

WESTVIEW ELEMENTARY

2019 - 2020 Student Handbook

[#WeAreWestview](#)

Challenging!



Inspiring!

Achieving!

Westview Elementary teachers will challenge and inspire students to be thinkers and problem solvers who are ready for college, career, and citizenship.

4624 E. Brainerd Road

Chattanooga, TN 37421
PHONE: 423.855.6141 FAX: 423.892-2199
<http://hcdewestview.ss18.sharpschool.com/>

SCHOOL BELL TIMES

School Hours are 8:00 a.m - 3:00 p.m.

At 7:45 a.m., students report to:

K - Kindergarten Hallway
Gr. 1 and 2 - Gym
Gr. 3 - 3rd Grade Hallway
Gr. 4 and 5 - Cafeteria



Students report to class at 8:00 a.m.

TARDIES

Students who are not in their classroom at 8:10 are tardy.

Students must be escorted by an adult to the office to sign-in. Please write in the school log the reason for the tardiness.

If you have been to the doctor or dentist you must bring in a return to school form from the doctor or dentist to have the tardy marked as excused.

EARLY DISMISSAL

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

1-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.

2-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.**

SCHOOL-AGED CHILD CARE

Before school care: 6:00 am - 8:00 am.

After school care: 3:00 pm - 6:00 pm.

For more information about the program, contact the Day Care Site Director at 855-6141 extension 38011.



ARRIVAL PROCEDURES

Child care staff greet students signed up for before school care as early as 6:00 am.

Westview teachers and staff greet students arriving as early as 7:45 am.



MORNING CAR RIDER LINE

To provide safety for students as they exit their car, we only operate 1 lane of traffic in the morning. A staff member will direct you when to stop and proceed through the line.

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 using the crosswalk.. Never let your child out in the parking lot to walk through traffic alone.

DISMISSAL PROCEDURES

Students will be dismissed at 2:50 pm. No child will be **called** for dismissal between 2:30 pm - 3:00 pm except in emergencies.

Students must bring a written 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. 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.

Students are required to go directly home after school unless the student is involved in a school approved activity.

AFTERNOON CAR RIDER LINE

Those picking up students will be directed to enter the car rider line creating 2 lanes 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 p.m. This is a direct violation of the fire safety code.

Our dismissal procedure is specifically designed for the safety of our children. Parents must adhere to the following:

- **You must have a car tag to pick up your child in the car rider line.** If you do not have a tag, you must park and come to the office to sign the student out. If a designated person picks up your child/children, please be sure that they have a car tag. If they do not have a car tag, they will have to park, check out the student through the office, and acquire a tag.. This designated person **must** be on your child's approved check-out list.
- When in the loading zone, 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.
- Please have your car tag visible while in the loading zone.
- A staff member will give you a signal when it is time to turn your engine on and proceed through the line.
- This procedure will be repeated until all children have been loaded.
- Parents will not be allowed to wait inside the building or park in the parking lot and walk over to pick up their child.



AFTERNOON BUS RIDERS

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.

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 $\frac{1}{2}$ of the school day (more than 3 hours and 17 minutes). A note must be received within five (5) days after returning to school.



HCDE ATTENDANCE PROCEDURES 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 three (3) absences per school year that may be excused by a note from a parent/guardian. These should only be used when a child is sick, when a parent/guardian determines that a doctor visit is not necessary..
- After three (3) parent/guardian excused personal illness days, any further absences must be excused by professional documentation. These include doctors, dentists, court, or other professional services. Other legal reasons for excused absences are death in the immediate family, religious holiday (prior approval required) and approved sponsored activities (HCDE Board Policy 6.200)
- 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.
- When a student reaches five (5) unexcused absences, the school will notify the parent/guardian by way of letter mailed to the home address, requesting a mandatory meeting at the school to address absences and barriers to school attendance.
- After 8 -10 days of unexcused absences, the school will make a referral to the School Social Worker/Truancy Officer. The parent will receive a Legal Notice and the School Social Worker/Truancy Officer will contact the parent to set up a mandatory assessment to address continued absences and barriers to regular attendance.
- If the student continues to accrue unexcused absences after the School Social Worker/Truancy Officer completes the assessment, then the family will be required to meet before the Truancy Board to discuss continued barriers. Failure to appear before the Truancy Board will result in an automatic petition to Juvenile Court.

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 the event of failure to do so, shall be subject to the penalties hereinafter provided. *(The attendance law goes in effect for a child age five (5) seventeen days after entering school.)*

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.

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.**



A rectangular badge template with a blue header containing the text "SCHOOL VISITOR" in white, bold, sans-serif font. Below the header, there are two lines for text entry: "Name" followed by a horizontal line, and "Date" followed by a horizontal line. The entire badge is enclosed in a thin black border.

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.

BEHAVIOR POLICY

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

- Recognize and respect authority of all adults
- Respect school materials and property
- Put garbage and waste in proper places
- Use good manners and treat others kindly
- Use appropriate 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.

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:

- WALK at all times while in the cafeteria.
- Go through the 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.
- Throwing or horseplay with food will result in severe disciplinary action.
- 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.
- When being dismissed, stand quietly in line while waiting for your teacher.



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.

EXTRA-CURRICULAR ACTIVITIES

ART CLASS

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

CHESS CLUB

The chess club is for students in grades 3-5. Contact: Andrea DelValle - delvalle_andrea@hcde.org for more information.

STEM CLUB

This is an afterschool program designed to foster interest in science, technology, engineering and math for students in K-5. Contact Diane Kulbis - kulbis_diane@hcde.org.

FIFTH GRADE CHORUS

Meets afterschool on Thursdays from 3:00-4:00. Please email Mrs. Akins, our music teacher, for more information akins_holly@hcde.org.

GOOD NEWS CLUB

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

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.

SPANISH CLUB

Laurie Stevens 423-802.-2040. This is an afterschool program, and there is a fee involved.

MORE HELPFUL INFORMATION

BOOK 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.

CHANGE IN ADDRESS, PHONE, ETC.

It is very important that the school has 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.

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.

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

Parents are welcome to have lunch with their child at the class assigned lunch time. The table at the end of the row is reserved for parents to eat with their child. If you plan to purchase a lunch from the cafeteria, please make a reservation by 9:30 a.m. by calling the cafeteria at 855-6141 extension 38009.

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.

FIELD TRIPS

Parents who are serving as chaperones for field trips will require a background check. You will be notified by the classroom teacher 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.

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.

INCLEMENT WEATHER

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

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.

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.

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.

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, the beginning of the school day, or during dismissal. Classroom time is limited; so do not have the teacher leave her classroom.