all the other parent/guardians of the students in the picture. Please be mindful of names on papers, bulletin boards, and students in background of your pictures as well. We want our parents to be able to share the fun and exciting things that are going on at West Haven Elementary School, but we also want to be respectful of the privacy and confidentiality of other students in our building.

PARENT TEACHER ASSOCIATION –

Our West Haven PTA is an effective way for parents and teachers to support the school mission. Show your support for the school by joining the PTA TODAY! The office can put you in touch with the PTA president if you would like to become involved or have questions about the organization.

PARTY POLICY AND NUTRITION GUIDELINES –

Although we spend the majority of our time on instruction, there are times when we pause for celebrations. We will have two parties each year. Other celebrations or

special treats will be left up to the professional judgment of the teacher. Birthdays are very special. Each child will receive a birthday memento from the office and have his or her name announced on the announcements. If you wish to send in a special treat for your child or their class, please check with the classroom teacher several days prior to your child's birthday. Please do not send treats to be eaten in the cafeteria, but feel free to purchase ice cream from the cafeteria for a birthday treat for the class (please notify the teacher in advance so that cafeteria has a variety of flavors available). All snacks and treats should follow the KCS nutritional guidelines located on our website.

We follow the National Nutrition Guidelines set in place by the county. This means that no baked good from home should be brought into the classrooms and that we should be following the information below when snacks are brought in for birthdays or other special days.

A great idea for birthdays is to call the cafeteria and arrange to pay for ice cream for the class. The students really enjoy this special treat. However, birthday cakes and cupcakes will not be allowed for these events. We also have so many students with food allergies and ice cream would allow choice for students who are allergic to certain items (there is a nice variety). Attached is an approved snack list that has been provided for by the county. The information will be available in the office and from your classroom teacher as well.

PUBLIC NOTICE

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008, Title IV and Title VII of the Civil Rights Act of 1964, and

Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, genetics, religion, age, disability or veteran status, be excluded from participation in, be denied, the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability under the IDEIA should be the Director of Special Education, Room 909 of the Andrew Johnson Building, telephone number (865) 594-1540. All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should call Title VI, Title IX and ADA and OCR Coordinator, Room 1612B of the Andrew Johnson Building, telephone (865)-594-1686 and/or Title VI Coordinator Tennessee Department of Education and/or The Office for Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, Georgia, 30301-2048.

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 further highlight 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 immediately 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 for students; 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, PTA information, etc. to be sent home weekly as well. The principal's newsletter is sent home monthly. 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.

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. Three tardies within one grading period will result in loss of the perfect attendance award for that grading period. Traffic is always heavy in the morning, but that fact does not exempt tardies. If you drive your child to school, allow extra time for traffic. If tardiness is habitual, administration and/or social worker will contact the parent to schedule a meeting to discuss a possible solution to the problem.

TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL SUPPLIES – The taxpayers of Tennessee are provided by the taxpayers of Tennessee. All students are fully responsible for the care of any textbooks that are issued to them. Loss or destruction of these books will require reimbursement to the school system. In some subject areas, textbooks may not be issued to each student because the school may use several different titles rather than the same textbook for all students in the same grade. Some textbooks can be accessed online at www.eduplace.com and www.pearsonsuccessnet.com.

A school supply list will be sent home with each student. Lists of school supplies that can be purchased at local stores are available on our school web page.

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 in high poverty areas, for children who need extra educational assistance to perform at the level for his/her age and grade level. Funds are distributed to Title I schools for additional personnel, the purchase of materials and supplies, and staff

development opportunities. The school leadership team, when joined by our parent representatives, becomes our School Wide School Committee. This team discusses and drafts our school plan, as well as determines how additional funds should be used to meet the goals set forth in our plan.

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 7:00 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 around 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.

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.
- ✓ Arrive as close to 2:45 as possible. Arriving too early to pick up your student creates traffic that may back up onto our neighborhood streets. It takes less than 15 minutes to dismiss the students once the car line gets going, so try to arrive between 2:45 and 3:00.
- ✓ 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 or choose to park and walk up to the building, 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 offenses 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 & VOLUNTEERS - Parents, volunteers and other citizens are always welcome in our school. However, we must insist on the following policies for the safety of our children. **ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE BEFORE MAKING A VISIT. VISITORS MUST SIGN IN, PRESENT IDENTIFICATION AND THE REASON FOR THE VISIT.** All visitors should obtain and wear a visitors badge from the office, making students and staff aware that procedure has been followed. All visitors bringing items for students must be sure the

items are labeled with the student's name and teacher. Staff members and PTA will provide a schedule of volunteers to the office each day. Please ensure you are on the volunteer schedule. This policy is to be followed at all times.

