

WESTVIEW ELEMENTARY STUDENT HANDBOOK

2018-2019 SCHOOL YEAR

PHONE: 855-6141

FAX: 892-2199

SCHOOL HOURS—8:00 A.M. – 3:00 P.M.

Students may enter the building at 7:45 a.m. and report to the appropriate location, either the cafeteria or the multi-purpose room. Please do not arrive on campus prior to that time unless involved in the “Before School Care Program”. It is very important that each student arrive at school on time. Please be prompt and be prepared with necessary school supplies.

No student goes to a classroom before 8:00 am. Our teachers need time to get organized for the day. Please arrange conference times with your teacher during their planning period.

At the end of the day, everyone must wait in the car line. No one may go to the classroom to pick up their child. Car riders will be dismissed at 3:00 pm. **No child will be called for dismissal after 2:30 pm except in emergencies.**

BEFORE & AFTER SCHOOL CARE

This program is available through the school for a fee. Before school care is available from 6:00 am – 8:00 am. After school care program hours are from 3:00 pm – 6:00 pm. For more information contact the Day Care Site Director at 855-6141 extension 38011.

DRESS CODE

Westview Elementary School requires appropriate dress for students and staff. Excesses in attire, grooming, hairstyle, cosmetics, jewelry, and accessories tend to draw attention to the individual and thus distract from the learning, which is the main purpose of school.

Students wearing articles of clothing or accessories that are not permitted will be sent to the office. Parents will be called to bring replacement clothing. The unacceptable article of clothing will be returned to the student’s parent. Continued disregard of the dress code will result in further disciplinary action. Westview Elementary School dress code is as follows:

- **NO** T-shirts with vulgar or suggestive messages for alcoholic products or other drugs. **NO** athletic jerseys.
- Students are permitted to wear shorts or skirts as long as they are below fingertip length when arms are held at their sides. **NO** short shorts.
- **NO** athletic oversized shorts (basketball), spandex shorts or any pants with holes above the knee.
- Pants must be worn at the waist and must fit at the waist. **NO SAGGING OR OVERSIZED, BAGGY PANTS OR CLOTHES.**
- Tennis shoes or rubber sole shoes must be worn. **NO** clogs or crocs, **NO** tennis shoes with skates built in and **NO** sandals or flip-flops.
- **NO** halter tops, tank tops, tops with spaghetti straps, or bare midriff tops.
- Caps, hats, bandannas, hoods pulled up, or sunglasses will not be worn in the school building except on designated days.

Grades K-2 **NO ROLLER BACKPACKS**

CELL PHONES/APPLE PHONES/SMART WATCHES

No student will be denied access to a phone during the school day with teacher approval. Students are not permitted to have cell phones, Apple watches or smart watches out during school hours. If they are brought to school they must remain in their backpacks and turned off at all times. If a student is caught using these devices during school hours it will be brought to the office and a parent will have to come pick it up.

ARRIVAL & DISMISSAL PROCEDURES

Those students registered in before school care may arrive as early as 6:00 am. Those students not registered in before school care may arrive as early as 7:45 am. Teachers are not on duty until then and children cannot be allowed in the school until there is teacher supervision.

Parents bringing students to school by car must begin merging into one lane when turning from E. Brainerd Road onto school property. Because traffic is constantly moving during morning drop off we only operate 1 lane of traffic. The reason is to provide safety for the children as they exit their car. We strongly encourage parents to use the car rider line in the morning and not come into the building with their child. This makes an easier transition for the child and teaches them independence. We do understand there are times when parents need to come into the building during arrival time. Should this be the case for you, please park and walk your child into the building. **Never** let your child out in the parking lot to walk through traffic alone.

Students will be dismissed at 3:00 pm. Those picking up students will be directed to enter the car rider line and proceed to the pick up points. **AS DICTATED BY THE FIRE MARSHALL, THERE SHOULD BE NO PARKING IN THE PICK UP LINE BEFORE 2:30 PM. THIS IS A DIRECT VIOLATION OF THE FIRE SAFETY CODE.**

When the pick-up line is full you will be directed to shut off your engine. When **ALL** engines have been shut off, the children will be called and dismissed to their respective cars (to aid in identifying which cars children should be dismissed to, please place the provided car tags or a piece of paper with the child's name in the dash of the car). When this is safely completed, those cars will be allowed to leave and those behind them will be directed to move forward. This procedure will be repeated until all children have been loaded. **PARENTS WILL NOT BE ALLOWED TO PARK IN THE PARKING LOT AND WALK OVER TO PICK UP THEIR CHILD.** Our dismissal procedure is specifically designed for the safety of our children.

Also, if another member of your family picks up your child/children, please inform them of our dismissal procedures so that we can continue to ensure this system runs smoothly and safely.

