



West View Elementary School Student Handbook 2024-2025



1714 Mingle Avenue
Knoxville, TN 37921
(865) 594-4471
Amy Brace, Principal
Dee Thomason, Assistant Administrator

**Please sign and date the last page and return it to your child's teacher. Thank you! ☺*

Our Mission Statement ~ The Mission of West View Elementary School is to create a safe positive learning environment that empowers and prepares students for academic and social success.

☺ Student Motto ~ I am Somebody! I am responsible for my behavior and my future!

WE ROAR! I AM:

R – Being Respectful, O – Obtaining My Goals,
A – Acting Safely, R – Being Responsible!



Hello West View Family! This is our student handbook. Please take a minute and review this handbook so that you are aware of our policies and procedures! We are so glad to be part of your village and we will make every effort to support you and your child in this academic journey!

MORNING ARRIVAL

Students may be admitted into the building beginning at 7:00 a.m. Please do not leave your child unattended outside of the school prior to 7:00 a.m. as there will not be anyone on duty to supervise.

Breakfast is served in the cafeteria until 7:30 am. Please plan to have your child at school by 7:15 am if they are going to eat breakfast to ensure they are finished by our family meeting time.

Instruction begins at 7:55 a.m. each day according to the office clock. Students arriving after 7:45 a.m. are considered tardy and are to be walked into the front office for a tardy note. This will appear on your students attendance report as a T with the arrival time.

PLEASE DO NOT PULL INTO THE STAFF PARKING LOT DURING DROP OFF OR PICK UP TIMES. Parent parking is along Mingle Avenue and Belmont Heights Avenue.

AFTERNOON DISMISSAL

School dismisses at 2:45 p.m. for Kindergarten through Fifth grade students. Car riders will dismiss from the gym. **For the safety of all the children, please remain in your car during dismissal.** Bus Riders will dismiss from the upstairs while all other students will dismiss from the gym. Walkers will be dismissed through the main doors on Mingle Avenue. Our Pre-K students are dismissed at 1:15 p.m.



PLEASE DO NOT PULL INTO THE STAFF PARKING LOT DURING DROP OFF OR PICK UP TIMES. Parent parking is along Mingle Avenue and Belmont Heights Ave.

A written note must be sent to your child's teacher if your dismissal plans change – even for one day.
NO PHONE CALL CHANGES WILL BE ACCEPTED.

*****Under no circumstances will a student be allowed to leave with anyone other than a person listed on the emergency card without a written notice signed and dated by the parent or guardian.**

Please limit early dismissals – your child is missing learning even in the last few minutes of the school day! Students should be in school every day until normal dismissal time. When a child leaves early, it is disruptive to all of the children in the room. **A medical/dental excuse is required for early dismissals otherwise it is recorded as an “unexcused tardy out”.**

If an early dismissal is necessary, please arrive before 2:30 p.m. The office will not dismiss students between 2:30 p.m. and 2:45 p.m.

Students will not be dismissed early between 2:30 – 2:45 due to the safety of all students and school procedures.



WALKING TO AND FROM SCHOOL

We are concerned about the safety of our students who walk to and from school unsupervised. **Please remind your child that fighting, vulgar language, cruelty to animals, throwing objects, bullying and vandalism will not be tolerated.** Please remind them to stay out of alleys and to use sidewalks and crosswalks if available. *Should your child not be able to stay out of trouble walking to and from school, the parent will need to provide transportation including walking your child to school.*

SCHOOL TRAFFIC FLOW

Please drop children off on the one-way street named Ramona Court on the south side of the school.

Due to parking challenges, we ask that parents do not park in the parking lot to drop off children – this causes staff members not to be able to enter the parking lot. Please remember never to park in the driveway or near the cafeteria doors between 7:00 a.m.- 8:00 a.m. or between 2:00 p.m.-3:00 p.m. Thank you for your cooperation.

SCHOOL BUS SAFETY (See KCS Policy J-250)

Good conduct supports safety. **Please discuss with your child the rules of conduct for riding the bus.** The bus driver must devote all his/her energies and skills to driving. He/She is charged by the state to report to the principal any misconduct while riding the bus. Consequences will be decided by the principal and may include suspension of bus privileges. Bus stops are designated by Knox County Schools. No unauthorized stops will be made.



In order to ride the bus home with a friend, a note must be sent by the parent with a phone number where a parent may be contacted during the day. **Students should bring the note to the office first thing in the morning so it can be verified before the end of the day.**

****If school is dismissed early because of inclement weather, please do not call the school.** Buses will run, but drivers may follow pre-arranged “snow routes”. *If you do not want your child to ride the bus home under these conditions, you should state this on his/her Student Profile Sheet at the beginning of the year.*

ATTENDANCE (See KCS Policy J-120)

In order to be counted present on any and all attendance records, students must attend school for a time period of three (3) hours and fifteen (15) minutes per day. Any time less than this shall be recorded and reported as absence on all attendance records.

