

2016-2017



Student Handbook

Austin-East Magnet High School

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Nathan Langlois, Executive Principal

Student Handbook 2016-2017

“All Austin-East students will graduate career-ready and college-prepared. This will be accomplished through a rigorous and relevant curriculum and a relationship-based system of support.”

This Handbook belongs to



A-E logo by Adam Rowe

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Administrators

Executive Principal	Nathan Langlois
Curriculum Principal.....	Melissa Glover
9 th Grade Principal.....	Anita Johnson
10 th Grade Principal/ Magnet Principal	Chris Caruthers
11 th Grade Principal.....	Tammi Campbell
12 th Grade Principal/Athletic Director.....	Alvin Armstead
Leadership Academy Administrative Fellow	Denise Watts

Deans

9 th Grade.....	Lindsay Davis
10 th Grade	Tara LaRoy
11 th Grade	Noelle Kelley
12 th Grade	Kristi Starks-Winn

Counseling

9 th /10 th Grade Counselor.....	Heather Blakemore
11 th /12 th Grade Counselor	Amanda Martin

Project GRAD College Readiness Counselors

Site Coordinator	Tanisha Fitzgerald-Baker
9 th Grade.....	Linda Clark
10 th Grade	Jesse Jones
11 th Grade	Antonio Mays
12 th Grade	Evetty Satterfield

If you need help or information concerning...

Academics	Grade Level Dean/Administrator/Counselor
Athletics.....	Mr. Armstead, 227
Checking into school	Ms. Reid, Attendance Office, 240
Checking out of school	Ms. Reid, Attendance Office, 240
College or Career	Grade-Level Guidance Counselor
Discipline	Grade -Level Principal
Driver Permit Forms	Ms. Reid, Attendance Office, 240
Fees/Dues	Mr. Goff, Library, 205
Free/Reduced Lunch	Ms. Campbell, 316
Harassment or threats	Grade-Level Principal
Illness at School	Nurse Crawford, PA-206
Internet Permission	Mr. Goff, Library, 205
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Lost and Found	Ms. Jones, Front Office
Medications.....	Nurse Crawford, PA-206
Parking	Mr. Armstead, 227
Personal Issues	Grade Level Principal or Counselor
Project GRAD info.....	GRAD office, Main hallway. 202
Project Grad tutoring.....	GRAD office, Main hallway, 202
Scholarships	Grade-Level Counselor/Project GRAD Coach
Technology Issues.....	Mr. Gregory, Tech Help Desk, 204
Website.....	Mr. Caruthers, PA-207

Academic Information

Counseling contact information

- Fax Number (865) 594-3007
- Website: <http://austineasths.knoxschools.org>. Click “Counseling” link on left side of the page.

Early Release

Beginning on August 24, 2016, students will be released at 2:35 in the afternoon *on each Wednesday* so that teachers may use this time for staff development. Students should leave campus by 2:50. All students who remain following 2:50 (buses will not arrive until 3:50) will be directed to a single location for supervision until their buses or rides arrive at 3:50. No Power Hour will occur on these days; students will eat lunch with their 3rd period class. “Schedule B” on page ___ is the early release schedule.

Hope Scholarship

Tennessee High School students may, upon completion of their High School diploma, be eligible for the HOPE scholarship. This scholarship provides tuition aide of up to \$4,000.00 per year to accredited Tennessee post-secondary schools. The requirements are as follows:

- Entering freshmen must have a minimum of a 21 ACT (980 SAT) OR
- Overall weighted minimum 3.0 grade point average (GPA)
- Home School graduates – minimum 21 ACT (980 SAT)
- GED Applicants – minimum 525 and 21 ACT (980 SAT)
- If a student ceases to be eligible for HOPE, except for GAMS and HOPE Access Grant, the student may regain HOPE, one-time only.

Visit the A-EHS Guidance Department or <http://www.collegepaystn.com> for more information concerning the HOPE scholarship.

Grading Scale

Grades	Descriptors	Percent Scale	Grade Points
A	Excellent	93-100	4 *
B	Good	85-92	3
C	Average	77-84	2
D	Below Average	70-76	1
F	No Credit	0-69	0

* Grade points for Advanced Placement courses receive additional weight as follows: A=5, B=4, C=3, D=2, F=0. This weight is limited to AP courses adhering to college-level curriculum established by the College Entrance Examination Board for which national AP examinations are available. Grade points for Honors courses receive additional weight as follows: A= 4.5, B= 3.5, C= 2.5, D= 1.5, F= 0

Grade Reporting Dates

All grades are cumulative, representing all class work from beginning of the course to the date of the report. Each successive report is not the average of the previous grade reports; rather, it represents the compiled

scores of all daily lessons. Grades are reported each 3 week period. Grades will be distributed within 5 days of the dates listed below.

Fall 2016		Spring 2017
August 26	Three-Week Period	January 27
September 16	Six-Week Period	February 17
October 7	Nine-Week Period (Quarter)	March 9
November 4	Twelve-Week Period	April 7
November 22	Fifteen-Week Period	April 28
December 22	Eighteen-Week Period (Semester)	May 23

Graduation Requirements

Students who entered as freshmen in Fall 2009 began a new path with increased state graduation requirements from 20 credits to 22, a focus on the skills needed for college and the workforce in an ever-expanding global economy, and new assessments. Knox County Schools requires 28 credits for graduation for the classes of 2014 and beyond.

The graduates of 2014 take a series of End of Course tests which will be factored into their grades (25%) for those respective courses.

There will also be only one path toward graduation, with an “elective focus” available for students, to include an elective focus in Math and Science, Career and Technical Education, Fine Arts, the Humanities, Advanced Placement (AP), or International Baccalaureate (IB).

The chart below outlines the requirements for the graduates of 2014 and beyond.

Graduation Requirements		
Subject	Units	Descriptor
Parent Conferences/ Open House		

Parent conferences and Open house dates are as follows:

Event	Date	Time (pm)
Open House	August 23, 2016	5:30-7:30
Parent Conference	September 20, 2016	5:30-7:30
Parent Conference	October 25, 2016	5:30-7:30
Magnet Open House	November 17, 2016	5:30-7:30
Open House	January 31, 2017	5:30-7:30
Parent Conference	February 7, 2017	5:30-7:30
8 th Grade Feeder Night	February 11, 2017	5:30-7:30
Parent Conference	March 28, 2017	5:30-7:30
Spring Showcase	April 27-29, 2017	6:00-9:00

Power Hour

Power Hour occurs each day (except each Wednesday after August 24) between 2nd and 3rd Periods. Most students will rotate among their four classes during this time. This time is a time for student support, direct help, remediation, and enrichment. In addition, there will be some for-credit classes offered during this time, based upon teacher recommendation.

The weekly Power Hour schedule follows:

Monday	Students will report to 1 st Period during Power Hour
Tuesday	Students will report to 2 nd Period during Power Hour
Wednesday	No Power Hour due to early release; report to 3 rd Period
Thursday	Students will report to 3 rd Period during Power Hour
Friday	Students will report to 4 th Period during Power Hour

Transcripts

Academic transcripts are available through the Guidance Office. Two transcripts will be provided at no charge; there will be a \$3 charge for each additional request. See Guidance Secretary for details.

What are “SLCs?”

Small Learning Communities (SLCs) are an important part of who we are at Austin-East Magnet High School. At Austin-East the SLC’s are based on the student’s current grade level.

Each Grade-level SLC includes an administrator, counselor, Project GRAD coach, and dean. The SLC teams meet every three weeks to discuss individual student support. The SLC leadership team is listed below:

SLC	Administrator	Dean	Counselor	PGK
9 th	Anita Johnson	Lindsay Davis	Heather Blakemore	Linda Clark
10 th	Chris Caruthers	Tara LaRoy	Heather Blakemore	Jesse Jones
11 th	Tammi Campbell	Noelle Kelley	Amanda Martin	Antonio Mays
12 th	Alvin Armstead	Kristi Starks-Winn	Amanda Martin	Evetty Satterfield

Attendance Policy

According to School Board Policy, a student must have a 93% attendance record in order to receive credit for a course. Maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning.

Students are responsible for maintaining acceptable attendance in all of their classes. The following section is an outline of the Attendance Policy of the Knox County Schools and Austin-East Magnet High School.

Attendance Terms Defined

- **Class absence:** There are no excused or unexcused class absences. Family vacations, personal/family illnesses, non-school sponsored competitions or activities, etc. are still class absences. Doctor, parent, or other notes do not affect class absences, and therefore are not accepted for this purpose.
- **School absence:** Daily school attendance is checked one time each day for system and state attendance reporting. Students must be in school for three hours and sixteen minutes in order to be considered present for the day, whether arriving late or early to school.
- **Truancy:** Deliberate failure to attend school for unauthorized reasons is considered truancy and will result in disciplinary action.
- **Tardy:** A student is considered tardy if he/she arrives in class after the tardy bell has rung. Tardies are recorded per class, and on the fourth tardy infraction, a student will begin a discipline cycle for tardies in that class. See Disciplinary Action Chart for explanation of the penalties for continued tardy infractions.

Class Absences

- Students are expected to attend classes as scheduled, regardless of their status related to absences or grades. Failure to attend classes will result in possible consequences for truancy and/or class cuts. Dropping or adding classes is NOT an option for students who have created poor attendance situations in a class.
- Students may sometimes be absent from their regular classroom for required class activities (band concerts, special tests, field trips, etc.) or for activities at which the students represent the school (club activities, athletic competitions, etc.) These activities must be approved by the Austin-East Magnet High School administration in order to apply. These are not considered class or school absences.
- In-School suspension (ISS) will not count as a class absence.

Driver's License Requirements

In order to obtain a permit or license to drive in the State of Tennessee, acceptable attendance and grades must be maintained by each student.

In order to apply for a driver's license, a student must submit a completed Compulsory School Attendance Form (10-10) to the Driver's License Bureau. These forms may be acquired at the Student Services office. The top portion must be completed by the student and parent and then returned to the Attendance Secretary for attendance and grade verification and completion of the form. Students should allow five (5) working days for the completion of this form.

Students may be denied a license or have a license revoked according to Tennessee State Law (Title 49, Ch.6, Tennessee Code Annotated) and (Ch. 819 of Public Acts of 1990), if they are minors (under 18) for the following reasons:

- Ten (10) or more consecutive unexcused absences in a term.
- Fifteen (15) or more total unexcused absences in a term.

Licenses which have been denied or revoked for one of the above reasons may be regained if the following criteria are met:

- Student attends school for thirty (30) consecutive days without an unexcused absence and/or
- Student passes half or more of his/her classes the next term with a "D" grade or better.

Early Dismissal

According to Knox County Policy (JBF) a student should be in school for the full day. Release during school hours will be permitted only in exceptional cases. Under no circumstances may a student leave school without the approval of the principal. The student may not leave in the company of any person other than a parent, legal guardian, school employee, or a person designated by the parent or guardian, unless those individuals have been identified **on the student's emergency card**.

- Students **will not** be allowed to leave campus for lunch.
- Early dismissals by phone or fax **will not** be accepted.
- Anyone other than parent/legal guardian who seeks to sign out a student **must be listed** as an emergency contact on the student's information sheet.
- Students who sign-out during the school day **must** have a doctor's note, official documentation (i.e. court document, newly acquired driver permit or license) or be signed-in by a parent in order to return to classes.
- Students **will be** allowed to sign-out under the following conditions:
 1. If the parent or guardian comes to the office to sign the student out.
 2. If a note is received on the morning of the day of the sign-out, if the following noted conditions are met:
 - ✓ Student's name, grade level, time of dismissal, and parent signature on the note.

- ✓ Phone number where parent can be reached so to confirm that the student has parental permission to leave school and reason for the early dismissal.
 - ✓ The note must be received **before 8:15 a.m**
- Students must **NEVER** leave campus without checking out through the Attendance Office. Such action is classified as “Off- campus without permission” and is subject to disciplinary measures. No student, even those 18 years of age or older, are exempted from this requirement.
 - Any person asking for a student should be directed to an administrator’s office.
 - **All requests for early dismissal will be verified.** If the parent/guardian cannot be reached, the student may not be given permission to sign out. If students and parents will use this procedure, we can avoid both unnecessary class interruptions and parents having to wait on the student. Austin-East Magnet High School reserves the right to confirm all specified appointments with the respective doctor, dentist, etc.

Excused and Unexcused Absences

Any school absence is by default an unexcused absence. Only by providing appropriate documentation will an absence be considered excusable. Acceptable documentation must be provided within five (5) days of the absence in order to apply. The following are acceptable documentations that will allow an absence to be excused, with a listing for the appropriate documentation:

- Personal illness, family illness, or hardship (Medical note or Parent Letter, 10 maximum)
- Death in family (Parent note or obituary, 3 days allowable)
- Court appearance (Court documentation such as a summons)
- Religious holidays (Family note prior to holiday; does not count toward 10 day maximum)
- College Day (pre-arranged form from Guidance; see below)

Seniors with a **2.5 GPA** or better will be allowed one day per year for a college visit. Application for this visit must occur at least 5 days prior to the visit, and documentation of the visit must be provided in order for the visit to qualify as excused. A “College Day Verification” form is available in the Guidance Office.

Students with five (5) unexcused Absences from school will receive a letter from Knox County Juvenile Court warning of potential court action. At ten (10) unexcused absences, the student and parent will be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. It is important to remember that an excused absence does not exempt the student from any work or class obligations.

Forged Notes and Forged Official School Documents

Austin-East High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware that forging a note for you or for anyone else is a serious offense and with serious offenses come serious consequences. Any student who is in possession of official school documents without permission will be subject to, but not limited to, suspension out of school.

Late Arrivals to School

Any student entering school after 8:15 a.m. must sign-in the Attendance Office before proceeding to class. Regardless of the time of day, there are no exceptions to this policy. Students may only enter the building through the front entrance after 8:15 a.m.

After three late check-ins to school, the student will receive an administrative referral. The student and administrator will conference about the reasons for the late check-ins, a parent will be informed, and a penalty will be assigned thereafter for continued late check-ins to school.

Make-up Policy and Student Grading

Students **must request** make-up assignments within **three (3) days** after returning from an absence. Work must be completed within a reasonable, predetermined amount of time. It is up to the teacher to establish guidelines for a reasonable amount of time to make up any missed work. For any absence period of five days or longer, work may be requested through the Guidance Office. Failure on the part of the student to initiate a request for make-up work within three days may result in lost credit opportunity for the assignments missed.

Off Campus without Permission

Once a student has physically arrived at Austin-East High School, whether via a personal vehicle, bus, or parent, the student must remain at Austin-East High School. Students who arrive on campus and then leave, even before the beginning of the instructional day, will be classified as “off campus without permission.” See “Disciplinary Action Chart” for an explanation of penalties.

Tardy Policy

The instructional day for high school students must be at least six hours long, excluding lunch. Tardiness means not only lost instructional time, it is disruptive to teaching and the learning environment. Tardiness to class will be dealt with according to the outline on the disciplinary action chart.

A class tardy is defined as arriving any time after the appropriate class bell, whether 5 seconds or 50 minutes. A tardy that is greater than 10 minutes in length for which the student is already on campus will be classified as a “class cut,” and handled appropriately. The attendance record for a class cut will reflect that the student was tardy.

The administration reserves the right to “excuse” a tardy. Tardiness will be acceptable for the following reasons:

- Late bus
- Illness substantiated by a written excuse from doctor or dentist
- Parent note substantiating reason for tardy
- Statement from Court
- Note from faculty member
- Circumstances approved by the principal only

A tardy is an “infraction” in the Austin-East High School disciplinary policy, and will count toward the student’s total level of infractions. At three infractions, whether specifically tardy or not, the student will receive an administrative referral. The teacher record of tardy infractions is the last word on whether or not a tardy occurred.

The School Day

School is in session when the first bus arrives on campus. School is out of session when the last bus leaves campus. Once a student arrives on campus, whether on bus, by foot, or parent drop-off, they are not to leave campus. This will be considered off-campus without permission.

Unless a student is under the direct supervision of an Austin-East staffer, all students should leave the premises following dismissal from school at 3:50.

Truancy

Students are required by Tennessee State law to attend school until they reach the age of 18. Students who are truant will be subject to disciplinary action at the school level and by Knox county Juvenile Court authorities.



Bell Schedules

Schedule A: Regular Schedule (Monday, Tuesday, Thursday, Friday)

Time	Activity
8:00-8:13	Move to 1 st Period
8:14	1 st Period Warning Bell
8:15-9:45	1 st Period
9:51	2 nd Period Warning Bell
9:52-11:22	2 nd Period
11:29-12:42	Power Hour
11:22-11:47	1 st Lunch (25 min)
11:52	Return to class bell for 1 st lunch (5 min)
11:49-12:12	2 nd Lunch (25 min)
12:17	Return to class bell for 2 nd lunch (5 min)
12:12-12:37	3 rd Lunch (25 min)
12:43	3 rd Period Warning Bell
12:44-2:14	3 rd Period
2:20	4 th Period Warning Bell
2:21-3:50	4 th Period

Schedule B: Early Release Schedule (Wednesday)

Time	Activity
8:00-8:13	Move to 1 st Period
8:14	1 st Period Warning Bell
8:15-9:38	1 st Period
9:44	2 nd Period Warning Bell
9:45-11:08	2 nd Period
11:14	3 rd Period Warning Bell
11:15-1:03	3 rd Period (lunch)
11:15-11:40	1 st Lunch (25 min)
11:45	Return to class bell for 1 st lunch (5 min)
11:47-12:12	2 nd Lunch (25 min)
12:17	Return to class bell for 2 nd lunch (5 min)
12:38-1:03	3 rd Lunch (25 min)
1:09	4 th Period Warning Bell
1:10-2:35	4 th Period
2:35-2:50	Dismissal (Students exit)
2:50-3:50	Staff meetings

Schedule C: PM Activity (not early release)

Time	Activity
8:00-8:13	Move to 1 st Period
8:14	1 st Period Warning Bell
8:15-9:38	1 st Period
9:44	2 nd Period Warning Bell
9:45-11:08	2 nd Period
11:14	3 rd Period Warning Bell
11:15-1:03	3 rd Period (lunch)
11:15-11:40	1 st Lunch (25 min)
11:45	Return to class bell for 1 st lunch (5 min)
11:47-12:12	2 nd Lunch (25 min)
12:17	Return to class bell for 2 nd lunch (5 min)
12:38-1:03	3 rd Lunch (25 min)
1:09	4 th Period Warning Bell
1:10-2:35	4 th Period
2:41	Activity Warning Bell
2:42-3:50	Activity

Student Expectations

Arrival on Campus

Once students have arrived on A-E campus in the morning, prior to 7:50 a.m, they must go to one of two designated areas:

- Cafeteria
- Auditorium

Students may not go to lockers before 7:50 a.m. Students may not bring food or drink into the auditorium.

Students may go to the library **IF** they have a library pass. Library passes for the morning should be obtained the previous day. The librarian reserves the right to refuse to admit students for any reason.

