

Northwest Elementary School

Principal: Tim Foshie



Student/Parent Handbook

2025-2026

Non-discrimination:

Discrimination on the basis of race, ethnicity, national origin, sex, disability, religion, or marital status against a student or an employee in a public institution of education is prohibited.

Disclaimer:

This handbook is not intended to be a comprehensive list of all policies and procedures, but is intended to provide general information parents and students need to know about the school. The school reserves the right to amend the school year, modify curriculum, change programming, change policies, or otherwise make changes in the best interest of the school and at the school's sole discretion.

Mission Statement

The mission of Northwest Elementary School is to be committed to a safe and positive learning environment which encourages students to fulfill their highest academic potential while nurturing the differences of every student. The school maintains a cooperative interaction among staff, parents, and community to produce self-motivated empowered citizens.

PURPOSE OF THE STUDENT/PARENT HANDBOOK

To provide information and transparency for students/parents with school and district policies and expectations. The contents of this handbook will enhance the educational experience in the campus community.

The Northwest Elementary School Student/Parent Handbook is available on our website, www.northwestelementary.org. Parents, please take time to read and discuss the information in this book with your child.

PRINCIPAL'S MESSAGE

Welcome to Northwest Elementary School-home of the Patriots! We are excited about the 2025-2026 school year! We hope that all of you will give your best effort each and every day to accomplish your academic and behavioral goals. With the help of the faculty and staff, we hope your experience at Northwest is one that you will treasure and remember for a lifetime.

There are two things you can control in life-your work ethic and attitude you bring to school. There is no limit to what you can accomplish if you consistently display positive examples of these two qualities. Let's make this a great year!

Mr. Foshie

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GENERAL INFORMATION

School Hours: 8:00am-3:15pm

Doors open at 7:15am

Office Phone Number: (423)-623-4697

Fax Number: (423)-623-3432

Central Office: (423)-623-7821

Bus Garage: (423)-623-2757

DAILY OPERATIONS

Student Drop-off and Pick-up Procedures

Car riders are to be dropped off and picked up in the front circle. Walkers will be dismissed in the afternoons prior to car riders. Families may **NOT** park and walk up to the door to pick up students. This interrupts the traffic flow, which causes delays. Buses use the back circle behind the gym. This is a **NO PARKING** zone at all times. Students attending Boys & Girls Club must be registered prior to riding the bus.

Visitors

ALL visitors must sign in at the front office and wear a visitor's badge while in the building.

DISTRICT POLICIES

Dress Code

Board Policy Number 6.310

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

More specific guidelines appropriate for each level of school (elementary or high school) may be developed. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

ELEMENTARY (K-8) DRESS CODE

1. Shirts must not be cut below the normal armpit (boys and girls) and must not come below the top of the breast. All shirts must reach the top of pants, shorts, or skirts at all times (no skin showing).
2. Shorts may be worn by both males and females as long as the length is fingertip length.
3. The length of skirts and dresses must meet the same guidelines as shorts.
4. When leggings are worn, the shirt (or outermost garment) must adhere to the fingertip rule.
5. Clothes may not be worn with holes above the knees.
6. Appropriate undergarments are to be worn and must not be visible.
7. The waist of pants is not to be worn below the hips.

8. Clothing with inappropriate language or graphics is not permitted.
9. No clothing may have beer, whiskey, tobacco, drug labels or suggestive pictures or language written or printed on them.
10. Hats and/or caps are not to be worn during instructional time or at academic functions.
11. Students will not dress, groom or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or employees, or otherwise cause disruption or interference with the operation of the school.
12. Any accessory that is studded, spiked, contains chains, or can tabs or in any way presents a potential danger or harm to self or others is prohibited.
13. Tattoos whether permanent or temporary will be covered if possible.
14. Visible body piercings are limited to the ear only. Eyebrow, nose, lip, tongue, etc... piercings are not permitted.
15. Anything in question will be at the discretion of the administrator.

Note: Compliance with dress code will be based on the outermost garment. For example, if a student chooses to wear tights/leggings, the student must have an outer garment that meets the standards of the dress code.

- Dress Code/School Activity Exceptions: The school may develop special dress days for special occasions at the direction of the school principal which allow for an exception to the dress code (i.e. “Hat Day”, “Pajama Day”, etc.).

Dress Code Disciplinary Action-

On the first offense, the student will receive a conference with the principal. The parents/guardians will be notified to bring appropriate clothing to school. Any additional dress code offenses could result in disciplinary action.

Cell Phones

Board Policy Number 6.312

*Upon arrival on school grounds, students may possess a personal communication device with written permission from their parents. This permission will be kept on file in the school office. The personal communication device must be in the off mode and must be placed in a backpack, pocketbook or stored out of sight until the end of the school day. The principal or designee may grant a student permission to use the personal communication device at their discretion. **Violation of this policy will result in the confiscation of the device. On the first offense, the student's parent or guardian can retrieve the phone from the school. Additional violations would result in confiscation of the device for seven (7) calendar days for the second offense and thirty (30) calendar days for each offense thereafter.** Should the device be confiscated within six (6) days before the end of the school year, it will be returned on the last school day. The device will be subject to search.*

Should a student possess a personal communication device without parental permission, that device will be confiscated for thirty (30) calendar days on each infraction and the device will be subject to search. The device will be returned at the end of the school year if confiscated within twenty-nine (29) days before the end of the school year.

If the 7th or 29th day occurs during a school break (Christmas or Spring Break, etc.), the phone will be returned the first day school resumes.

Any and all personal communication or electronic devices are not required, nor does the school assume any responsibility should these items be lost, damaged, stolen or confiscated.

It is further the policy of the Cocke County Board of Education that the four paragraphs stated above are the minimum requirements regarding the use of cell phones on school grounds during instructional time. Individual schools are free to adopt more restrictive policies than written above so long as the same are submitted to and approved by the Cocke County Board of Education.

Computer Usage

Student Computing Device Contract Education Vision and Goals Regarding Devices

- Provide on-demand Internet access to electronic resources in the classroom.
- Align with state standards' and develop digital citizenship.
- Allow students to document and express themselves using digital resources.
- Encourage integration and development of ability on an individual level.

Students issued district-owned equipment must agree to the following guidelines:

I will:

- Treat the device issued to me with respect.
- Care for the screen by not stacking books or other objects on top of the device
- Keep food and drinks (including the water fountain) away from the device.
- Keep the device issued to me in the school approved computer/tablet case while transporting.
- Keep the device on my workspace, never leaving it unattended on the floor and never placing it on the edge of my desk.
- Hold the device carefully, open and close it gently, and have it under my physical control at all times.
- Immediately notify my teacher if the device is lost, stolen, or if any problem arises.
- Operate it by following all school guidelines as stated in Cocke County Schools policy.
- Use email appropriately and remember that my emails are monitored.
- Use the device assigned to me and will keep my hands off other students' devices.
- Use the device with clean hands.
- Use school-approved software and programs only (no unapproved games from home).
- Responsibly use the device at school and outside of school hours.
- Restart the device and plug it in to charge at the end of each day.

I will not:

- Loan out the device or charging cord to another student or adult.
- Close the lid with pens/pencils/other objects on the keyboard.
- Change my password unless I am instructed to by an authorized adult.

I understand:

- I have no expectation of privacy while using the device.
- Not bringing my fully charged device to class is the same as not bringing in my textbook or supplies
- My parents/guardians and I are responsible for costs associated with loss, damages, or theft.
- The device can be taken and inspected at any time by any school employee and that failure to comply with any of the guidelines and policies may result in suspension of my use of the computer.

ATTENDANCE

Tardies

Students will be considered tardy if they arrive after 8:15 am.

Early Dismissal

Students will be considered tardy if they are picked up before 3:15 pm.

Excused/Unexcused Absences

- Absences shall be classified as either excused or unexcused.
- Authorized absences include: personal illness, illness of immediate family members, death in the family, extreme weather conditions, religious observances, and signed parent notes of which no more than 5 may be used during the school year.
- Students who are absent five (5) days without adequate excuse will be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absences.
- Parents are legally responsible to ensure his or her children are in school. Please make every attempt to schedule doctor and dental appointments for after school hours. In the event of an absence, a note explaining the reason for absence should be provided to the student's teacher.

Students and parents must adhere to ALL district policies.

Truancy

- Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, or activity during the school day for which the student is scheduled.
- Students who are absent five (5) days without adequate excuse will be reported to the director of schools.
- Continual truancy problems are serious offenses and could result in citation to the Truancy Board, Juvenile Court, or jail time for the guardian.

Field Trip/Extra Curricular Activities

- Any student who has more than 5 unexcused absences in a 9-week grading period may have his/her field trip or extracurricular activity revoked with no refund.
- The final decision will be made at the discretion of the admin.

EXPECTATIONS

School Rules: School wide, students are expected to be respectful, responsible, and safe. Classroom expectations are to be determined by each individual classroom teacher with the understanding that all directions should be followed the first time given.

Respect of Staff Members- Students should show respect for teachers and staff members at all times. Disrespect by students toward any teacher or staff member will not be tolerated. Disrespect to teachers and staff will result in disciplinary action.

Student-to-Student Conduct- Displays of public affection (kissing, “holding hands”, etc.) are not allowed on school grounds or at school-sponsored events.

Respect of Personal Property- Students are expected to show respect and be responsible for their actions toward other individuals and their property. Students should not take or damage the property of other students, school personnel, or the school system.

Students damaging school property will be responsible for restitution, replacement, or repair costs. They will also be subject to disciplinary action.

Student Valuables/Personal Property- Students are advised not to bring valuables/personal items (large amounts of money, electronics, cell phones, etc.) to school. The school will not be responsible for lost, damaged, or stolen personal property. Students are not allowed to sell or exchange items at school.