Do not call the office on a daily basis to change a student's way of going home. Call the office only if there is an emergency change in going home. Otherwise a written note must be sent to the teacher.

EARLY DISMISSAL

Should you need to get your child before the end of the school day, please use the following procedure:

- Write a note to your child's teacher indicating the reason for the early dismissal and the approximated time you will arrive for your child.
- Upon arrival, come directly to the school office to sign the Dismissal Log, and we will call the child to the office. This keeps classroom disruption to a minimum. We will not call children for early dismissal after 2:30 pm except in an emergency.

Students are required to go directly home after school unless the student is involved in a school approved activity. Students need to bring a note if they are not going home in their usual manner. When the request involves bus transportation, the note must be brought to the office in the morning to get a bus pass to give to the bus driver.

TARDIES

The tardy bell rings at 8:10 am. **If students arrive late (that means they are not in their classroom by 8:10), their parents must escort them to the school office to sign in.** The doors lock at 8:10 and students must be escorted by an adult. Please write in the school log the reason for the tardiness. Do not take child directly to the classroom. If you have been to the doctor or the dentist please bring in a return to school form from the doctor or dentist to have the tardy marked as excused. Just signing they have been to the doctor does not make it excused.

ABSENCES

If your child is ill or unable to come to school, please call the school office after 8:00 a.m. in order to notify the teacher. A written note must accompany your child upon return to school explaining the reason for the absence. Your child will be counted absent if he/she misses ½ of the school day (more than 3 hours and 17 minutes). A note must be received within five (5) days after returning to school.

ATTENDANCE LAW EXPLAINED

According to the law (Tennessee Code Annotated 49-6-3001(c) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided

Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f).

HAMILTON COUNTY DEPARTMENT OF EDUCATION BOARD POLICY (6.200)

The following are legal reasons for excusing a student from attending school:

Personal Illness – Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician’s statement may be required.

Death in Immediate Family – Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

Religious Holiday – Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.

Personal – Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.

Approved School-Sponsored Activities – Students shall be marked present when participating in a school-sponsored activity away from the school building.

HCDE ATTENDANCE PROCEDURES FOR 2018-2019 ARE AS FOLLOWS:

By law students must attend school daily. It is the parent’s responsibility to report all absences to the school. HCDE will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three(3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school. HCDE will not begin legal actions until after a student is absent for more than five (5) days without adequate legal excuse (as defined above.)

If the following conditions apply, a referral will be made to the school social worker:

After five (5) unexcused absences:

Parent/guardian will be notified via legal notice indicating that their child has become truant and a petition may be filed with Hamilton County Juvenile Court. If unexcused absences continue after the Informal Truancy Hearing at Juvenile Court, parent/guardians will be petitioned to attend a Formal Hearing before a Juvenile Court Judge at which time fines and community service may be assessed.

VISITORS ON CAMPUS

Visitors are always welcome at Westview; however, because class time is so valuable, it is necessary that reasonable guidelines be followed to avoid interruption of the instructional program.

In order to provide maximum security for our students, **all visitors must be buzzed in through the secured doors and are asked to check in at the office before entering other parts of the building.** Bring your picture ID to be scanned into the Raptor System to get a pass. Please use the front entrance and avoid parking in designated bus lanes before 8:10 am and after 2:30 pm. **All volunteers and visitors must sign in and wear a badge at all times.**

Usually, we will be able to assist you with any needs you might have. **If you need to talk with your child’s teacher be certain to make a mutual appointment so that class time is not lost.** Please **do not** go to a classroom to ask the teacher to step into the hall to talk with you. Young relatives and/or siblings are not allowed to visit school for the day. Please see the Principal with any questions.

AFTERNOON BUS RIDER RULES

- All bus riders and van riders are to remain in their classrooms.
- Each bus and van will be called individually and the teachers on duty will escort the children to their respective bus or van.

CAFETERIA RULES

Lunch is a time to relax and display good social behavior in a pleasant environment. Good manners are expected and should always be observed. The rules of the cafeteria are as follows:

- No cutting in line.
- Go through lunch line one person at a time.
- Each student must know their 6 digit number.
- No going back through line to get forks, spoons, milk, ice cream, or napkins.
- Talk in a quiet voice to persons at your table.
- Remain in your seat until you are dismissed.
- No asking to go to the bathroom.
- Clean up your area before you return your tray.
- No food, or ice cream, or other items are to be taken out of the cafeteria.
- Throwing or horseplay with food will result in severe disciplinary action.
- **WALK** at all times while in the cafeteria.

FOOD SERVICES

Student lunches are based on a well balanced diet. You can print a copy of the month's menu by accessing www.hcde.org and go to Child Nutrition or www.westviewelementary.com.

Parents are welcome to have lunch with their child at the class assigned lunch time. Please make a reservation by 9:30 a.m. by calling the cafeteria at 855-6141 extension 38009 if you plan to purchase a lunch.

We realize there are times money is left at home, lost at school, etc., and therefore, it is necessary for a child to charge their lunch. When this happens, we ask you to pay the next day or as soon as you are notified of the charge. We do not intend for children to go without their lunch.

Students bringing their lunch are encouraged to have a well balanced diet. **Cokes and other carbonated beverages are not permitted during lunch time.**

PTO MEETINGS

PTO meetings are usually held every 3rd Tuesday of the month at 7:00 pm in the school multi-purpose room except when special functions are scheduled (i.e. family fun night, musicals, and cultural arts program). Check the Wildcat Roars Newsletter for more information.

SCOUTING INFORMATION

For Daisy, Brownie, or Girl Scout information, please call the Girl Scout Moccasin Bend Circle at 877-2688. Scouting is open to all girls between the ages of 5 – 17 years.

For Cub and Boy Scout information, please contact the Boy Scouts of America office at 892-8323.

ART CLASS CONTACT

Jennifer Strickler 423-645-7779. This is an afterschool program and there is a fee involved.

GOOD NEWS CLUB

Patti Harris 423-622-1736. This is an afterschool program.

BOOK AND SUPPLY FEES

School textbooks are furnished by Hamilton County. Students are responsible for any books lost or damaged, including library books. The Secretary can give you a price on textbooks.

FIELD TRIPS

Parent chaperones for field trips will be notified whether or not there is room to ride on the bus. Otherwise, all chaperones will drive on the trip. Students must ride the bus. Siblings are asked not to attend the field trip because chaperones are needed to supervise students.

TEACHER CONFERENCE

If you need a conference with your child's teacher, please call or write to make a mutual appointment. Your teacher is not available during class time, school day beginning or during dismissal. Classroom time is limited; so do not have the teacher leave her classroom.

CLASS PARTIES

Two parties per year is the maximum allowable as determined by the Hamilton County Department of Education. They are designated as Winter Holiday and Valentine's Day.

MEDICATION

Medication will not be dispensed to students. This includes but not limited to, aspirin, Tylenol, cough medicine and antibiotics. An exception is when children require long-term prescription medications such as Ritalin. Only in this case will the medication be administered by the school nurse in compliance with the following regulations:

- A written permission form, signed by both the parent and the child's physician, provided to the school and includes: a) Child's name; b) Name of medication; c) Time to be administered; d) Dosage; and e) Possible side effects.
- The permission form must be updated when there is any change in dosage or time of medication. A new permission form must be provided to the school at the beginning of each new school year.
- Medication in the original prescription bottle must be brought to the school office by a parent or guardian.
- No medication is to be brought to or from school by the student.

BEHAVIOR POLICY

To make Westview a nice place, students shall...

- Recognize and respect authority of all adults
- Not mark or deface property
- Put garbage and waste in proper places
- **Use good manners and treat others kindly**
- Not use improper language
- Follow classroom rules

Fighting is not allowed and is a poor way to solve problems. Fighting or any other offense which endangers another student is considered a serious offense and can result in a suspension.

Behaviors that are improper as noted by the Principal may result in parents accompanying their child during special activities and/or field trips. Consequences for misbehavior may result in a student giving service to the school such as clean up. The Hamilton County School System follows a "0" tolerance policy.

EMERGENCY INFORMATION

Emergency information is kept on file in the office. It is the responsibility of our parents to provide us with accurate and up-to-date information in case of emergency. We would encourage parents to have two emergency numbers. During registration you filled out an early-emergency dismissal form. Please update this if changes occur. The school cannot treat old wounds, cuts, remove splinters, treat skin diseases such as impetigo, poison oak, etc., or treat pinkeye or any other type of skin problem.

CHANGE IN ADDRESS, PHONE, ETC.

It is very important that the school have current addresses and phone numbers in order for parents to be contacted in case of emergencies. Please be sure to notify the school if there are any changes during the year.

LOST AND FOUND

Please check the school's lost and found for any items your child might have left at school. Lost and found is located in the cafeteria. Any items not claimed at the Winter break and at the end of the school year will be donated to charity.

INCLEMENT WEATHER

Westview Elementary is a Tier II school. We will dismiss approximately 30 – 90 minutes after Tier I school (East Hamilton).

FLOWERS/BALLOONS

No flowers, balloons, candy, stuffed animals or any other valentine or birthday items are allowed to be delivered to students at school. It is a distraction in the classroom and are not allowed on the school bus. Please make arrangements to have deliveries made to the student's home.