

PARENT & STUDENT HANDBOOK



2025-2026

West Haven Elementary School 2025-2026 Handbook

Dear West Haven Elementary School Students,

This handbook is an essential source of information for each of you. We ask you and your parents to read the entire handbook and keep it for future reference. Any questions from you or your parents will be welcome, so please see any of us for further discussion. We love you and we need you!

Office Staff

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[West Haven Elementary School Website](#)

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Attendance

According to [School Board policy J-120](#), maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Knox County's policies for attendance are designed to encourage students to take personal responsibility for their class attendance and tardiness, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record.

Students in K-5 must be in school for 3 hours and 30 minutes to be counted present.

PreK students must be in school for 2 hours and 1 minute to be counted as present.

Perfect Attendance: No absences and more than three tardies or early dismissals all year. Students with perfect attendance will be given special recognition at the end of the year.

Tardies: The tardy bell rings at 7:45 AM. A parent must accompany students arriving at the office after the tardy bell to receive a tardy pass. If you drive your child to school, please allow extra time for traffic by planning to arrive at 7:30. If tardiness is habitual, the administration and/or social worker will contact the parent to schedule a meeting to discuss a possible solution to the problem.

Excused Absence: The Knox County Schools Board of Education [policy J-120](#) permits student absences to be excused for the following reasons:

1. Personal illness
2. Death in the family
3. Religious Observances
4. See the [policy](#) for further breakdown

Parents are responsible for monitoring their child's attendance and ensuring their child attends school. Students who accrue five unexcused absences will be subject to the [progressive truancy intervention plan](#).

Parent Notes:

- Excuses for absences must be made in writing by a parent and/or legal guardian and must be submitted within five (5) days of the student's return to school.
- Students have 10 notes they can use.
- Beyond the 10th day, a note from the doctor's office is required.
- All written excuses **must be submitted within 5 days of the student's return to school**, or the absence will be **unexcused**. Any other 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.

Truancy: 10 Unexcused absences constitute truancy

Extended Absence due to Medical Reasons: Any student absent for an extended period due to illness or injury (10 consecutive days or longer) may be eligible for [homebound instruction](#). Parents should contact the school and the assistant principal for information. Medical documentation will be required.

Arrival / Dismissal

Arrival

Arrival: When our doors open at 7:05 AM, grades K-5 enter the gym. PreK has the option to go to the cafeteria. Students who do not eat breakfast will remain in the gym until 7:30 AM. Students are considered tardy if they arrive after 7:45 AM.

Morning Drop-Off Procedures: All vehicles dropping off students should enter from Sisk Road at the designated entrance. Traffic flows one way, and cars will circle the building and continue through the front entrance, where students exit the vehicles to the overhang/entrance.

Dismissal

PreK - 1:15 PM K-5 - 2:45 PM

To maximize our students' **safety**, **no office sign-outs are permitted after 2:30**. Adults needing to pick up students after 2:30 must get in the car line.

We do not have regular supervision for students picked up later than 3:00.

Car Riders: Gates will open at 2:45 PM for cars to proceed through the line. If you drive onto campus to pick up your child, your child is a car rider and will be picked up through the car rider line. Hang your car tag on your rearview

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mirror (name facing away from you). If you walk to pick up your child, please have your car tag in your hand.

Car Tags: The school provides car tags to facilitate pick-up identification. This is your ID card, which indicates that the child can leave with you. If you forget your car tag, you must go to the office and present your ID so your child can be released. You must be on the pickup list for ID verification.

Change in Transportation: Any time a child goes home from school in a manner different from the usual routine, the parent must send **written notification** to the school. Parent Square is an approved method of communication as well. To maintain the safety of our students, we will not accept changes in transportation over the phone.

Early Dismissal: Students needing to leave during the day will be checked out from the front office. Present proper ID when checking out a student. Only those on the approved list will be allowed to check out. Parents should keep this information up to date with the office.