Photographs: For the safety of all students, please do NOT upload student photos from school events to the internet. This includes social networks. This, of course, does not apply to photos of your own children.

All volunteers and visitors must follow the Knox County Volunteers Policy IFCD (revised 8/12) and Knox County Procedure IFCD (revised 10/13). In accordance with this procedure, in order to volunteer in the Knox County Schools, an individual must:

- Sign a confidentiality agreement to protect the rights of students and parents (located in office or online)
- Sign in and out each time they visit a school
- Be punctual and prepared, and notify the appropriate school contact in the event of an absence or delay
- Appear clean, neat and appropriately attired
- Wear an identification tag at all

times while on school grounds

- Work with students in area designated by school staff

Only provide food or drink to a student if authorized by the student's teacher or principal. In order to volunteer at a Level 1 or 2 clearance level, you must sign the confidentiality agreement and the task must take place under the supervision of a Knox County Schools employee and involves little or no student contact for Level 1 or the task takes place under the supervision of a certified employee in a classroom or other group setting for Level 2. In order to volunteer at a Level 3 or 4, a background check must be submitted (can be sent to the office or the child's teacher and it is processed by Knox County). Level 3 involves a task that has direct contact with students under limited supervision by school staff unsupervised without driving students such as a field trip or working in small groups not under the supervision of an employee (in hallway area). Level 4 involves unsupervised contact with students on or off campus that is supervised with driving students. If you have any questions, please contact your child's teacher or the office.



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

APPENDIX

- Approved Vending & Party Foods*
- WHES Behavior Matrix*
- Guidelines for Acceptable Use of Electronic Media*
- School Calendar 2019-2020*



APPROVED VENDING AND PARTY FOODS-2014

Elementary School

SNACKS

Frito Lay Baked Snacks: (88-1.0 oz)

- Cheetos Crunchy with 10% Calcium
- Cheetos Flamin' Hot Snacks
- Cheddar and Sour Cream Potato Crisps
- Baked Lay's Original Potato Crisps
- Baked Lay's BBQ Potato Crisps
- Baked Southwestern Ranch Potato Crisp
- Baked Sour Cream Onion Potato Crisps
- Tostitos Tortilla Chips

Frito Lay Munchies, Kids Mixes

- Simply Chex Strawberry Yogurt
- Simply Chex Cheddar
- Chex Hot 'n Spicy

CrunchMaster Crackers -GF-(15-16 Crackers)

- Multigrain: Sea Salt
- Multigrain: Roasted Vegetables
- Multigrain: White Cheddar

Kellogg's/Sunshine Snack Crackers (21 grams)

- Whole Grain Cheez-Its

Nabisco Crackers

- Reduced Fat Triscuit (30 grams-6 crackers)
- Reduced Fat Wheat Thins (30 grams-16 crackers)

Pepperidge Farms Crackers

- WG Goldfish Crackers (.8 oz. pack)

Quaker Rice Snacks

- Popped Apple Cinnamon
- Popped Chocolate

Blue Bell Ice Cream

- Strawberry Fruit Bar
- Peach Fruit Bar

Mayfield Ice Cream

- Lowfat Ice Cream Sandwiches Cookies & Cream (4 oz)
- Lowfat Ice Cream Sandwiches Vanilla (4 oz.)
- Lowfat Ice Cream Sandwiches Vanilla & Chocolate (4 oz.)
- Fat Free Fudge Bar (2.5 fl. Oz.)

Shape Ups Frozen Dessert

- Cherry Raspberry Blue Swirl Birthday Juice Cup

Rich's Ice Cream

- Lowfat Chocolate Shortcake
- Lowfat Strawberry Shortcake
- Vanilla & Chocolate Cone
- Cherry Sour Swell (2.5 fl. Oz)
- Crumbled Cookie Cone (3 fl. Oz.)