Cafeteria:

Students are expected to:

- Stay seated
- Keep their area clean
- Follow all instructions from the cafeteria monitor

Bus Duty:

Students are expected to:

- Stay seated in their assigned area
- No horse play
- No leaving without permission from the bus duty teacher
- Report to bus duty directly when finished with breakfast
- No cell phones (they are to be off and up)
- No food or drink

Bus Transportation:

Students are expected to:

- Stay seated
- No horseplay
- Keep voices at an acceptable level

Hallway:

Students are expected to:

- Walk quietly and in a straight line
- No leaning on the walls or touching the bulletin boards

Bathroom:

Students are expected to:

- Use the facility as it is intended
- Return to class promptly
- No writing on the walls
- Flush the toilet and wash your hands
- Report problems to an adult

School Programs:

Students are expected to:

- Sit quietly in their assigned section
- Pay attention to the speaker
- Respond appropriately, with good manners

Violations of these expectations will result in disciplinary actions.

STUDENT SERVICES

Clubs/Organizations

- Safety Patrol
- Beta Club
- First Priority
- Chorus
- Sports

Athletics

At Northwest Elementary, we believe athletics play a vital role in fostering teamwork, discipline, and school spirit. We encourage all students to explore the opportunities available, support their peers, and embody the values of respect, effort, and sportsmanship. We offer basketball (boys and girls), cheerleading, and volleyball. Student athletes will be required to follow certain expectations in and out of the classroom. All students must follow school and district policies concerning behavior, attendance, and grades. Students must have a current physical prior to trying out for any sport. Students are expected to attend games and practices. Certain decisions will be made at the discretion of the coach and administration.

Guidance Counseling

Counseling services are available to students to discuss any home, school, or social concerns. Our counselor is an advocate for the students often serving as an important link between teachers, family, and community services to ensure a positive school experience.

Off-Campus Trips

The educational curriculum is enhanced during the school year by related field trips. Parental permission is required.

Teachers/Administrators may deny field trip privileges to students who have a record of poor attendance and/or behavior. There will be no refunds given for students who do not attend or have their trip revoked.

Grading System

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 and below

McKinney-Vento Homeless Act

The McKinney-Vento Act in Tennessee ensures homeless children and youth have immediate access to education and related services. It requires school districts to provide immediate enrollment, even without required documents, and to offer support like transportation, school supplies, and access to tutoring.

Title 1

Title I funding is a federal program that provides financial assistance to schools with a high percentage of students from low-income families. This funding is used to:

- Identify students experiencing academic difficulties and provide assistance to help these students
- Purchase additional staff, programs, materials, and/or supplies
- Conduct parent and family engagement meetings, trainings, events, and/or activities

As a Title 1 school, we are required to host two family events and one Title 1 informational meeting each year. These dates will be communicated to families as they get closer. We strongly encourage your participation in these events and involvement in our school!

COMMUNICATION

Class Dojo

All students will be added to their homeroom teacher's Class Dojo. Parents are asked to join their child(ren)'s classes to stay up-to-date on classroom/school happenings.

Parent Square

Both the school and district will use Parent Square to relay school closings, inclement weather, and all other pertinent information. Please ensure phone numbers are current with the school and that you are signed up for notifications.

Social Media

Our school has a Facebook page where families can find school happenings, closures, announcements, and all other information.

Inclement Weather/School Closings

All inclement weather and unplanned school closures will be relayed via Parent Square, Class Dojo, Facebook, and news outlets. Our daily procedures will remain the same, but on an adjusted schedule.

**Cocke County Schools
2025-2026**

July 29, 2025	Administrative Day #1
July 30, 2025	Inservice Day #1
July 31, 2025	Inservice Day #2
Aug 1	Student Days 1
August 4-28, 2025	Student days 2-19
August 29, 2025	Summer Exchange Day #1(No School)
Sept. 1, 2025	Labor Day (No School)
Sept. 2-Oct. 3, 2025	Student Days 20-43
Oct. 6-10, 2025	Fall Break (No School)
Oct. 13, 2025	Inservice Day #3
Oct. 14-Nov. 3, 2025	Student Days 44-58
Nov. 4, 2025	Summer Exchange Day #2(No School)
Nov. 5-25, 2025	Student Days 59-74 (Nov.25 dismiss at 1:00)
Nov. 26-28, 2025	Thanksgiving Break (No School)
Dec. 1-19, 2025	Student Days 75-89 (Dec. 19 dismiss at 1:00)
Dec. 22, 2025-Jan. 1, 2026	Christmas Break (No School)
Jan. 2, 2026	Administrative Day #2
Jan. 5, 2026	Summer Exchange Day #3(No School)
Jan. 6-16, 2026	Student Days 90-98
Jan. 19, 2026	Martin Luther King Day (No School)
Jan. 20-Feb. 12, 2026	Student Days 99-116
Feb. 13, 2026	Inservice Day #4 (No School)
Feb. 16, 2026	President's Day (No School)
Feb. 17-March 27, 2026	Student Days 117-145
March 30-April 3, 2026	Spring Break (No School)
April 6-May 4, 2026	Student Days 146-166
May 5, 2026	Inservice Day #5
May 6-20	167-177 (May 20 dismiss at 1:00)
May 20, 2026	May 21-22, 2026 Administrative Day #3 & Day #4
May 25, 2026	Memorial Day (No School)
May 26, 2026	Parent Teacher Conference Day (Built – No School)

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