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. **Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.** Knox County Board of Education Attendance Policy J-120, allows students’ absences from school to be excused only for the reasons listed below. *Any absences not complying with these reasons for excused absences will be considered unexcused:*

- o Personal Illness
- o Illness in the family temporarily requiring help from the child
- o Death in the family



- o Recognized religious holidays regularly observed by student's faith
- o Verifiable family emergency

A student may be absent due to illness **no more than ten (10) days** per school year with written parent excuse(s). **Beyond ten (10) days per school year a medical statement will be required.**



COMMUNICATION WITH FAMILIES

PARENT SQUARE: We will notify every family in the building of special events or any emergency situations by phone through our automated phone, text, and e-mail system which is called PARENT SQUARE. This will allow us to text and email families in their home language!! We must have the current email and phone number for every child at all times in order to do this. Feel free to download the PARENT SQUARE App!

DAILY FOLDERS: Students will come home each day with a behavior folder that indicates their behavior score for the day. In addition, you may also find homework and other paperwork in the folder.

PARENT CONFERENCES: Parent-teacher conferences are welcomed at West View. They can be arranged through the office by calling 594-4471. Teachers cannot conference or answer questions during instructional time. In addition, 2 parent conference nights will be scheduled during the year.

TOOLS FOR LEARNING

Students are expected to come to school with paper, pencils, and completed homework each morning.



TOYS AND ELECTRONICS

All electronics and toys including iPods, trading cards, electronic games, laser pointers (which are now considered a weapon by KCS Board Policies), bay blaydes, etc., are **not permitted** at school. Any of these items brought to school will be confiscated and returned at a later time.

CELL PHONES AT SCHOOL (See KCS Policy J-240)

Please do not send a cell phone to school with your child unless it is absolutely necessary. **If a student brings a cellular phone to school, it cannot be used during school hours. It must stay turned off and remain in the student's backpack. *If a student is caught using a cell phone, it will be taken up and a parent/guardian may be asked to pick it up.*



SCHOOL-WIDE DISCIPLINE PLAN (See KCS Policies J-100, 180,190, & 191)

In order to create an environment for maximum learning, we expect all students to practice good citizenship and behavior. We believe parents and teachers must work together to help children practice ways of being kind and considerate of others by following rules and respecting the feelings and property of others. We currently have a school-wide point system where children can earn points throughout the building on a daily basis by making good behavior choices. Students who earn 93-100 points earn a level A. Level B is 85-92; Level C is 75-84; Level D is 70-74; and below 70 is Level U. Our expectation is that students will all work for a level A.

We follow Positive Behavior Intervention and Support (PBIS) at West View, and use the acronym **ROAR** to help students remember our expectations. ROAR stands for:



Being **R**espectful,
Obtaining goals,
Acting Safely,
and Being **R**esponsible.

Each area of the building has expectations that address those four core expectations. Students are taught how to follow expectations using the **ROAR** acronym. A copy of those expectations is attached to this handbook. As a part of this, we have specific voice levels identified for different areas of the building. Zero Voice is for open class doors and dismissal. Voice levels ranging from 0-3 are taught and reinforced based on each area of the school. To view the entire KCS discipline policy (J-191), please visit knoxschools.org/Page/2107, or contact the school for a copy.

BULLYING (See KCS Policy J-211)

The staff, teachers, and administrators at West View Elementary will maintain compliance with all Knox County Schools policies and will not tolerate harassment, intimidation, hazing, or bullying. This includes (but is not limited to) the following:

- Cyber-bullying (using an electronic device)
- Intimidation
- Harassment
- Physically damaging the property of others
- Threatening harm to a student/staff member or their property
- Intentional remarks, glares, or intimidating body actions



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. This relates to school grounds, school-sponsored activities, school-provided equipment or transportation, including any school bus stop.

Students who feel they are being bullied may report this concern to any teacher or school administrator using any means of communication in which they feel comfortable. The principal or his/her designee will investigate the situation and contact parents/guardians.

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 40-38-11(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. Contact Brian Hartsell at 594-1502 to obtain additional information regarding this option.

EMERGENCY INFORMATION:

Important - BE SURE TO NOTIFY THE FRONT OFFICE IF THERE ARE ANY CHANGES IN YOUR ADDRESS OR PHONE NUMBERS THROUGHOUT THE SCHOOL YEAR. WE MUST BE ABLE TO CONTACT YOU IN THE EVENT OF AN EMERGENCY! IF A PERSON'S NAME IS NOT LISTED ON YOUR EMERGENCY INFORMATION FORM THEY WILL NOT BE ABLE TO PICK UP YOUR CHILD.

