



Changing Educational Outcomes Since 1971

## Student Handbook



The Challenger



5311 McKamey Road  
Knoxville, TN 37921

Tel: 865-690-1720

Fax: 865-690-5724

Website: [www.westendacademy.org](http://www.westendacademy.org)

Email: [info@westendacademy.org](mailto:info@westendacademy.org)

## Our Services

### Educational Counseling:

Helps parents determine services they may need to improve educational processes: testing, school selection, and tutoring.

### Day School:

Grades 4 Through 12

Grades K-3 accepting application

### Preschool:

Ages 6 weeks through 5 yrs

### Afterschool Care

Grades K-5

### Summer Camp

Ages 6-12

### Homework Support:

Designed to give homework support in many subjects for grades 1 through 12.



## Student Handbook

### School Program

Classes begin promptly at 8:00 am and dismiss at 4:15 pm. each school day. Students bring their own lunch; however, snacks and drinks are available for purchase. West End Academy basically observes the same snow days, holidays, and breaks as public schools. A school calendar is available online- noting holidays, in-service training for faculty, athletic events, and special meetings. Students may leave school before dismissal time only with school permission and prior written permission by their parent or guardian. If a ride is called, or a student leaves campus for any reason, without written permission from the office, that student may be suspended. A written designation of persons authorized to pick up a student must remain current and on file. Car-pooling is encouraged, and parents may contact the office for availability. Written permission to ride to and from school with another student must also be on file.

### Drivers

The on campus speed limit is 5 mph. This applies to all drivers.

### Students:

1st offense= discipline slip

2nd offense = discipline slip and \$20.00 fine

Each offense thereafter = discipline slip and \$20.00 fine

All other drivers, including friends and parents: \$20.00 fine each time

Any excessive loud noises such as music, squealing of tires, etc. will also result in disciplinary action.

### Attendance

Absence and late arrivals are excused only if a parent or guardian makes an acceptable written request that is within state requirements of attendance. All students are expected to make up any missed assignments. Time is made up for each class absence after six excused and/or unexcused absences each quarter. Tardiness in excess of 1 total hour during the school year may result in a Time for Time assignment. Unexcused absences or failure to complete homework assignments may result in Late Work. Late Work students are required to stay after dismissal on Wed. and Thurs. from 4:15 pm to 5:15 pm, and to come on Friday until all of the time and/or work is made up.

# Student Handbook Continued

## Health

All students with communicable diseases must be out of school until a doctor can provide a cured and non-contagious diagnosis written statement. They also must be 24 hours fever free. A current TN Department of Health Certificate of Immunization must be on file to attend class.

## Supplies and Insurance

Students are expected to purchase and possess sufficient notebook paper, pencils and a [clear or net book bag](#) for carrying supplies, textbooks, etc. Special needs, such as art supplies or scientific items, may also be required. Students are required to provide their own insurance coverage.

## Sports

Team sports include flag football, volleyball, softball, cheerleading, golf and basketball. Participation is voluntary and occasionally requires after school time for practice and games. Parents must provide a letter relieving West End Academy of all responsibility for injuries incurred during sports activities. The school colors are Royal Blue and White. The school team name is the “Challengers”. There may be a charge for uniforms.

## Report Cards and Testing

Report cards are sent home with the student at four and one-half week intervals. Parents or teachers may request a conference at any time.

## Code of Conduct

All students are expected to exhibit rational behavior at all times and to be courteous to fellow students, faculty, and staff. Irrational behavior, wrongful injury, or any type of behavior detrimental to another student or the school, will be treated as a serious violation of our code of conduct, and can result in corporal punishment, suspension, expulsion, and/or reporting to civil authorities. **Smoking is prohibited at WEA.** Smoking and/or possession of tobacco products and/or paraphernalia is illegal on every school campus in Tennessee. Possession of those items at WEA may result in suspension. Alcohol and drug use or possession of controlled substances or paraphernalia are not tolerated. Drug testing may be required if chemical dependency is suspected. A rehabilitation program and/or a clean drug screen may be required to allow a student to continue at West End Academy. Book bags, cars, and personal items are subject to search at the school’s discretion.

## Code of Conduct Continued:

Weapons, or anything construed to be a weapon by the school, are not tolerated. Students who have continuing behavioral problems or who may be involved in a serious offense are subject to staffing (appearance before the Administrator, Principal, and Faculty meeting in disciplinary session), and/or corporal punishment. A full report with recommendation for action may be sent to the parents or guardian defining the punishment, suspension, or expulsion of the offender.

## Dress Code

The uniform of WEA is a polo type shirt and Khaki pants or jeans with no holes. Students may wear WEA t-shirts if they have them. Any student at school out of uniform will be sent home, or will need someone to bring proper attire. All shirts are required to tuck in at least 3 inches. Pants must fit around the waist. The lowest they are allowed to be is the top of the hip bones. **Absolutely no pants will be allowed to be worn lower than this.** Parents will be called to bring appropriate pants to any students in violation of this rule. Belts are required on all pants with loops. Shorts or skirts may be worn, but must come to the knee when standing. **No hoodies are allowed.** All hoodies will be collected by the office and kept until the end of the term. A hoodie is any jacket that has a hood, but no opening in the front, a pull over garment. No pajama pants, boxer shorts, or sweat pants are allowed in class. Parents will be called to bring appropriate clothing if these items are worn. No blankets or coverings are allowed. Any brought will be collected by the office. Appropriate cold weather apparel should be purchased. Hair for both male and female students must be all natural colors and/or natural color highlights.. There will be no unusual shaping or cuts. For further explanation, students should check with the office **before** any hair changes are made. Each dress code violation is an automatic discipline slip.

Cell phones may be used before and after school, but only with permission during school hours. Cell phones must be turned off from 8:00-4:15. If a student receives or makes a call or text during school hours, the phone will be confiscated, for up to the end of the term. Possession of personal radios, tape or CD players, pagers or MP3 players, or any other recreational electronic or communication device during school may result in impoundment of these items until the end of the term. Students are welcome to bring laptops for school work, but are solely responsible for them. WEA is not responsible for any cell phones, lap tops or recreational electronic equipment brought to school.

## Directions to Campus

### From Middlebrook Pike

- Turn west onto Amherst Road
- Go 1.9 miles to the intersection of McKamey Road and Amherst.
- Turn right onto McKamey Road at the stop sign
- Go 0.3 miles to 5311 McKamey Road on the left
- Turn left into driveway. You will see a small lake.
- Continue down driveway to second parking area, and come to the first building’s double doors. Enter door on the left.

### From Western Avenue at Cumberland Estates

- Turn South onto McKamey Road
- Go 1.75 miles to 5311 McKamey Road
- Turn right into driveway. You will see a small lake.
- Continue down driveway to second parking area, and come to the first building’s double doors. Enter door on the left.

## Mission

Our mission is productive education and to reclaim and make successful the lives of children who enroll in West End Academy. When we are successful, our students gain confidence, adopt new attitudes about learning, increase educational competence, and grow socially and spiritually. Ultimately, they will lead more abundant and fulfilling lives, become pillars of society, and contribute to the Knoxville community.

## Vision

Our vision is to build and maintain the capacity to meet the needs of the children of West End Academy. We will, in the short term future, include:

- Computer integrated curriculum program for math, science, and language classes
- Science/Chem/Physics lab
- Small bus for Transportation
- Athletic facilities, including a gymnasium and sports fields

## Values

We are aware of thousands of children in need of more educational success in Knox County. West End Academy wants to be of help to these students. We are committed to fostering a supportive environment through our faculty and staff. We will encourage high academic achievement and maintain our interest in developing the individual child, so that he or she might realize their fullest potential.

West End Academy welcomes applications for admission of children and does not discriminate on the basis of race, gender, color, religion, nationality, or ethnic origin in our admission policies, financial aid or school activities.

## Statement of Fulfillment

Since 1971, West End Academy has been extremely successful in helping thousands of students become pillars of success in our community by achieving their goals of positive educational attitudes, better grades, graduation from an accredited high school, and continuing education beyond high school.

Over 80% of our graduating seniors have plans to go on to college or other post high school educational experiences.

## Financial Aid

Financial aid is awarded to children whose families are unable to pay the full tuition. Since 1971, scores of students have been helped by West End Academy because of caring and generous alumni, parents, board members, and grant providers. These scholarship awards are given on a first come first served basis.

## Admission Procedure

If you have interest in enrolling your child at West End Academy as a full time day student, or in the after school tutorial program, you may contact a member of our administrative staff. Our phone number is: 865-690-1720. Arrangements will be made for an initial interview. Both parents/guardians and the prospective student should attend the initial interview.

Bring a copy of your child’s transcript, achievement test scores for all grades, and any diagnostic evaluations from the current or previous schools.

Provide a recent photograph of your student

Please call the school for current financial aid information.

Bring all your information from the above steps with you to the initial interview.

## Faculty and Staff:

David L. Dowling, Administrator  
Mary E. Dowling, Office Manager  
Aurora Prophet, Secretary  
James Strickland, Teacher, Coach  
Wilma Teague, Teacher  
Philip Davis, Teacher  
Laura Fair, Preschool Director, teacher  
Alissa Hackney, Preschool teacher

## Board of Directors:

Allen Tillman, Chairman  
Jack Piper, Sr. , Vice-Chairman  
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Debbie Fox  
Ivan Harmon  
Jerry Veach  
Robin Flenniken  
Tom Testament  
Garry Siddons, *ex officio*