Assembly Behavior

An indication of the cultural level of a school is the conduct of its student body at an assembly. At all times the students' behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

The greatest compliment to a speaker or performer is the attention of the assembled audience, and the greatest insult is the lack of attention.

Only appropriately timed clapping of hands is acceptable applause during an assembly. Unacceptable conduct would include: whistling, boisterousness, uncalled-for clapping, and talking during the program.

Bus Information and Expectations

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zone (PRZ~1.5 miles from school). A map of these zones, as well as a listing of bus stops and pick-up times, is available in the Student Services Office, Guidance Office, or the Knox County Transportation Office. Specific information can be obtained by submitting the specific address at the Edulog Webquery website for Knox County schools at <http://96.4.96.136/edulog/webquery/>.

Bus riders are to board and depart **ONLY** at their designated stops. Any deviation from this must be approved by the Austin-East High School administration. Unauthorized boarding or departing may result in a loss of all bus-riding privileges and may be subject to disciplinary action at Austin-East High School.

Dress Code (JCBF)

Austin-East High School follows the Knox County Schools Dress Code for students, outlined in section JCFB of the Knox County Board Policy Manual, and are listed on the following page.

- 1) Pants must be worn at the waist. No sagging is allowed.
- 2) Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.
- 3) Head apparel, except for religious or medical purposes, must not be worn inside the school building.
- 4) Footwear is required and must be safe and appropriate for both indoor and outdoor activity. Flip-flops and shower-type shoes are inappropriate footwear for school.
- 5) Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display 1) racial or ethnic slurs/symbols; 2) gang affiliations; 3) vulgar, subversive, or sexually suggestive language or images; 4) promote products that students may not legally buy such as alcohol, tobacco, and illegal drugs (ie, socks with marijuana leaves).
- 6) Skirts, dresses, and shorts must be beyond fingertip length. Assessment of the appropriateness of the length of dress will be up to the teacher and administrator to determine. Rips in pants should not be above the knee.
- 7) Prohibited items include: large, heavy chains, studded or chained accessories, sunglasses, sleepwear, and skin-tight outer materials such as spandex.
- 8) Long coats or jackets exceeding fingertip length are not to be worn.

Violations

Violation of the dress code will result in an administrative referral. However, if the violation is such that it becomes a distraction (immodesty, promotes drugs/alcohol, sagging), the student will be directed to ISS until a parent can be reached to bring the correct item to school. The student may still serve a penalty at a later time for the administrative referral.

Continued violation of the dress code policy will result in a parent conference and likely suspension from school.

Emergency Card information

It is the responsibility of the student to maintain accurate information on student emergency cards. Students must supply Austin-East High School with information concerning street addresses, home telephone number(s), parent's work number(s), and emergency numbers including doctor's number. If during the course of the school year, any pertinent information from the emergency card changes, the student is responsible for changing the information.

Guidelines for food and drink on campus

- All food and drinks must be consumed in DESIGNATED AREAS only unless granted by special permission of the administration.
- Eating areas should be left clean and trash free. Students who fail to clean their area will be subject to disciplinary action.
- **NO commercial food is to be brought or delivered to students on campus during school hours.**
- Visitors are not permitted in the cafeteria during lunch periods without specific administrative approval.
- Student lunch numbers may not be loaned or misused in any way.
- All school behavior guidelines should be followed during lunch.
- Students must remain in the cafeteria, or in designated outside areas during lunch periods. Students should not be in instructional or unsupervised areas.

Guidelines for use of cameras and photographs

Students may not publish, without the consent of the administration and the affected individual, any images or films produced on the Austin-East campus on any site (Twitter, Facebook, YouTube, etc.) or through any publication medium (magazine, pamphlet, newspaper, etc.) Cell phone images or video, or any other digital imaging device (camera, video camera, etc.) would also be affected by this ban. Violation of this policy would result in immediate disciplinary action and possible legal action.

Guidelines for emergency procedures

In the event of an emergency (fire, tornado, lock-down), students should remember to follow the emergency plan outlined by their teachers. Students should conduct themselves in an orderly manner in the event of both emergency and emergency drills.

Guidelines for medications

No medication of any kind shall be self-administered by students at school except when medication must be given on a long term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (OTC) medications are included in these regulations. Any student who is required to take medications must comply with the following regulations:

- All medications (prescription and non-prescription) that must be administered during the school day require written orders on a Knox County Physician form from a physician, dentist, nurse practitioner, or D.A. who has the legal right to write a prescription. Parent/Guardian signature is also required on this form. Only one (1) medication per Physician form is allowed. These forms are available in the Student Services office. The original Knox county Physician form must be kept in the school office; faxed copies are not acceptable.
- A parent or guardian must bring the medication to the school office to be checked in or to administer the medication to his/her own child. Students are not allowed to transport medication to and from school.

- Over-the-Counter (OTC) medications prescribed for a student must be in an unopened, original container and must be labeled with the student's name. Prescription medications must be in the original bottle from the pharmacy with the child's name, medication name, date, and dosage clearly marked.
- All medications must be secured and dispensed in the Student Services office. This applies to both prescription and non-prescription medications.
- Failure to follow this policy may place a student in a Zero Tolerance situation.

Guidelines for receiving messages, balloons, food, etc. in front office

- We at A-EHS value instructional time; therefore, general announcements are made once daily; personal announcements will not be made.
- Only emergency messages or packages from a parent or guardian will be accepted for distribution to students during school hours. Flowers, balloons, fast-food, etc., are not permitted.
- Students will only receive messages or packages during class breaks, not during class hours.

Hall conduct

The seven-minute intermission between classes is provided for students to go to lockers, restrooms, and for arrival to the next class. Excessive noise, horseplay, running, etc., is forbidden. Students are allowed to use personal communication devices (cell phones, ipods, etc) during this time period, NOT when in the hallway during an instructional class period (such as en route to a bathroom or office.)

Hall passes

Students should remain in class from bell to bell. Sometimes emergency situations arise, and teachers may let students out of the class for a brief period of time, as long as the following conditions are met:

- 1) It is not within the first 15 minutes or the last 15 minutes of class.
- 2) No other students from that class are in the hallway.
- 3) Not to go to the vending machines.

ALL students who are in the hallway without a pass are considered cutting class. Teachers do not have the authority to circumvent this policy.

If you become ill or injured...

Do

- a. Report the problem to the nearest teacher or to the office.
- b. Go directly to the principal's office and notify either a secretary or principal.

Do not

- a. Go to a restroom and stay if you are ill or injured.
- b. Leave the school grounds or go to the parking lot without approval from one of the principals.
- c. Take medication from anyone. Teachers cannot give aspirin or any other types of medication-please do not ask them.
- d. Bring prescription drugs or other medication to school, unless you complete the medication authorization form (in Student Services). Failure to observe this rule may cause serious consequences.

In-school suspension rules

- Students may not speak, pass notes, or otherwise communicate with each other at any time.
- Absolutely no cell phones or other unauthorized electronic devices (as described in section on "Personal Communicaton Devices") may be used in ISS. All devices should be submitted to the ISS manager before 8:00 or when the student is placed in ISS. Use of such devices will subject the student to a two-day suspension.
- No food or drink may be consumed at any time in ISS.
- Students may not sleep in ISS at any time.
- Students may use restrooms only during designated breaks, at the discretion of the ISS manager.
- Students may not be in the hallways except during designated breaks. Students must always be supervised.
- Students must sit in their assigned area and remain there for the duration of the day. Students must ask permission to leave their seats at any time. The ISS manager reserves the right to refuse to allow a student to leave their seat.
- Students must report to ISS in dress code, and remain in dress code for the duration of the day. If a student is assigned ISS for a dress code violation and is awaiting adjustment, a subsequent day to serve the ISS penalty will likely be assigned by the administrator.
- Students in ISS will follow any guidelines required by the ISS director and administrator (including completion of a reflection form)
- Egregious violation of these rules will result in removal from ISS, immediate suspension for two days, or reassignment to ISS, at the discretion of the administrator. Students in ISS may be reassigned by the ISS director, in consultation with the grade-level administrator, if the student was determined to have not successfully completed ISS on the day assigned.

In-school student responsibilities

When assigned ISS by an administrator, the student is expected to:

- Fully cooperate with the supervisor of in-school suspension until his/her suspension is completed.

- Bring all of his/her textbooks and materials to work in the in-school suspension. He/she understands that the in-school suspension manager will decide what he/she will do, when he/she will do it, and the length of the project to be completed.
- Bring his/her lunch or purchase it from the cafeteria.
- Complete all work in the ISS Room before he/she returns to his/her regular class.
- Report to ISS at **8:15 a.m.**
- Have valid medical documentation if he/she is absent on the day or days of his/her suspension, or that his/her parents or guardian must fully verify that he/she had a family emergency. This verification will have to be approved by the school administrator.
- Understand that his/her failure to obey any of the above rules may result in additional day(s) of ISS, out-of-school suspension or disciplinary hearing that constitutes a separate incident from the initial infraction.

Personal belongings

Due to the possibility of theft, students should not bring large amounts of money or expensive personal items to school. Austin- East High School will assume no responsibility for the loss of such items, nor will it investigate the theft of said items. The administration reserves the right to amend this policy in special circumstances.

Personal Communication Devices

Students at Austin-East are given the right to possess an iPad, designated as a personal learning device. As such, this tool should be used for instructional purposes in the classroom. Other electronic devices, referred to as “personal communication devices” are not authorized for use in the regular classroom setting.

- A “personal communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Examples are smart phones and personal tablets. Any questions about the legitimacy of an electronic device should be brought to the administration, and used only with administrative approval.
- Students **may possess** personal communication devices, such as smart phones, while on school property during the regular school day. Students **may use** personal communication items in the hallways in transit to class and in the cafeteria.
- **In a classroom, however,** a personal communication device **must be in the off mode** and must be **placed in a backpack**, pocketbook or a similar personal carrying device, out of sight. Again, this restriction does not apply to the authorized iPad or Google Chromebook, provided the device is used appropriately and not for off-task activities.
- Once an unauthorized device has been seen (regardless of the reason) in a classroom, its use is considered unauthorized. The principal or principal designee may grant a student permission to use a personal communication device at their discretion.

- Students who use these devices in an unauthorized manner will receive an infraction. After the accumulation of three of these, or if the student was insubordinate and refused to put the device away on first request, the student will receive an administrative referral.
- Students who refuse to put away a PCD will be charged with insubordination, which is an immediate referral.
- Austin-East High School and the Austin-East High School administration will accept no responsibility for the recovery of these electronic devices if they are stolen or misplaced.

Personal relationships

- Each student is expected to show respect for the rights and feelings of his/her fellow students and to behave in such a way as to receive the respect of others toward him. Sexual, racial, ethnic and religious harassment toward any student will not be tolerated. Tolerance of differing beliefs and appearance is essential. Hazing is strictly prohibited. See "Harassment" section of this booklet.
- If you encounter problems dealing with other students or teachers, it is recommended that you consult an administrator or guidance counselor to help you resolve this problem.
- Displays of affection between students will be limited to holding hands while walking to class (see discipline chart). **Public displays of affection (PDA) in school are inappropriate** for the learning environment and will not be tolerated at A-EHS. Kissing and cuddling are not permitted.
- Students are expected to obey instructions from any school employee who is in the performance of his/her duty and to address all adult staff members with respectful words and tone. This address includes, but is not limited to teachers, secretaries, custodians, cafeteria workers and substitutes. Students are responsible to all teachers at all times. Teachers have supervisory responsibilities in all areas of the campus while at school.

Sexual, racial, ethnic, and religious harassment of students (JCADA)

Knox County Schools prohibits acts of harassment, intimidation and bullying. Harassment or bullying means any gesture, written on paper or electronically, verbal, physical, or psychological act that takes place on school property and any school-sponsored function or on a school bus that:

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity or expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and
- A reasonable person should know, under the circumstances, that the act (s) will have the effect of harming and individual or damaging the individual's property, or placing an individual in reasonable fear or harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any individual or group in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g. intimidation, harassment) or patterns of harassing behavior (bullying).

This policy for student conduct will be suited to the age level of the student. This policy requires all students to adhere to these rules and to be aware of such disciplinary measures as are appropriately assigned for violation of these rules and guidelines.

Sexual harassment is defined as any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing, or sexual comments directed at a person because of his/her sex.

Students are expected to treat their fellow students with dignity and respect at all times on school property and during school programs and activities. Harassment and the level of harassment is determined by the victim, and will be treated as such. Students should report any acts of harassment to teachers or administration immediately. The school will investigate any report of such behavior and take prompt and fair action to resolve the situation and prevent its continued occurrence at school.

Sleeping in class

Students are not permitted to sleep in class, as sleeping interferes with instruction. Students may be asked to stand in order to facilitate alertness. Students who refuse to comply with the request to stand will be referred for insubordination.

Technology Device Agreement

Students will read and sign a "Technology Device Agreement" which will hold for the remainder of the time that the student possesses an iPad at Austin-East. Penalties for violation of the agreement are outlined by the Disciplinary Action Chart (page 35).

Disciplinary Procedures and Policies

The codes to the right of the subsection refer to sections of the Knox County Board of Education policy. Related Knox County Board of Education policies can be found at:

<http://knoxschools.org/modules/cms/pages.phtml?pageid=41912>

Disciplinary policy explained

Parents and students must understand that school administrators are bound by federal, state and local regulations governing disciplinary matters. These regulations sometimes require that students be treated individually. Also, confidentiality must be protected for **all students**. If at times it seems that different consequences are applied for similar offenses, please be assured that the school administration is committed to treating all students as fairly as possible, while being responsive to the individual differences of our students when necessary. Parents and students need to understand that it is a breach of confidentiality for us to discuss a student's discipline with anyone other than his/her parents or pertinent school officials.

Students found to be in violation of Austin-East High School and Knox County School Board policy shall be subject to corrective measures, including suspension or expulsion. However, such recommended penalties may be reduced or increased in recognition of circumstances found to be mitigating (tending to lessen the severity of the offense), extenuating (tending to lessen the guilt of the offender), or aggravating (tending to increase the severity of the offense or the guilt of the offender).

Further explanation of the disciplinary terms used by Knox County Schools is available in the **Disciplinary Terms and definitions** section of this handbook.

Disciplinary terms and definitions

Administrative referral

A referral for a behavior problem sent by a teacher to an administrator, usually carries at least an in-school suspension, depending upon the offense. Administrators will follow the "Disciplinary Action Chart" in order to assign the appropriate consequence.

Afterschool detention

Conducted by a teacher in the afternoons on either Tuesday or Thursday; hour to two hour sessions. Failure to serve arranged detention will result in further disciplinary action.

Alternative Placement

If a student has been removed from regular school programming due to a disciplinary event and a disciplinary hearing, he/she will be offered alternative placement provided by Knox County Schools. The placement

may include: Alternative Day school, alternative Night School. The placement of a student following the disciplinary hearing is determined by the administration of Austin-East and Knox County Schools. Requests for specific alternative settings may be made, but may not be honored due to extenuating circumstances of the particular disciplinary event or other factors to be determined by the A-EHS administration.

Appeal

Parents have the right to request a disciplinary hearing appeal for a long-term suspension. The appeal must be made within five (5) days of the disciplinary hearing at the office of Knox County Schools Disciplinary Hearing Authority. Parents will be offered this option at the conclusion of any disciplinary hearing resulting in a suspension of greater than five days. Parents may appeal a suspension of less than five days to the executive principal of Austin-East High School.

Confiscation

Items which are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the office. These items may be returned to the student or parents at the discretion of the administrator. Items which are specifically forbidden (ie., tobacco products, knives) will be permanently confiscated and submitted to the proper authorities. Cell phones or personal communication devices that fail to meet the guidelines for proper use are subject to confiscation by teacher and/or administrator.

Disciplinary Action Chart

Guidelines used by Austin-East administration in assigning consequences for student behavior. A copy of this chart is included in this handbook (page 42).

Disciplinary Hearing (DH)

When information is received by the Administration that a student may have committed a violation that would result in long-term suspension. If found guilty, meetings will be held regarding the student's status, in the following order:

Initial Hearing: (includes administrator, student, and parent/guardian)

- To present information concerning the violation
- To hear the student's statement or statements of others who may have information relative to the violation.
- To determine guilt or innocence.

M-Team: (if the guilty student receives Special Ed services)

- To determine if the violation is a manifestation of the Special Ed. Certification

Disciplinary hearing: (if not a manifestation for Sp. Ed. and all regular ed.)

- To determine the appropriate consequences for the violation
- To determine appropriate alternative placement for the student

Harassment Contracts

In a situation in which two or more students are unable to resolve a dispute, or it appears that violence might result from the dispute, or a student believes they are a victim of continued harassment, they should report to their grade level administrator as soon as possible for effective intervention to take place. In some cases, a "harassment contract" may be signed by the parties in dispute. These contracts will include the disputing parties' names, and will be an agreement between those individuals to leave each other alone. The penalty for violating these contracts will be a part of the contract usually varies, but will likely involve OSS.

Hazing

Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary action.

Infraction (Teacher Managed Infractions)

Infractions are offenses that, when committed, will move a student up on the level system, recorded by a teacher. An infraction can include routine dress code (sagging but fixed, cap but removed, questionable but not immodest), tardy, late to school, cellphone violation (not insubordinate by refusing to put it away), and small class disturbances (not to the level of insubordination). At the fifth infraction write-up overall (regardless of which class or the number of write-ups in a particular class), the student will receive an automatic administrative referral, with the base-level consequence at one day in-school suspension.

Infraction Behavior (administrative referral at each 3rd incident)
Routine dress code violation (not immodest)
Tardy to class
Late to school
Cell phone violation (not insubordinate with the phone)
Class Disturbance

At the third occurrence, the SLC principal receives an automatic referral for the offending student. This will result in a parent phone call by the teacher and an administrative conference. At the sixth offense, the student will receive ISS, unless the circumstances are confirmed to be extenuating by the grade-level administrator (parent transportation issues result in student late to school, etc.)

In School Suspension (ISS)

ISS is a consequence given for inappropriate behaviors. This consequence involves placement of the student in a special class for the entire day with a designated staff member. Students are expected to complete regular classroom assignments, participate in some sort of school service (garbage collection, etc.) and follow the schedule outlined by the staff member in charge. Students not cooperating with the ISS instructor will receive Out of School Suspension. ISS is not a class absence. The administration reserves the sole right to determine the eligibility of an offense for ISS placement.

Insubordination

If a student refuses to comply with a teacher's or administrator's request to perform a reasonable activity (be quiet, get off cellphone, etc), then an insubordination referral will result. These referrals will, at minimum, result in In-School Suspension. Repeated insubordination referrals will result in suspension and disciplinary hearing.

Long-term Suspension (LTS)

LTS is a consequence given in which a student is held out of school for five (5) or more days. A disciplinary hearing will have been held prior to the onset of LTS.

Out of School Suspension (OSS)

OSS is a consequence given for persistent misbehaviors of those deemed more serious by the administration of Austin-East High School. These students are prohibited from attending school for the specified period. Students who receive OSS are subject to the following rules:

- The student may not be on A-EHS campus, or any other KCS campus, at any time.
- The student is not allowed to attend any school function or participate in any school function, be it dances, athletic events, or school performances.
- The student may make up work from the instructional day missed, but a class absence has occurred for each class.
- OSS is considered an excused absence.

Positive Referrals

Positive referrals are issued by teachers for students who have performed beyond expectation in an academic or behavioral area. Positive referrals can be used to earn specific rewards or to buy back small infraction levels (such as cancelling out a tardy). The outcome of positive referrals will be the result of a conversation between the teacher and the SLC principal.

Public Intoxication

If a student has enough of an odor and/or appearance of being under the influence of a legend drug or controlled substance, the student will be sent home for a minimum of 4 days (OSS) for a first offense, with escalating consequences for additional offenses. The student will be immediately searched for possession of the substance KCS policy (JCAB), and may also receive a citation from the Knoxville Police Department.

Search and Seizure

According to the Knox County Board Policy Handbook (JCAB), school lockers and vehicles parked on school grounds are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook, available online or in the school office.

Students are also subject to search according to Board Policy (JCAB) upon reasonable suspicion of a violation of policy, initiated by the administration.

Disciplinary Policies

The following section is a lengthy description of disciplinary situations and their resolutions. It is meant to provide guidelines for the most common behaviors. The following are general assumptions of this section:

- Consequences for repeat infractions are more severe than a single infraction.
- Discipline situations are judged on a case by case basis and the administration of Austin-East High School reserves the right to modify the consequences for an action as deemed fair and necessary by the administration, so long as it does not supersede the rights of the individual or the policy set forth by the Knox County Schools Board of Education.
- The section does not address all possible misbehaviors.

Bus Discipline

Discipline on our school buses is a priority in order to ensure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus and at the bus stop. Knox County bus rules are posted on each bus; failure to follow these rules on board the bus or at a bus stop will result in disciplinary action at Austin-East High School. Failure to cooperate with the driver will result in disciplinary action at Austin-East High School. Such disciplinary action may include loss of bus riding privileges and school-level penalties such as ISS or OSS. Behaviors which are deemed unsafe or damage property may also be subject to legal action by the Knoxville Police Department.

The Administration of Austin-East High School reserves the right to investigate and render disciplinary action regarding misbehaviors on our buses. The following chart outlines the classification of different types of bus misconduct, and the penalties for each level.

Students are given the guaranteed right to a free public education, but are NOT guaranteed bus riding privileges.

The bus discipline chart is outlined below:

LEVEL ONE	LEVEL TWO	LEVEL THREE
Eating or drinking on the bus	3 rd violation of a Level 1	3 rd violation of Level
Failure to remain seated	Tampering w/ bus equipment	Assault/Verbal threat directed toward bus driver
Improper boarding/ departing procedures	Fighting/Pushing/Tripping	Attempting to set fire to seat/hair/etc.
Refusing to obey driver	Bringing articles on bus of an injurious or objectionable nature	Possession of a weapon (knife, etc.)
Loud, rude, or abusive behavior	Destruction of property*	Use of a chemical substance with intent to do bodily harm
	Possession and/or use of tobacco	

Profane language/ obscene gestures Any behavior jeopardizing safety	Profane language/obscene gestures Throwing objects in or out of bus Hanging out of bus window	Possession or use of alcohol on bus Any Zero Tolerance offense (drugs, assault, weapons)
PENALTIES		
Written reprimand (1 maximum) Bus suspension (3-5 days) In-School Suspension Out of School Suspension	Bus Suspension (5-15 days) In -school Suspension Out of School Suspension Parental fiscal responsibility for damages Possible legal action	Bus Suspension (15- 180 days) Disciplinary Hearing Zero Tolerance Hearing Action by the Board of Education

Class Cuts (JCC)

A class cut is defined as remaining on campus, but not reporting for class or not reporting in a timely manner, or leaving for an extended period of time during class without teacher or administrative authorization. Students who are **ten or more minutes late** to a class and are **present at school** for those ten minutes will also be guilty of a class cut. Students who elect to wander the halls or remain in the restroom rather than go to class are also classified as “cutting class.”

Class Disturbances (JCB/JCC)

Students who willfully and persistently disturb the learning process for others and disrupt the instruction of the teacher will be subject to the punishments as provided on the disciplinary chart. The extent and severity of the punishment will be weighed against the infraction or referral by the administration.

Dress Code (JCBF)

Students who fail to follow the Knox County Schools dress code, as outlined on page 16, will be subject to a teacher-managed referral, and will result in an administrative conference upon the third offense.

However, students who are dressed immodestly or with clothing that seriously distracts from the learning environment (advertising drugs, gang-related, etc.) will be sent to ISS by the grade-level administrator until the student’s parent can bring corrective clothing. Immodestly or distractingly dressed students will be assigned additional ISS by the grade-level administrator.

Students in gang-related apparel will be charged with “gang-related activity.” This includes displaying or keeping gang “flags,” or clothing known to be support or offend known gangs. See “gang-related activity” on page 29 for more information.

Exterior Doors

(JCC)

Students are not allowed to open exterior doors for any other student or non-staff adult during the school day. This is a safety measure designed to keep our students safe from intrusion throughout the school day. **The only authorized entrance for late arriving students and staff is the front entrance at the office.** See “Student Security” for more information.

Fighting, Arguing, and Instigating

(JCC)

Conflicts do arise in a high school setting from time to time. When at all possible, students should report threats of violence or potential fights to the administration so that remedial measures may be taken. At that time, the administration may see fit to institute a disciplinary contract between the conflicting parties. This contract will be a binding agreement between the conflicting parties to avoid a conflict while on school grounds. Violation of the contract is punishable according to the agreement on the contract.

Any student who engages in a fight, whether the initial aggressor or the defender, will receive the same penalty. Students who choose to fight back should be aware of this consequence. Attempts to avoid a physical confrontation will be considered by the administration.

Gang-related activity

It is the goal of Austin-East to protect the safety of our learning environment. Any gang related material or activity on the campus of Austin-East High School threatens that safety. Gang flags, dress, hand-signs, graffiti, writings, language, etc. will not be tolerated. Gang-related activity will subject the offender to a disciplinary hearing and long-term suspension. Discussion of gangs in or out of the classroom setting, if reported, will be deemed “gang-related activity,” and will not be tolerated.