If an emergency does occur, please **do not call the school**. The local radio stations as well as all local TV stations will get the information as soon as we do. *Our phone lines MUST remain clear for emergency calls and directions by our district Superintendent. If your personal information is up-to-date, you will be notified via Parent Square.*



USE OF FRONT OFFICE PHONE

Students may not call home unless it is an emergency. **Please be sure that your child has all: homework, permission slips, dismissal information, notes for any changes in after-school dismissal, and lunch money before sending them to school each morning.** Please do not call the school office to relay a message to your child except in the case of an emergency. When possible, please arrange for any change in your child's means of pickup **before** school and always IN WRITING.

MEDICAL CARE AT SCHOOL

Children **should not** be at school with a fever (of more than 100.5), vomiting, diarrhea, severe cough, or rashes. A child should be free of a fever, vomiting or diarrhea for 24 hours before returning to school. If a child is going to be absent for an extended amount of time (3+ days) please notify the school office. In this case, a teacher can gather missed work for you to pick up. **Please give the teacher at least 24 hours notice if you wish pick up your child's missing work.** In case your child becomes ill at school, you will be called and asked to take him/her home. If at any time during the year your telephone number or address changes, please notify the school office immediately.



MEDICATIONS AT SCHOOL (see KCS Policy J-352)

Knox County policy, J-352, states that school personnel are not allowed to administer over-the-counter drugs (cough syrup, inhalers, Tylenol, etc.). **It is very important that children NOT have any medication (over-the-counter or prescribed) in their possession on school property. Only parents/guardians can bring prescribed medicine to the school in the original container and must consult with the school nurse for proper procedures.** Medications can be provided at school with proper doctor's orders and parent permission. The school nurse may be contacted through our front office at 865-594-4471 for information regarding this.



DRESS CODE:

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.

SCHOOL FEES:



School fees to help cover the cost of materials and supplies is \$25 per student.

PROGRAMMING:

SPECIAL EDUCATION: Knox County provides a continuum of services for students who qualify for special education under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Vocational Rehabilitation Act. If you feel your child might require special services and want Knox County to provide them, contact your child's teacher, the principal, or Knox County Pupil Personnel Services.

ESL (English as a Second Language) services are provided during the regular school day for students who qualify for these services.

TITLE 1: West View is a Title 1 elementary school. This means that we receive federal funding to support our students. Title I is a regular school program. Parent participation is encouraged through meetings at the school level and the district level (District Advisory Committee). Title I also supports parent education through meetings and GED training. If you have questions about parent participation, how this money is spent or the amount of money we receive, please come by the office or call 865.594.4471 and we will be happy to answer any questions.

VISITORS

Every precaution is taken to see that the building and grounds are safe areas for the children. All outside doors are inaccessible to visitors. The following policies are in place to ensure the safety of all children.

- **We will not allow anyone to visit a child who is not on the emergency card of a student or has written permission from the parent on the emergency card.**
- All visitors MUST ring the bell and be allowed entrance through the office.
- All visitors will be required to sign in at the office and to wear a visitor's badge (any time of day).
- Family Visitation Policy: Family members are welcome to eat lunch with children on any day provided that they check in with the office and are listed on the student's emergency card. In order to not interrupt instruction, we request that families visit during the student's official lunch time.



COMMUNITY SCHOOLS

West View Elementary is a Community School. This means that our school will now have the following special opportunities:

- Additional student enrichment activities [gardening, art, recreation, etc.]
- Dental health support
- Additional counseling services through the Helen Ross McNabb Center
- Additional partners & volunteers working with our school



- Community-wide opportunities at school & in the neighborhood
- Organized tutoring program
- Open playground evenings/weekends
- Steering Committee of parents, community members & school personnel to help make decisions for programming and SO MUCH MORE!!

For more information you can contact Jill Ellis, Community School Coordinator at ellisj@unitedwayknox.org.





Parent/Guardian Signature Page 2024-2025

After you have read our WVES Student Handbook, please check each statement, sign and date at the bottom and return only this page to your child's teacher by August 31st.

_____ I have read and understand the policies set by West View Elementary and KCS.

_____ I understand that school begins at 7:45 am and ends at 2:45 pm.

_____ I understand the attendance policy.

_____ I agree to review my child's folder daily.

Child's Name _____

Grade _____ Teacher _____

Parent/Guardian Printed Name

Parent/Guardian Signature

Date _____