Bullying, Cyberbullying, and Harassment

Knox County Schools does not allow acts of harassment, hazing, intimidation, bullying, and cyberbullying. A safe and courteous environment in school is necessary for students to learn and achieve. All the Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

Bullying and harassment are taken seriously at West Haven Elementary. Bullying is unwanted, aggressive behavior involving an actual or perceived imbalance of power that occurs over time. Report any issues to school staff immediately. Accusations of bullying or harassment are investigated, safety measures are implemented, and strategies are implemented to help ensure the behaviors do not continue. This could also lead to law enforcement involvement, as state law dictates.

Bus Information & Expectations

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones and a listing of bus stops and pick-up times are available on the [Knox County Schools Website](#). Parents wishing to add a bus stop or report any issues with the bus or driver should contact the KCS Transportation Department at (865) 594-1550.

Bus stops and school buses are considered extensions of the school building and are treated as such. Discipline on our school buses and bus stops is a priority to ensure the safety of all. Any student the driver cites for a safety violation will be subject to disciplinary action.

Cafeteria / Food

Breakfast & Lunch: School lunch calendars are posted online.

Cafeteria Procedures: We will review cafeteria procedures with students during the school's first few weeks. Unless given special permission, all food and drinks must be consumed in designated areas. Eating areas should be left clean and trash-free. Students should not be in unsupervised areas.

Visitors: Parents are welcome to visit the school and eat lunch with their child! We ask that no parents eat lunch during the first 2 weeks of school (1st two weeks of the full schedule for PreK and K) so students can get to know their classmates and learn routines.

Cell Phones / Personal Electronic Devices

WCDs may be stored in backpacks, purses, or personal carry-alls. However, using the devices during the school day is prohibited for all students except in the following circumstances.

1. The principal authorizes a teacher to approve using WCDs for educational purposes during instructional time.
2. A student uses a WCD in the event of an emergency or to manage the student's health.
3. A student's use of a WCD during instructional time is included in the student's Individualized Education Program (IEP), Section 504 plan, or Individual Learning Plan (ILP); or
4. A student with a disability uses a WCD to operate assistive technology to increase, maintain, or

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improve the student's functional capabilities.

A student in violation of this [policy](#) is subject to related disciplinary action. Students who do not comply with the staff's request will be referred to the administration.

Discipline / Behavior / Rewards

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.

Expectations: Our students are Responsible, Organized, Accountable, and Respectful. Each classroom will have a system of rewards, and school-wide incentives/events for good behavior will be established.

Talking Points at Home: Helpful general school rules to discuss

- 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 expectations posted in common areas (cafeteria, gym, library, music, art, restrooms, playground) and the classroom.
- Do not bring toys, unsafe objects, or electronic devices such as games or other distracting items to school.

Zero Tolerance Policy: According to Knox County Board Policy Handbook, to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in a zero-tolerance offense will be subject to removal from school for not less than one (1) calendar year.

Dress Code

West Haven follows the [Knox County Elementary Dress Code](#)

The school administration reserves the right to determine whether the student's attire suits the learning environment. The principal may allow exceptions in exceptional circumstances or on occasions, such as holidays or performances.

Emergencies

Emergencies: Practice drills are taken seriously. Emergencies will be discussed and practiced periodically throughout the school year. Every building occupant is required to execute these drills properly.

Emergency Information: Please update the student information form accurately and in ink (from the Beginning of Year or Enrollment Packet). Continue to update as needed during the school year. If your child is ill or injured, we must be able to contact someone who has the right to pick up your child. Please provide the most current legal documentation and custody situation if applicable.

School Closing: A school messenger announcement will be sent by phone from our Central Office with information about any changes to the school schedule. The [Knox County Schools website](#) will provide this information, which will be shared through Parent Square. Please note that any bus route can be reduced or cancelled due to flooding, ice, or snow. Daycare vans/buses may not run in the event of an emergency. Please contact your child's daycare to find out their policy.

Fees

School Fees: School fees are \$40 and are payable within the first grading period. School fees are used to purchase supplies and materials for the instructional support of all students and cover the cost of field trips for the year. See Breakdown online for the optional split. **Pay Fees Here:** https://knoxdistrict.givebacks.com/users/sign_in.

