

# Junior and Senior High Handbook

2018-2019



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*Changing Educational Outcomes Since 1971*

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Autumn VanDyke,  
*Administrator and Principal*

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## **Mission Statement**

Our school's purpose is to change educational outcomes. Since 1971, West End Academy has helped thousands of children escape from educational disaster. Our mission is to reclaim success and opportunity for students who have encountered frustration and failure in their educational endeavors. 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 children not only for today, but to give them hope for a future. We desire to bring hope back to the student and their family, as well as provide a platform for the student to build a successful sense of self-worth.

## **Admission Process**

To begin the Admission process, you first will need to call for a consultation with the school principal. It is recommended only the parents/guardians of the student attend the initial consultation, and the prospective student attends the second consultation. If the student comes to the initial consultation, they will be asked to wait in the hallway while the staff and parents/guardians discuss the student's prior school history and the vision for the student's future schooling.

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
- (2) Achievement test scores for all grades
- (3) Any diagnostic evaluations from current & previous schools
- (4) Recent photograph of your child
- (5) 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 below 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.

Scholarship and Tuition Assistance are occasionally available to certain families who lack the income to send their child to West End Academy. Some of these opportunities can be found on the website under “Admission” for Day School and some are available through West End Academy directly. These opportunities can be discussed more in-depth during the initial interview. Tuition Assistance and Scholarships through West End Academy are available on a first-come-first-need basis and may not be available later in the school year.

### **Fee Schedule**

Registration	\$350	Due before 1 <sup>st</sup> day of class
Book Fee	\$250	Due before 1 <sup>st</sup> day of class
Material Fee	\$150	Due before 1 <sup>st</sup> day of class
Tuition	\$13,650	For a 10-month school year

*Tuition may be broken up as follows but not prorated:*

Monthly	\$1,360	Due the 1 <sup>st</sup> of each month
Bi-annually	\$6,825	Due August 1 <sup>st</sup> and January 1 <sup>st</sup>
Annually	\$12,285	Due August 1 <sup>st</sup>

### **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. Also, we currently have light colored carpet in our junior and senior high classrooms so all drinks must be in a non-spill cup, with the exception of water. A coffee cup with a lid or a drink from a restaurant with a straw do not qualify as a non-spill container. The cup must be able to be turned completely upside down and not leak. Any drinks with a screw-on lid are the responsibility of the student to keep closed and not allow to be spilled.

## **Code of Conduct**

Students are expected to respect themselves, other fellow students, and the teachers and staff of West End Academy. All students are required to read and sign the Code of Conduct Contract (in Appendix A) and turn it in on or before the first day they begin school at West End.

Vulgar language will not be permissible on campus. 1<sup>st</sup> offense will result in a warning. 2<sup>nd</sup> offence will result in a challenge specific to their abilities, such as wall-sits, box jumps, or push-ups. After subsequent offences, the student will have to write a full-page paper on proper communication.

When students are on the property, they may not go anywhere outside of the building unless they are traveling in a group of three (3) or more. For protection of the students, as well as the integrity of the school's values, we must not allow students to travel around outside by themselves or with only one other person.

## **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
- No leggings without something worn over them that covers the bottom in all positions
- No tight-fitting or sheer clothing
- No low-cut shirts or shirts that show cleavage in any position
- 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
- Wedge-style shoes are allowed but no other heels may be worn
- Hoodies may be worn but the hood may not be over the student's head during class
- Hats are allowed unless they become an issue or distract the class in any way
- No tight-fitting or sheer clothing
- Make-up may be worn, but not to the degree where it distracts the class in any way

## ***Disciplinary Policy***

Students may receive the following as a disciplinary action for breaking any of the school's policies or procedures:

- a write-up
- a challenge specific to their abilities, such as wall-sits, box jumps, or push-ups
- a full-page paper on the offense
- lunch detention
- after-school detention
- parent-teacher conference
- a revocation of off-campus privilege

## ***Attendance Policy***

Students are expected to be at school during school hours on days where Knox County is 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 the Knox County School Calendar, for the most part, for days school is in session. 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".

## ***Sick Policy***

According to the Tennessee Department of Health, any child who has had three (3) loose bowel movements within a twenty-four (24) hour period, has vomited within the last twenty-four (24) hours, or has a fever of 100° or more within the last twenty-four (24) hours must remain home until they are clear of all the above listed symptoms for another twenty-four (24) hours.

## *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.

If the student is late to class after a break or lunch, they will be given some form of physical challenge specific to their abilities, such as wall-sits, box jumps, or push-ups.

## *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 your child drives and must leave campus early for any reason, you must call and notify the office before they leave class.

