

High School Handbook

2021-2022



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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 academically and on the foundation of Christian principles, 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) 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 families who lack the income to send their child to West End Academy. You can find the Tuition Assistance Application in the Admission packet. We will notify you of what we are able to assist you with within two weeks of application. 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. You will also be required to sign a Tuition Assistance Policy statement. These are expectations to retain Tuition Assistance. 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. It is also not guaranteed all year in the event that expectations to retain tuition assistance are not met.

Fee Schedule

Registration	\$ 350	Due August 1/ at enrollment
Book Fee	\$ 250*	Due August 1/ at enrollment
Material Fee	\$ 150	Due August 1/ at enrollment
Tuition	\$ 13,650	For a 10-month school year

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

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

Monthly	\$ 1,365	Due the 1 st of each month/at enrollment
Bi-annually	\$ 6,825	Due August 1 st and January 1 st
Annually	\$ 12,285	Due August 1 st (5% discount)

Tuition Assistance applicants are not eligible for bi-annual or annual payments or any other discounts.

Damage Clause

If any student causes damage to any part of West End Academy exceeding \$150 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 Academy. Vulgar language will not be permissible on campus. One offense will result in a warning. The second offense will result in a challenge specific to their abilities, such as wall-sits, laps, or push-ups. After continued offenses, 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. Dating is highly discouraged among our students as there is such a small group. Dating-like activities (hand-holding, hugging, kissing, etc.) are NOT permitted on campus and will result in disciplinary action (see discipline policy).

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 tv shows, bands, or "merch-style" clothing.
- 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 and no tube-top/belly shirts
- Natural hair colors only
- Fingernails need to be appropriate in length and well-maintained. Girls may wear non-distracting colors on their nails. Boys should not have color on their nails.
- 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 permitted unless they become an issue or distract the class in any way.
- Make-up may be worn by females, but not to the degree where it distracts the class in any way.
- Piercings- males: no visible piercings, females: ear piercings allowed. Please consult the principal if piercings were previously done and permanent. NOTE: This does not guarantee that they will be allowed.
- No visible tattoos. Please cover with clothing.

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, laps, or push-ups
- A paper on the offense
- Lunch detention
- After-school detention
- Parent-teacher conference
- A revocation of off-campus or other privilege
- In-school-suspension
- Suspension
- Expulsion

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, suspension/expulsion, loss of tuition assistance, 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 but 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. 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, you will be called to pick him/her up.

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.

Medications

If your child goes to the doctor and is prescribed antibiotics for an illness, please keep your child home until they have completed 24 hours of antibiotic treatment. If your child is to receive any medication at school, please bring in the labeled bottle from the pharmacy with your child's name clearly printed on the bottle with a recent date. We can administer medicine to your child with your written and signed consent (see the office for this form).

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 bag of pills and tell us to give them one every hour.) Please bring all medication to the office and fill out the appropriate form.

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 your 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

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 five (5) hours of class total per semester, due to unexcused reasons, they will need to stay late to make up the time. Five hours of tardiness will result in the use of one of your child's unexcused absences. The discipline policy applies to tardiness.

If the students are late to class after break of lunch, they will be given a warning, and may lose a privilege. (See driver policy for more info.)

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.

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 and parent consent. 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, and the Parent/Student Contract in Appendix E must be filled out in its entirety. 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 or off campus until an updated and reinstated copy can be provided.

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. This privilege can be revoked by the school or parent at any time. If any code of conduct or driver policies are broken, this privilege will be revoked. (See driver form for more information).

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 Statue) 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 twenty-one (21) 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. 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. Random and scheduled searches will be completed of the students’ belongings. (Please see the attached laws for more detail).

Cell Phone Policy

Cell phones will only be allowed as needed for the purpose of conducting research and completing work during class. Texting, video recording, 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. We use cell-phone violations. If your child is on the device when they are not permitted or are using the device for the wrong purpose, they will be issued a cell phone violation. After two violations, they lose the privilege to have the cell phone for five (5) school days. If the student needs the phone for after-school reasons, they must make arrangements with the principal. Cell phones are also often collected before classes and kept in the teacher’s desk until the end of the class period or to be pulled out when needed for class instruction. We reserve the right to collect your child’s phone during class as needed when it becomes a distraction to their learning. If you need to contact your child, you may call the school at any time.



Appendix A: Parent/Student Contract

I _____ have read the Handbook and understand the expectations for attendance, code of conduct, dress code, and smoking and search of property. I also understand the disciplinary actions if I do not abide by these policies. I will respect my classmates, teachers, and all staff at West End Academy. I will treat them the way that I want to be treated. I will think before I speak and not say anything that will tear someone down. I will do 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:

_____ Walk in the hallways

_____ Raise my hand in class to speak

_____ Respect my classmates

_____ Only go around property in groups of three (3) or more

_____ Not steal or go through someone else's belongings without their permission

_____ Tell the truth at all times

_____ Respect West End Academy property and not cause damage to any of the property

_____ Be in class when I am supposed to be

_____ Remember that this is a place of business and is not just a "hang-out" for me and my friends

_____ Abide by the dress code set forth in the Handbook

_____ Allow my classmates to speak and respect when it is not my turn

_____ Keep my hands to myself and not be involved in any physical altercations

_____ Keep my language clean. I will wisely choose my words and topics that I talk about with others

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

_____ Respect that the values of Christian principles are taught at West End Academy, and I understand that I will be taught these principles at this school.