Device Insurance: Knox County Schools is proud to offer a device protection plan to all students in grades K-12. This plan covers accidental damage to school-issued devices. Our goal is to provide an option to limit a family's financial responsibility for some types of damage. There is no fee waiver for KCS device insurance this year. If you are

interested in this insurance, you can find more information at the following link:

<https://www.knoxschools.org/students-families/backtoschool/chromebooks>.

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Field Trips

Curriculum-appropriate field trips are incorporated into your child's educational program. The cost of each trip is calculated based on the number of students participating. For this reason, if your child cannot participate at the last minute, the school may be unable to refund your money. Detailed information is sent home for every field trip.

Permission Slips: Children must have a signed permission slip to attend any trip off-campus. Students who ride the school bus to the final destination are expected to ride the bus back to school. All permission slip information and/or trip fees are due the day before the trip.

Behavior: The exact Expectations for WHES apply on a field trip. *Arrangements will be made for any student not attending the field trip.* If a child does not participate due to a disciplinary concern, the parent/guardian will be contacted.

Food

In the Classroom: Please consult with your child's teacher before bringing any food for the class. If you would like to buy the class an ice cream from the cafeteria to celebrate an occasion, you may contact our cafeteria directly to make arrangements.

Fundraisers

Coupon Book Sales: Our school sponsors fundraisers every year. We participate annually in the Knox County Schools' COUPON BOOK SALES campaign in September. Each book will include a unique code allowing customers to access additional coupons on their phone or mobile device. Please encourage your relatives and friends to reserve their coupon book purchases for West Haven students this school year.

Library Book Fairs: Besides coupon books, we receive a percentage of sales from school pictures and the Library Book Fairs (2 per year).

& More! We will always announce what the money will be used for in any additional school fundraisers.

Homework

Homework allows students to practice what they are learning at school. Guidelines will be discussed during Parent Information Nights. Please direct any grade-level specific questions to your child's teacher.

Live Animals

Animals cannot be brought to school without prior permission.

Medical

No medication of any kind shall be self-administered by students. Medications such as Tylenol, aspirin, and other over-the-counter (OTC) medications are included in these regulations. Students required to take medication during the regular school day must comply with the medication policy.

Medicine: A KCS MEDICAL INFORMATION FORM must be on file for any medications dispensed at school, including over-the-counter 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 download the form ([AD-H-326](#)) from the KCS website.

- All forms must be completed by both the parent/guardian and signed by the physician.
- Bring the signed form and the medication to the office
- 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 allowed to keep at school with a doctor's note will be inhalers.

Medical Information: 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 they have any chronic health problems such as diabetes, seizures, severe allergies, etc.

Parent Teacher Conferences

Conferences: We strongly encourage communication between parents and teachers. To facilitate conference

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scheduling, we ask you to make your request to the teacher in writing and confine conferences to before or after-school hours. All our teachers have an email address and will gladly share that information with you.

We will have two school-wide parent conference nights, during October and February. Information will be sent home promptly to allow you to sign up for a **convenient** time for you and your family. Parent conferences may be requested whenever you have a question or concern about your child's education.

Parties

Parties are limited to the discretion of the teacher and the school. Your child's teacher will communicate dates and plans for these during the school year. *Please contact your child's teacher and the school nurse to communicate any food allergies.* Please contact your child's teacher with concerns or questions about classroom celebrations.

Recognition and Awards

Deserving students are recognized throughout the school year for academic excellence, behavior, citizenship, and attendance. The school hosts 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 / Interims

Aspen: We encourage families to stay up to date on current grades through our family portal, Aspen

Interim: Interim reports are sent home every 4 ½ weeks grading period.

Report Cards: Report cards are issued every nine weeks and should be signed and returned to school upon receipt. Your child's teacher will share the grading standards with you.

Safety & Security

The school is one of the safest places for students to be during most crises or natural disasters. If a safety or security incident disrupts the regular dismissal of students from school, the school will notify parents through the School Messenger service with directions for where and how parents can pick up their child(ren). We ask parents and guardians not to telephone the school and tie up the few telephone lines needed for emergency use. The best way to get current updates is through Parent Square and by visiting the [school's website](#).

Text-a-Tip: If you know of a security situation and need to report it anonymously, you can use Text-a-Tip by sending a text to 274637 (which spells CRIMES) and typing in the keyword "knoxschools," followed by your tip.

Pick Up: People not listed on the Student Info Verification forms by parents as having permission to pick up a child will not be allowed to sign out a child. Anyone requesting to pick up a child from the school should have a valid picture ID.

Search & Seizure: According to Knox County Board Policy Handbook (JCAB), school lockers and vehicles parked on school grounds are subject to search.

School Counseling

Our school counselor is available to provide individual or group counseling sessions with students for issues that impact their learning at school and serves as a resource for additional student support services. Contact or stop by the office to speak with or leave a message for our counselor.

School Supply Lists

A school supply list will be sent home with each student. School supply lists for each grade level are available on our [school web page](#).

Textbooks, Library Books: The taxpayers of Tennessee provide our textbooks. Students are responsible for checking out all textbooks issued and library books. Parents are assessed replacement costs if books are lost or damaged.

School Home Communication

Teachers will send home regular communication highlighting classroom-specific information. Please expect

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school-wide notices, graded papers, and other information to be sent home weekly as well. The principal sends announcements using ParentSquare, which provides email, text, and app communication. Our staff can be contacted most easily through ParentSquare or 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 and begin formal meetings to consider further action.

Student Records

Parents have the right to inspect their child's education records and seek correction of items in the record that are believed to be inaccurate, misleading, or violating the student's rights. Parents have the right to a hearing and to file a complaint with the appropriate local, state, or federal officials when the school system violates laws and regulations concerning student records. Parents have the right to a copy of the KCS BOE [Policy J-551](#) and a copy of their child's education records.

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 and supports in high poverty areas above and beyond what the school system provides to help children perform at their age and grade level. Funds are distributed to Title I schools for additional personnel, materials, and supplies, as well as staff development opportunities above what Knox County Schools provides. The school leadership team, joined by our parent representatives, becomes our School-Wide-School Committee. This team discusses and drafts our school plan and shapes how these funds should be used to meet the goals outlined in our plan. Please call the office if you would like to serve on the School-Wide-School Committee. View the 2025-2026 Presentation [Here](#). Please call the office if you have any questions or see any revisions you would like to be made.

- [Title I Family Engagement Plan](#)
- [Title I Teacher/Parent/Student Compact](#)

Visitors/Volunteers

Visitors: Parents, volunteer workers, and other community members are always welcome in our school. Any adult entering the building to volunteer must sign the [Volunteer Agreement annually](#). Visitors should report to the office to sign in and identify the purpose of their visit. You will receive a visitor badge indicating you have signed in at the office. Our staff has been advised to direct visitors without a badge back to the office so that our security policy is enforced. Thank you for helping us maintain a safe learning environment!

Volunteers: We welcome volunteers to our building. Teachers may schedule volunteers for their classrooms based on needs. Talk to your child's teacher if you are interested in volunteering, so they can make arrangements to get the appropriate level of clearance. We need you and we love you!

"We will promote productive encounters, exposures, and experiences to inspire, inform, and instruct all students."

West Haven Elementary School
3620 Sisk Road Knoxville, TN 37921
Phone (865) 594-4467 Fax (865) 594-3743

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Scan the QR Code to access the Parent-Student Handbook.

All students and parents must submit their signature of acknowledgment and receipt of the WHES Student Handbook and Title I Teacher/Parent/Student Compact.

[Title I Family Engagement Plan](#)

[Title I Teacher/Parent/Student Compact](#)

Student Name (Print):

Student Signature/Date:

Parent or Guardian Signature/Date:

School Representative Signature/Date:
