

West View Elementary School

Student Handbook

2025-2026



1714 Mingle Avenue

Knoxville, TN 37921

(865) 594-4471

Amy Brace, Principal

Dee Thomason, Assistant Administrator

West View Elementary School Student Handbook 2025-2026



**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!



Welcome to West View Elementary!



Hi West View families!

This is our student handbook. Please read through it so you know our rules and how we do things at school. We're so happy to be part of your child's journey and we're here to help every step of the way!

Morning Arrival


- Students can come inside the school at **7:00 a.m.**
- Don't drop off your child before 7:00 a.m.—no one is outside to watch them.
- **Breakfast** is served in the cafeteria until **7:30 a.m.** If your child is eating breakfast at school, try to arrive by **7:15 a.m.**
- **Learning starts at 7:55 a.m.**
- If a student arrives **after 7:45 a.m.**, they are **tardy**. An adult must bring them to the front office to sign them in.


 **Do NOT use the staff parking lot** to drop off or pick up students.

 Parent parking is on **Mingle Ave** and **Belmont Heights Ave**.

Afternoon Dismissal

- School ends at **2:45 p.m.** for Kindergarten–5th grade.
- Pre-K ends at **1:15 p.m.**
- Students leave school by:
 - **Car Riders** – from the gym
 - **Bus Riders** – from upstairs
 - **Walkers** – front doors on Mingle Ave
 - **Others (after school care, clubs, etc.)** – from the cafeteria

 No parking in the staff lot during drop-off or pick-up times.

 If your child's way home changes, send a **written note** to the teacher.
Phone calls will NOT be accepted for dismissal changes.

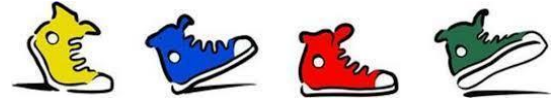
! Students can only leave with someone on the **emergency contact list** unless you send a signed note.

Please avoid picking up your child early. They miss important learning and it interrupts the class. If it's necessary, come before **2:30 p.m.**

Walking to and from West View

We care about your child's safety. Please remind them:

- No fighting, bad language, bullying, or being mean
- Use sidewalks and crosswalks when available
- Stay out of alleys



If your child can't stay out of trouble, you'll need to walk them or find a ride.

Traffic & Drop-Off Area

- Drop students off on **Ramona Court** (one-way street on the south side).
 - Don't park in the staff lot or block driveways/cafeteria doors between **7–8 a.m.** and **2–3 p.m.** This hinders Pre-K drop off. and after school pick up.
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Bus Safety (See KCS Policy J-250)

- Bus rules help keep everyone safe. Talk to your child about good behavior on the bus.
- If they misbehave, they may lose bus privileges.

Want your child to ride home with a friend?

- Send a **note** with your phone number.
- The student must bring it to the office in the morning.
- **If school closes early because of bad weather**, don't call the school. We'll be busy with dismissal and need phone lines to be open for any calls pertaining to safe dismissal. **We'll send info through Parent Square or the news.**



Attendance

To be marked **present**, students must be at school at least **3 hours and 15 minutes**. For a regular school day, your child must be present until 11:15 AM.

Excused absences include:

- Student illness
- Family illness needing help
- Death in the family
- Religious holidays



- Family emergencies (must be verified)

You can use a **parent note for up to 10 absences** a year. After that, you need a doctor's note or it will be **unexcused**. Parent notes must be sent in within 5 days of the absence.

How We Communicate

- **Parent Square:** We send updates, texts, and emails in your home language. Make sure we have your current **phone number and email**. Download the **Parent Square app**.
- **Daily Folders:** Check your child's folder each night for behavior, homework, and notes.
- **Parent Conferences:** You can meet with teachers by calling 865-594-4471. Teachers can't meet during class.



ParentSquare™



Tools for learning

Please ensure that your child has these items everyday:

- Paper
- Pencils
- Completed homework

No Toys, Electronics or any Wireless Communication devices

Do NOT send:

- Toys
- Trading cards
- Electronic games
- Laser pointers (they are not allowed by KCS rules)
- No cell phones or smart watches.

These items will be taken and returned later.

Cell Phones (See KCS Policy J-240)

Students should only bring phones if needed.

Phones **must**:



- Be turned **off**
- Stay **in backpacks during the day**. If phones are used during school hours, the phone will be taken and a parent must pick it up.

School-Wide Discipline Plan (PBIS and ROAR) (See KCS Policies J-100, 180,190, & 191)

To help everyone learn their best, we expect all students to show good behavior and be kind to others. Parents and teachers should work together to teach students how to follow rules, be respectful, and care about other people and their things.

At our school, we use a point system. Students can earn points each day for making good choices and showing positive behavior all around the school.

We follow rules using the word **ROAR**:

R – Be **Respectful**

O – Work to **Obtain Goals**

A – **Act Safely**

R – Be **Responsible**

Students earn points for good behavior:

- A = 18-20 points
- B = 17 points
- C = 15-16 points
- D = 14 points
- U = under 13



Behavior

To view the entire KCS discipline policy (J-191), please visit knoxschools.org/Page/2107, or contact the school for a copy.

No Bullying Allowed

We take bullying seriously. This includes but is not limited to:

- 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



Tell a teacher or principal if you feel that your child is being bullied. We will investigate and follow proper procedures. This relates to school grounds, school-sponsored activities, school-provided equipment or transportation, including any school bus stop.

Unsafe School Transfer Option

- If your child is the victim of a violent crime at school, you may request to transfer to another school.
- Call the transfer office at 865-594-1502 for more info.

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 the transfer office at 594-1502 to obtain additional information regarding this option.

Emergency Contacts

- Keep your **phone number and address updated**.
 - We must be able to contact you in an emergency.
 - **Only** people listed on the emergency card can pick up your child.
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Phone Use

- Students can only call home if it's an emergency.
- Please send all needed items (homework, lunch money, etc.) with your child in the morning.
- Written notes or parent square messages to the teacher are required for dismissal changes. If sent via ParentSquare please send as early as possible and check with the office if the teacher has not acknowledged receiving the message before the 2:15.

When Your Child is Sick

Keep your child home if they have:

- Fever over 100.5°F
- Vomiting or diarrhea
- Bad cough
- Rash



They must stay home for **24 hours** after symptoms stop.

Please give the teacher at least 24 hours notice if you wish pick up your child's missing class work after they have missed 3 days.

Medication at School

- Students can't carry or possess any type of medicine at school.
- Parents must bring medicine to school in the **original container** and talk to the **school nurse**.
- We can't give medicine without a doctor's note and parent permission.
- The school nurse may be contacted through our front office at 865-594-4471



Dress Code (students and adults)

- Pants must not sag and should fit well.
- No hats or hoods inside (unless for medical or religious reasons).
- Wear safe shoes for indoor and outdoor activities.
- No inappropriate words, pictures, or ads for things kids can't buy.
- Grades 3–5: No short skirts, short shorts, or tight clothes without coverage.
- Shirts must cover the stomach, back, and shoulders.
- **Adults** entering the building **must also meet dress code**.
- For students in Grades 3-5 and adults, "short shorts", mini-skirts, and skin-tight outer materials must be worn with a shirt that covers the bottom.



School Fees

Each student is asked to pay \$25 to help cover the cost of materials and supplies.

Special Programs

- **Special Education:** Available for students who qualify.
 - 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.
 - **ELL(English Language Learner):** Services during the day for students who need English language support.
 - **Title I:** Our school receives extra funding to help students succeed. Parents are encouraged to help with this planning.
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Visitors

To keep our school safe:

- All visitors must ring the bell and enter the **front office**.
- All visitors must sign in and wear a badge or name tag.
- Only adults on the emergency card may visit or eat lunch with a child at their assigned lunch time.
- Visitors are expected to meet KCS schools dress code.



Community School

West View is a Community School, which means we offer:

- Fun programs like gardening, art, and games
- Dental (via Knox County Health Dept and LMU) and counseling help (via school counselor and Helen Ross McNabb)
- Mentoring programs
- Events for families
- A team of families, staff, and community members working together on the Site Steering committee.



Questions? Contact **Savannah Smith** at savannah.smith@knoxschools.org or smiths@unitedwayknox.org



Parent/Guardian Signature Page 2025-2026

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 _____