Student Signature: _____

Date: _____

I, _____, have read the Handbook and the above expectations for my child, and I agree to the rules and policies set forth within the Handbook. I have reviewed these expectations with my child and understand all of the rules and expectations for my child.

Parent Signature: _____

Date: _____



Appendix B: Field-trip Form

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: 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):

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Ibuprofen | <input type="checkbox"/> Antibiotic Ointment | <input type="checkbox"/> Chapstick |
| <input type="checkbox"/> Acetaminophen | <input type="checkbox"/> Antihistamine | <input type="checkbox"/> Tums |
| <input type="checkbox"/> Bandage | <input type="checkbox"/> 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: _____



Appendix D: TN Code 49-6-4204 & 49-6-4205 (2017): Search of Property and Reporting

Universal Citation: TN Code 49-6-4204

- (a) When individual circumstances in a school dictate, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principal's staff.
- (b) Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students that are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons or any other actions or incidents known by the principal that give rise to reasonable suspicion that dangerous weapons, drugs or drug paraphernalia are held on school property by one (1) or more students.
- (c) A notice shall be posted in the school that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or any property that is not properly in the possession of the student.
- (d) A notice shall be posted where it is visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons.

Universal Citation: TN Code 49-6-4205

- a) A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the principal.
- (b) All of the following standards of reasonableness shall be met:
 - (1) A particular student has violated school policy;
 - (2) The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug;
 - (3) The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
 - (4) The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
 - (5) The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

I have read and understand that West End Academy observes the right to search backpacks, pockets, and anything in the possession of any individual for safety and security purposes. I consent to random and scheduled searches. Any illegal or incriminating evidence if found will be reported to KPD immediately.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____



Appendix E: Driver Form (Juniors and Seniors ONLY)

Dear Parent,

It is our privilege to allow our Juniors and Seniors in good educational standing (current C+ or higher 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, a current copy of their vehicle insurance, and a signed driver contract and this waiver. 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. This is a privilege that may be revoked by the school or parents. ***EVEN IF YOUR CHILD IS 18 YEARS-OLD, THIS FORM MUST BE FILLED OUT BY GUARDIAN/PARENT.***

**DRIVER
FORM**

My child, _____, has permission to drive off- campus for lunch with lunch break for the 20__-20__ school year.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



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Driver/Parent Contract

Student: Please initial each statement.

Parent: Please review each statement that your child has initialed, review with him/her, and sign the bottom of this form.

_____ I agree to abide by the speed limit of **5 MPH**. I will not speed on campus. This includes the parking lot, driveway, and all campus.

_____ I agree to park in the staff/student lot responsibly.

_____ I agree not to play music loudly in the parking lot or while driving on and off campus. It should not be heard from the exterior of the vehicle.

_____ I agree to not touch any other vehicles in the parking lot (including drawing pictures on them, etc.)

_____ I agree to only enter my vehicle at the end of the school day unless permission is granted. I may NOT leave early from school unless permission is given by parents (Parent must contact the school in these instances).

_____ I agree that my car can be searched by the principal or other faculty according to TN Code 49-6-4204 and 49-6-4205 (2017)

_____ I agree to not have any weapons, tobacco, vape, vape paraphernalia, drugs, or drug paraphernalia in my vehicle while on campus. THIS IS ILLEGAL EVEN IF THE CHILD IS 18.

_____ I agree that no one is to be inside my vehicle at ANY time unless prior parental permission has been given from BOTH students' parents/guardians. This permission would only cover after school rides.

_____ I will not solicit in my car in the parking lot before or after school or during lunch.

_____ **Juniors/Seniors ONLY with parental consent:** I understand that I must have a C+ average in **ALL** classes in order to drive off campus or be in my vehicle between the hours of 8:00 A.M. - 3:00 P.M.

_____ **Juniors/Seniors ONLY with parental consent:** When driving off campus for lunch, I will be on time for the class after lunch. It is my responsibility to choose only close restaurants.

_____ I understand that breaking any of the above rules will result in a strike. Once I get three strikes, I am not eligible to drive off campus for the remainder of the semester, and once I get five strikes, my rights to drive on campus are revoked for the semester. Serious acts of negligence (illegal activities, police involvement, finding of illegal paraphernalia, etc.) will result in immediate revocation of the right to drive on campus.

_____ I understand that driving privileges can be revoked by parents or the school at any time that it may be necessary.

I have read and understand all of the statements above and I agree to abide by these rules, and I understand the consequences if I (my child) does not abide by these rules. I/we understand that West End Academy is not liable for lost/stolen items, damage done to my car, or acts done in my car against West End Academy rules while on campus.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____