## *Off-campus/Driving Policy*

Only junior and senior students are permissible to drive off campus for lunch, and they must have a current **C+ average** in all their current classes. These students **must have** the Off-Campus Form signed and filled out (found in Appendix C) by a parent or guardian prior to leaving campus. We must also have a copy of the student's valid and current driver's license as well as a valid and up-to-date copy of their vehicle insurance on file. If the student's driver's license or insurance become expired or revoked for any reason, the student may not drive on campus until an updated and reinstated copy can be provided.

If a junior or senior student who does not have a vehicle or valid driver's license would like to go off-campus with another student, they must to also complete the Off-Campus Form with the signature of a parent or guardian giving permission for them to go with another student. A new form will need to be completed for any student they wish to go off-campus with. Copies of this form are available in the office. **No freshman or sophomore** students may go off campus for lunch, even if they live in the same household, due to the fact that off-campus lunch is an upperclassman privilege.

## **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 head up a team at West End Academy.

## **Smoking and Search of Property Policy**

According to S.S. (State Statute) 39-17-1505(a), possession of a tobacco **product**, including **vaping products**, by a minor is a crime punishable for up to fifty (50) community hours. The juvenile will have to appear in court on the day scheduled, pay a fine, as well as complete the community hours assigned for the crime. It is also a crime for anyone over the age of eighteen (18) to purchase or provide any tobacco product, **including any vaping product**, to a juvenile and is punishable for up to thirty (30) days in jail. Tobacco products are also not permitted on any school property according to Tennessee State Law and is a criminal offense as well. The teachers and staff at West End Academy will not tolerate absolute disregard for these laws and are mandated to call law enforcement if a crime has been committed on property.

According to the Tennessee School Security Act of 1981, “Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons. S.S. 49-6-4204I “Lockers and storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or property that is not properly in possession of a student. West End Academy reserves the right to search students and property for any of these items.

## **Cell Phone Policy**

Cell phones will only be allowed as needed for the purpose of conducting research and completing work during class. Texting, snap-chat posting, social media posting, and any form of communication during class are not permitted. We reserve the right to take these devices if they are not being used in the correct way. After the third offense, the phone will be locked in the safe and must be picked up in the office at the end of the school day or when the student leaves.



## Appendix A

### Code of Conduct Student Contract:

I \_\_\_\_\_ will respect my classmates, teachers, and all staff at West End Academy. I will treat them the way I want to be treated. I will think before I speak and not say anything that will tear someone down but only lift him or her up. I will try my best and not give up, even when things get tough. I will let someone know if I am having a hard time. I will also: *(please initial each line)*

\_\_\_\_\_ Walk in the hallways

\_\_\_\_\_ Raise my hand in class to speak

\_\_\_\_\_ Respect my fellow classmates and not gossip or talk badly about anyone

\_\_\_\_\_ Only go around the property in groups of three (3) or more and only where I can be seen

\_\_\_\_\_ Not steal or go through someone's belongings without their approval

\_\_\_\_\_ Tell the truth at all times

\_\_\_\_\_ Respect all West End Academy property and not cause any damage to the property

\_\_\_\_\_ Come back immediately after break

\_\_\_\_\_ Remember that this is a place of business and not just a "hang out" for my friends

\_\_\_\_\_ Not be a distraction to my classmates with my dress, language, and behavior

\_\_\_\_\_ Allow my fellow classmates to speak and not talk over them

\_\_\_\_\_ Keep my hands to myself and not be involved in any physical altercation

\_\_\_\_\_ Keep my language clean and understand there are children from 6 weeks to 18 years old at the school who can hear my words so I will choose them wisely

\_\_\_\_\_ Represent the values of WEA which include honesty, integrity, personal responsibility, respect and hard work

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_



Appendix B

5311 McKamey Rd.  
Knoxville, TN 37921  
Phone 865-690-1720  
Fax 865-690-5724  
info@westendacademy.org

Dear Parent,

During the school year your student will be involved in several 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 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 C

### Off-Campus/Driving Form- Juniors and Seniors ONLY



5311 McKamey Rd.  
Knoxville, TN 37921  
Phone 865-690-1720  
Fax 865-690-5724  
info@westendacademy.org

Dear Parent,

It is our privilege to allow our Juniors and Seniors in good educational standing (current C+ or greater in all classes) the opportunity to go off-campus for lunch. In addition to having a C+ grade in all of their classes, each student must provide a copy of a valid driver's license and a current copy of their vehicle insurance. Please sign and return the top portion if you give your child permission to **drive** off campus during their lunch break along with a copy of all of the required documents. Please return the bottom portion if you will allow your child to **ride** off campus with another junior or senior. This is a privilege that may be revoked by the school or parents.

Driving Form

My child, \_\_\_\_\_, has permission to drive off-campus during their lunch break for the 20\_\_-20\_\_ school year.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINTED)

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGNATURE)

Riding Form

My child, \_\_\_\_\_, has permission to ride with \_\_\_\_\_ off-campus during their lunch break for the 20\_\_-20\_\_ school year.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINTED)

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGNATURE)