Elementary Handbook

2021-2022

WEST END ACADEMY

Changing Educational Outcomes Since 1971

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Mission Statement

Our school's purpose is to change educational outcomes. Education is not a one-size-fits-all approach, and all students are individuals who have unique and specific needs. Over the years, we have learned that students need one thing, a chance. This chance is one to grow and thrive to become successful individuals in all aspects of life. We strive to teach our students academically and on the foundation of Christian principles, not only for today, but to give them hope for the future.

Admission Process

To begin the Admission process, you first will need to call for a consultation with the school principal.

Please attempt to bring the following for the initial consultation so the best decisions can be made on behalf of the student:

(1) Your child's transcript/report card

(2) Achievement test scores for all grades

(3) Any diagnostic testing from current/previous schools

(4) Completed application form (can be turned in later)

All fees are due on or before the student's first day of school at West End Academy, unless otherwise noted. Please see the fee schedule for a listing of all the fees needed for the school year. All forms found in the Appendix of the handout are to be completed on or before the student begins classes at West End Academy.

Tuition Assistance is available to certain families who lack the income to send their child to West End Academy. You can find the Tuition Assistance Application in the Admission packet. No individual that works directly with your child will view the application. Our financial coordinator is the only one who views this information, and the results are sent directly to you. These opportunities can be discussed more in-depth during the initial interview. Tuition Assistance through West End Academy is available on a first-come-first-need basis and may not be available later in the school year. Tuition assistance availability changes from year-to-year.

Fee Schedule

Registration	$ 100	Due August 1
Testing Fee**	$100	Due before test is given
Book Fee	$ 150*	Due August 1
Material Fee	$ 150	Due August 1
Tuition	$ 6,500	For a 10-month school year

*Fee is subject to change based on our fees to buy books

** Fee is conditional on if testing is needed for enrollment

Tuition may be broken up as follows but not prorated:

Monthly	$ 650	Due the 1st of each month
Bi-annually	$ 3,250	Due August 1st and January 1st
Annually	$ 6,175	Due August 1st

Damage Clause

If any student causes damage to any part of West End Academy exceeding $250 in repairs, an invoice will be sent home for the damage. All drinks must be in a non-spill cup, with the exception of water. The cup must be able to be turned completely upside down and not leak.

Dress Code Policy

West End Academy is a private school but does not require the students to wear uniforms. They do, however, have to adhere to a dress code as follows:

- No graphic t-shirts (Brands or Companies are permitted, i.e. American Eagle, Adidas, etc.)
- No pajama-style clothing, unless it is a scheduled day to do so
- No leggings without something worn over them that covers the bottom in all positions
- No tight-fitting or sheer clothing

- No low-cut shirts
- Natural hair colors only
- Dresses and shorts must be no shorter than mid-thigh and shorts or pants/leggings must be worn under all dresses
- No flip-flop style shoes may be worn. Shoes must have a secure backing.
- Hoodies may be worn but the hood may not be over the student's head during class

Attendance Policy

Students are expected to be at school during school hours on days that our school calendar states that we are in session, unless previously discussed and agreed upon with the school Principal. Students are allowed two (2) unexcused absences per semester with a **written notice** from a parent or guardian and up to three (3) excused absences with a **Doctor's note**. There will be no absences allowed without a note. Excessive tardiness and absenteeism will result in parent meetings, extra hours, or reports to the correct authorities. It will not be tolerated.

West End Academy uses our own school calendar similar to Knox County's school calendar. For an updated calendar of this school year, please refer to the calendar provided in your admissions packet. The calendar has also been uploaded onto the website and can be found under "Admissions->Day School".

Illness Policy

Fever

Fevers are common in children and are often a signal that something is wrong. **If your child has a fever of 100.0° F, please keep him/her home. If your child develops a fever of 100.0° F while at the West End Academy, you will be called to pick him/her up.**

Our policy is that your child must remain free of fever for **24 hours un-medicated**, before returning to school, and area pediatricians agree with this policy. The 24 hours begins when your child's fever has broken and remains in a normal range, **un-medicated**.

Diarrhea and Vomiting

Diarrhea due to illness is highly contagious. If your child has had diarrhea, please keep

him/her home. If your child has had three or more episodes of diarrhea while at school, you will be called to pick him/her up. Your child must be **diarrhea free for 24 hours** before returning to West End Academy.

If your child vomits while at school, you will be called immediately to pick him/her up. Please keep your child at home until **24 hours after the vomiting has stopped.** When children return too soon, there is a much higher rate of recurrence and contagiousness.

Coughs and Colds

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to; a bad cold with hacking or persistent cough, green or yellow nasal drainage, or productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever.

If your child has just a cold, please notify their teacher. We encourage extra fluids and proper hand washing. If there are cold medicines you know will make your child more comfortable, we will administer them with your written permission. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be at school. Fresh air with proper attire is always healthy.

We have been informed by numerous doctors that yellow and/or green mucus is symptomatic of an infection. Therefore, we ask that any child with such drainage be taken for a doctor visit, with a note to return to school.

Doctor's Note

In some instances, you will be asked to keep your child home until we have written permission from your doctor saying your child is well enough to return to school. Please understand this is for your child's well-being along with the well-being of the healthy children at West End Academy and their families.

Bringing Ill Children

If your child is not infectious and your doctor has said that they may return, but your child is still not feeling 100%, please see that we have everything to make him/her comfortable.

Medications

If your child goes to the doctor and is prescribed antibiotics, please keep your child home until they have completed 24 hours of antibiotic treatment. If your child is to receive antibiotics at

school, please bring in the labeled bottle from the pharmacy along with syringe or other measuring device. We can administer antibiotics and other medications to your child with your written and signed consent.

We dispense over the counter medications as outlined on the medication. We are restricted to the dosing instructions on the package. All medications must have your child's name written on the container and must be in the stored container (i.e. you cannot bring a syringe full of something and tell us to give it to your child.)

COVID-19

If your child has been around anyone that is thought to have COVID-19 or has been exposed to someone with COVID-19, you MAY NOT under any circumstance bring your child to school. Even if you child is fever and symptom-free. Children can be carriers, and this is a very rapidly spreading disease. If you or your child or anyone in the child's home have the following symptoms, you MAY NOT bring them to school, and they will be sent home IMMEDIATELY:

- Fever
- Dry cough
- Difficulty breathing
- Sore throat
- Chest pain
- Loss of taste or smell

Discipline Policy

"Sit and Watch" and/or "Time Out" are applied when needed. We consider physical harm to others, emotional harm to others, and physical harm to self (i.e. flagrant disregard to safety rules) to be offenses classified as "STRIKES". After considerable communication with the parents/guardians regarding misbehavior, we may have to employ the "3 Strikes, You're Out" (or dismissed from the program) policy for the protection of all those involved in our program, including the offending child. We will communicate with the parents/guardians when we need their support in deterring consistent and improper behavior, and they will be informed formally of each "STRIKE" should they occur. Immediate expulsion will occur in the event of a Misdeed of Great Severity. Meetings will be held to discuss the child's behavior. West End Academy will make every accommodation possible with the staff and resources available, but if our

program is not working for your child, or if your child is not benefitting from our program, we will terminate contract with reasonable notice.

Late Policy

If your child is going to be more than ten (10) minutes late, you must call and notify the office of your tardiness. If your child misses more than three (3) hours of class total per semester, they will need to stay late to make up the time.

Early Dismissal Policy

If your child will need to be picked up during school hours, you must come into the office and sign them out. If someone else will be picking them up, please call the office to give us ample notice of this change.

Sports Policy

Team sports will be available provided a coach and location are accessible during the school year. At this time, a coach is not on staff and will need to volunteer their time to lead a team at West End Academy.

Security

West End Academy has security measures in place for fire, natural disaster, and suspicious person/active shooter. We vow to do our very best at recognizing, preventing, and handling these situations if they are to ever arise. Some security measures that are in place are listed below:

- Our staff are trained to I.D. any adult that has not been previously identified and cleared for picking up a child. All individuals picking up children that your child's teacher has not seen before will be asked to show identification before picking up the child. Please do not be offended if we ask for I.D. This is for the security of your child and other children. Case workers, therapists, and others are also identified before having access to children in any area. Any worker,

repair service, or other individual is accompanied by a background-checked worker in all areas where children are present.

We do have certain rights under the School Security Act of 1981. These laws are listed below:

- Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons by the principal. This applies to staff, students, parents, visitors, or any cars on campus.

- Lockers and storage areas, containers, and packages brought into the school by students or visitors are subject search for drugs, drug paraphernalia, dangerous weapons or any property that is not properly in possession of the student.

(See Tennessee Code Title 49. Education § 49-6-4204)

Appendix A: Field-trip Form

Dear Parent,

During the school year your student will be involved in field trips with their teachers. We will notify you of the various field trips as well as any money needed to be collected for the trips as they come up but would like for you to please fill out a general field trip form in the event there is an opportunity to go on an educational field trip with short notice. All field trips will correlate with a class or classes the student is currently enrolled in or will be an exceptional enrichment experience for the student. Please list any allergies your student has and any dietary concerns you have as well.

My child, _____, has permission to be transported by a staff member of West End Academy to and from various field trips throughout the 20___ - 20___ school year. I hereby give consent for him/her to eat and the various locations if the field trip includes a meal and will list any allergies or dietary restrictions/concerns below if applicable.

Parent/Guardian Name: _____ Date: _____
(PRINTED)

Parent/Guardian Name: _____ Date: _____
(SIGNATURE)

Allergies: _____

Dietary Restrictions/concerns: _____

Appendix B: Medication Waiver

Dear Parent,

During the school year your student may experience some mild medical needs that can be treated with medication that we have here. Some medical matters are more serious. Please fill out the information below so we know how best to serve your child in an emergency or mild case.

My child, _____, has permission to take the following medications while at West End Academy (please check all that apply):

☐ Ibuprofen	☐ Antibiotic Ointment	☐ Chapstick
☐ Acetaminophen	☐ Antihistamine	☐ Tums
☐ Bandage	☐ Cough Drops	_____

In the event your child needs to be transported to a hospital, we ask that you specify which hospital you would prefer; otherwise, they will be transported to whichever hospital the first responders send them to. Please include a copy of your health insurance card so we may have that on file in the event of an emergency.

Preferred Hospital: _____

Current Pediatrician & Contact: _____

Parent/Guardian Name: _____ Date: _____
(PRINTED)

Parent/Guardian Name: _____ Date: _____
(SIGNATURE)

Medication Allergies: _____

_____