TruMoo Lowfat Chocolate Milk Bars (67 grams)

Breyer's Fat Free Ice Cream (66grams- ½ cup)

- Chocolate/Strawberry/Vanilla

Otis Spunkmeyer

- **Delicious Essentials Cookies (1 oz.)**
 - Carnival Cookie Dough
 - Chocolate Brownie
 - Oatmeal Raisin
 - Sugar

--NUT ALERT ALL FOODS BELOW--

Betty Crocker Snack Bars (1.24 ozs.)

- Butterscotch WG Oatmeal Bar
- Chocolate chip WG Oatmeal Bar
- Double Chocolate WG Oatmeal Bar

Kellogg's Bars/Pop Tarts

- WG Apple Cinnamon Nutri-Grain Bar
- WG Strawberry Nutri-Grain Bar
- WG Pop Tart (1.76 oz- 1 bar)

Nature Valley Crunchy Granola Bars:

- Apple Crisp (Double Bar)
- Cinnamon (Double Bar)
- Oats-N-Honey (Single Bar)
- Oats n' Dark Chocolate (Double Bar)

Nature Valley Crunchy Granola Bars:

- Maple Brown Sugar (Double Bar)
- Peanut Butter (Double Bar)
- Peanut Butter (Single Bar)
- Pecan Crunch (Double Bar)

Nature Valley Protein Chewy Granola Bars:

- Coconut Almond (1 bar)
- Peanut, Almond & Dark Chocolate (1)
- Peanut Butter Dark Chocolate (1 bar)
- Salted Caramel Nut (1 bar)
- Strawberry (1 bar)
- Cinnamon & Brown Sugar (1 bar)

Nature Valley Sweet & Salty Granola Bars:

- Nut Peanut Bar (Single Bar)

Nature Valley Greek Yogurt Protein Bars:

- Blueberry (1 bar)
- Mixed Berry (1 bar)

Nature Valley Trail Mix Chewy Granola Bars:

- Dark Chocolate & Nut (1 bar)
- Fruit & Nut (1 bar)

Quaker Granola Bars

Chewy Granola Bars (Regular Sugar)

- Peanut Butter Chocolate Chip
- S'Mores

Chewy Granola Bars (25% less sugar)

- Chocolate Chip
- Cookies & Cream
- Peanut Butter Chocolate Chip

Chewy 90 Calorie Granola Bars

- Chocolate Chunk
- Peanut Butter

Chewy School Days Granola Bars

- Best Berry

Soft Baked Bars

- Cinnamon Pecan Bread
- Banana Bread

All Nuts—Nuts Only (1 oz. serving- 1 small handful):






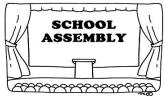


- Salted Peanuts/Almonds/Cashew/Pecans/Walnuts/
- Mixed Nuts
- Roasted or Raw Nuts
- Salted Almonds
- Nuts with Raisins &/or Cranberries

BEVERAGES

- Plain Water/Plain Carbonated Water (No Size Limit)
- 1% or Fat Free Unflavored Milk (≤ 8 oz.)
- Fat Free Flavored Milk (8 oz.)
- 100% Fruit/Vegetable Juice (≤ 8 oz.)
- 100% Fruit/Vegetable Juice Diluted with Plain or Plain Carbonated Water (≤ 8 oz.)



**ALL PRODUCT INGREDIENTS LABELS
SHOULD BE CHECKED FOR ALLERGENS**

I am...	<u>Classroom</u> 	<u>Hallway</u> 	<u>Cafeteria</u> 	<u>Playground</u> 	<u>Restroom</u> 	<u>Assembly</u> 	<u>Arrival/Dismissal</u> 	<u>Bus</u> 
Responsible	<ul style="list-style-type: none"> ✓ Use materials & equipment properly 	<ul style="list-style-type: none"> ✓ Walk on the right side of hall in second square 	<ul style="list-style-type: none"> ✓ Clean up after yourself 	<ul style="list-style-type: none"> ✓ Use equipment correctly ✓ Line up at signal 	<ul style="list-style-type: none"> ✓ Report unsafe situations to an adult. 	<ul style="list-style-type: none"> ✓ Sit on the floor facing the speaker (eye contact, voice off) 	<ul style="list-style-type: none"> ✓ Keep items in book-bag 	<ul style="list-style-type: none"> ✓ All items stay in book-bag/ hoods down ✓ Watch for stop
Safe	<ul style="list-style-type: none"> ✓ Ask permission to leave area ✓ Hands, feet to self 	<ul style="list-style-type: none"> ✓ Hands, feet to self 	<ul style="list-style-type: none"> ✓ Permission to leave area ✓ Walk 	<ul style="list-style-type: none"> ✓ Report accidents or anything unsafe 	<ul style="list-style-type: none"> ✓ Hands, feet to self ✓ Wash hands ✓ Walk 	<ul style="list-style-type: none"> ✓ Permission to leave area ✓ Hands, feet to self ✓ Walk 	<ul style="list-style-type: none"> ✓ Permission to leave area ✓ Hands, feet to self 	<ul style="list-style-type: none"> ✓ Sit seat to seat, back to back, feet to floor ✓ Remain seated until the bus is completely stopped ✓ Use quiet voice
Caring	<ul style="list-style-type: none"> ✓ Be helpful & use kind words 	<ul style="list-style-type: none"> ✓ Keep areas clean 	<ul style="list-style-type: none"> ✓ Use kind words & tone when talking 	<ul style="list-style-type: none"> ✓ Share & include others 	<ul style="list-style-type: none"> ✓ Give people privacy 	<ul style="list-style-type: none"> ✓ Be a good audience member 	<ul style="list-style-type: none"> ✓ Keep areas clean 	<ul style="list-style-type: none"> ✓ Have appropriate conversations
Respectful	<ul style="list-style-type: none"> ✓ Listen, follow directions & participate 	<ul style="list-style-type: none"> ✓ Silent during transitions ✓ Listen & follow directions 	<ul style="list-style-type: none"> ✓ Use table talk voice ✓ Stand & wait patiently in line 	<ul style="list-style-type: none"> ✓ Be a good sport 	<ul style="list-style-type: none"> ✓ Leave area clean ✓ FLUSH! 	<ul style="list-style-type: none"> ✓ Sit quietly 	<ul style="list-style-type: none"> ✓ Be polite ✓ Listen & follow directions 	<ul style="list-style-type: none"> ✓ Follow rules of driver & staff

Guidelines for Acceptable Use of Electronic Media

Use of Electronic Media in the Knox County Schools constitutes the acceptance of these guidelines and the user's assent to abide by the terms of use stated herein.

I. Statement of Affirmation

The Internet is a global electronic highway connecting millions of computers and individuals in the fields of education, business, government, the military and a variety of other organizations. This communication information network is being used in schools to educate, inform, and expand resources in much the same way as periodicals, videos, and computer software programs are used.

Knox County Schools' users will participate in projects using the Internet in a directed manner to support curriculum and research activities. They may participate in distance learning programs, ask questions of and consult with experts, communicate with other users, and locate materials to meet educational needs. Users will also be able to access a variety of information including news resources, electronic discussion groups, information databases, the holdings of libraries worldwide, and electronic mail.

The State of Tennessee and the Knox County Board of Education believe that the benefits of having access to the Internet are invaluable for both educators and students. Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is not appropriate to locate material that is illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions.

Users are expected to understand and abide by the guidelines and behaviors set forth by the Knox County Board of Education in its *Guidelines for Acceptable Use of Electronic Media*. The Board makes no warranty, expressed or implied, regarding the use of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use of the Internet in violation of these guidelines.

II. Rights and Responsibilities of Users

All use of the Internet must be in support of education and research and be consistent with the mission statement of Knox County Schools. For educational purposes, users have specific rights and responsibilities which include, but are not limited to the following.

Users can

- examine and use interactive electronic formats.
- examine a broad range of opinions, ideas, and information in the educational process.
- locate, use and exchange information on the Internet.
- retain ownership of their own intellectual works as users of the Internet, consistent with the policies of the Knox County Board of Education.

Users cannot

- use the network for personal commercial or for-profit purposes.
- participate in harassment, discriminatory remarks, or other inappropriate behaviors.
- use the network to access obscene or pornographic material.
- use the network for any illegal activity, including violation of copyright or other contracts.
- damage computer(s), computer systems or computer networks.
- invade the privacy of other network users.
- gain unauthorized access to computer networks, resources or materials.

III. Network Etiquette

Network users are expected to abide by accepted rules of network etiquette. These rules include but are not limited to the following.

- Do not reveal your own personal address or phone number or those of other students or colleagues.
- Be polite. Use appropriate language. Do not become abusive in your messages to others. Never use a computer to harm other people. Show consideration and respect for others at all times.
- Do not use a computer to steal. Do not copy software for which you have not paid, use computer resources without authorization, or plagiarize the intellectual property of others.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's computer work.
- Abide by the policies and procedures of each network accessed.
- Keep your password private.
- Be careful when using sarcasm and humor. Without face-to-face communication, a joke may be viewed as criticism.
- Focus on one subject per message.
- Make your subject line as descriptive, yet as short, as possible.
- Keep paragraphs and messages short and to the point.
- Cite all quotes, references, and sources.
- When including a signature at the end of e-mail messages, limit it to four lines.
- Use capital letters only to highlight a word or identify titles or headings. Using all capitals for an entire message has the same effect as verbally shouting.
- Always think about the social consequences of what you do on the network.

2019-2020 Knox County Schools Calendar

July 29 (Monday)	First Day for Teachers – In-service (Building)
July 30 (Tuesday)	In-service Day (PreK-12 System-wide)
July 31 (Wednesday)	Administrative Day (Teacher Work Day)
August 1 (Thursday)	Administrative Day (Teacher Work Day)
August 2 (Friday)	In-service Day (1/2 day--School-based); Administrative Day (1/2 day--Teacher Work Day)
August 5 (Monday)	First Day for Students (1/2 day for students)
August 27 (Tuesday)	In-service (Building) (Student Holiday)
September 2 (Monday)	Labor Day – Holiday
September 5 (Thursday)	End 4½-weeks Grading Period
September 17 (Tuesday)	Constitution Day (Students in school)
October 4 (Friday)	End First 9-weeks Grading Period (43 days)
October 7-11 (Monday-Friday)	Fall Break
November 5 (Tuesday)	In-service Day (PreK-12 System-wide) (Student Holiday)
November 14 (Thursday)	End 4½-weeks Grading Period
November 27-29 (Wednesday-Friday)	Thanksgiving Holidays
December 20 (Friday)	1/2 day for students End Second 9-weeks Grading Period (46 days) End First Semester (89 days)
December 23 – January 3 (10 days)	Winter Holidays
January 6 (Monday)	In-service Day (1/2 day--School-based); Administrative Day (1/2 day--Teacher Work Day); (Student Holiday)
January 7 (Tuesday)	First Day for Students after Winter Holidays
January 20 (Monday)	Martin Luther King, Jr. Day – Holiday
February 7 (Friday)	End 4½-weeks Grading Period
February 17 (Monday)	In-service Day (PreK-12 System-wide) (Student Holiday)
March 3 (Tuesday)	Holiday
March 13 (Friday)	End First 9-weeks Grading Period (Third 9-weeks Grading Period) (46 days)
March 16-20 (Monday-Friday)	Spring Break
April 10 (Friday)	Holiday
April 13 (Monday)	Holiday
April 22 (Wednesday)	End 4½-weeks Grading Period
May 21 (Thursday)	Last Day for Students (1/2 day for students) End Second 9-weeks Grading Period (Fourth 9-weeks Grading Period) (42 days) End Second Semester (88 days)
May 22 (Friday)	Administrative Day (Teacher Work Day) – Last Day for Teachers

Calendar Summary

177 Instructional Days (excludes days earned through extended hours)
4 Scheduled Administrative Days
2 Unscheduled In-service Days
1 Unscheduled Parent-Teacher Contact Hours (formerly Teacher-Parent Conference Day)
6 Scheduled In-service Days
<u>10</u> Vacation Days
200 Days Total

Under this calendar the Knox County Schools may cancel up to ten (10) instructional days due to inclement weather before any makeup days will be required.



West Haven Elementary School

3620 Sisk Road, Knoxville, TN 37921

Phone (865) 594-4467 Fax (865) 594-3743

Carl Whipple, Principal

Rebecca Headrick, Assistant

I certify that I have received the West Haven Elementary School Parent/Student Handbook. I have read through the policies and procedures of WHES as well as the rest of the information provided by Knox County Schools. I have asked for clarification of any policy or procedure that was unclear to me. By signing below, I attest that I am familiar with the contents of this handbook and understand the expectations of West Haven Elementary School.

Student Name _____ Teacher _____

Student Signature _____

Parent/Guardian Signature _____

Date: _____