Harassment, Intimidation, and Bullying

(JCADA)

Bullying or harassment on the basis of gender, national origin, race, religion, or disability, will not be tolerated at Austin-East High School (JCAD). It should be noted that harassment may also extend to behavior that occurs off campus but affects the school situation (Facebook, threatening text messages, harassing phone calls, etc.). Such behavior will be disciplined according to the guidelines listed on the disciplinary action chart. Posting videos of students is considered cyber-bullying and will be dealt with accordingly.

If an attempt is made by the administration of Austin-East High School to intervene in a harassment situation, a harassment contract will be used and the students involved will be bound thereto. Harassment contracts are considered binding documents within the school setting, and will be used against the offending parties in a disciplinary hearing.

See the “**Sexual, Racial, Ethnic, and Religious Harassment of Students**” on page 22 for more detailed information.

Insubordination

Any student who refuses to comply with a request by an authorized adult (teacher, administrator, officer) will be subject to a charge of insubordination. Insubordination will also apply if the request is not honored in a timely manner, or upon first request. The administration of A-EHS reserves the right to determine if a student has committed an act of insubordination.

Leaving Campus Without Permission (JCC)

Any student who is not on campus without going through the proper sign-out procedure is considered off campus without permission. Such actions are subject to disciplinary measures, as described in the disciplinary chart.

A student is classified as “on campus” once they arrive on the grounds. If the student is a bus rider, “on campus” applies once the student has arrived at the bus stop. At that point, regardless of the time of discharge in the morning, they are to remain on campus. See “Off Campus without Permission” on page 12 for more information.

Personal Communication/Electronic Devices in School (JCBEA)

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Examples are smart phones, i-pods, CD players, mp3 players. Any questions about the legitimacy of an electronic device should be brought to the administration.

Students **may** possess personal communication devices, such as pagers and cellular phones, while on school property during the regular school day. These items may be used in the hallway or cafeteria while in transit. However, the personal communication device **must be in the off mode** and must be **placed in a backpack**, pocketbook or a similar personal carrying device, out of sight **when in a classroom**.

Students should respond to the first request to put away the item, and not to retrieve it. Students who fail to comply with the request will be deemed “insubordinate” and will receive an immediate administrative referral.

It should be noted that while personal communication devices are allowed in school, the Austin-East High School Administration takes no responsibility for the loss or theft of such items.

For more information on PCDs, see pages 20-21 under “Student Expectations.”

Authorized use of the student iPad for instructional purposes is desired and not subject to this policy.

Possession or Use of Alcoholic Beverages (JCBC)

Students shall not possess or use alcoholic beverages in any form on school premises or at any school-sponsored activity (athletic events, field trips, club trips). Violation of this policy shall result in long-term suspension at first offense, as described on the disciplinary action chart. Students who engage in this behavior will also lose the privilege of participating in future school activities.

Possession of Pyrotechnics**(JCC)**

Students possessing pyrotechnics (firecrackers, powders, explosives, ammunition, and related material) shall be subject to suspension or expulsion and, if the material is deemed to be a weapon, the offender is subject to being turned over to law enforcement officers. Penalties are described in the disciplinary action chart.

Lighters are forbidden on school campus.

Possession or Use of Tobacco**(JCBB)**

Students shall not possess or use tobacco products in any form on school premises or on school buses during school hours. Students may not use tobacco products in any form during any school sponsored activity. To “possess” shall mean to have tobacco products on the person or in the vehicle or others in control of the individual, including one’s personal effects. To “use” shall mean holding of a lighted cigarette, cigar, or pipe, any inhaling of the smoke of tobacco, or any chewing or dipping of any tobacco product. Punishment for violations of this policy is listed on the disciplinary chart.

Underage (below 18) students may also receive a citation by the Knoxville Police Department for underage possession.

Possession of Weapons or Dangerous Instruments**(JCBE)**

According to the KCBE policy, *JCBE*, weapons will not be tolerated at Austin-East High School. Knives, chains, firearms, or dangerous instruments that are expressly capable or intended for the purpose of inflicting bodily harm are prohibited, as are items such as pencils, compasses, etc. when used in a manner that renders them dangerous.

Profanity

Student conversations are private matters only as long as they remain unheard by others or are threatening to someone else. When two students are conversing loud enough to be heard and the conversation involves profanity, it is a punishable offense.

Students who use profanity in a public setting, such as out loud in a class, are in violation of school policy, and are subject to out of school suspension.

Profanity directed toward a staff member is a threat, and will be treated as such, always resulting in a disciplinary hearing for long term suspension.

Public Display of Affection (PDA)**(JCC)**

Displays of affection are to be limited to hand-holding while at school. No other displays are appropriate or will be tolerated. See also “Personal Relationships” on page 30 for more information.

Technology Device Agreement Violation**IFABC, JCADA, MC-108**

Students will be considered in violation of the Technology Device Agreement if they are deemed to use the device irresponsibly (ie., cyberbullying, access to inappropriate materials, unauthorized use, etc.) per the Knox County Schools Procedures and Expectations manual (all students will sign for a copy.) The penalty for these violations are outlined in the Disciplinary Action Chart (35).

In addition to disciplinary measures, the student will have consequences for possession of the item at school.

First offense: warning

Second offense: Student becomes a “day user” for two instructional days

Third offense: Student becomes a “Day User” for five instructional days

Fourth offense: Student becomes a permanent “Day User.”

Theft**(JCC)**

Students who are caught stealing monies or valuables from another student or who are caught stealing items from another students' locker will be subject to the penalties described on the disciplinary chart.

Threats Toward Staff

While threats in general are punishable offenses, a threat toward a staff member, **no matter how worded**, will result in a disciplinary hearing. Like our students, our staff must feel comfortable and safe at Austin-East High School. Profanity directed toward a staff member, even if not threat is explicitly stated, will be treated as a threat and punished accordingly.

If a student feels that a staff member is treating them unfairly, that complaint should be sent immediately to their SLC principal for investigation. It is NEVER acceptable to threaten staff, even if the student feels justified. It is up to the administration to appropriately deal with the staff member, in cooperation with the student's parent.

Unauthorized Area**(JCC)**

During the school day, the following areas are restricted to students:

- ✓ Parking lots/vehicles (unless given express permission from an administrator)
- ✓ Rooms or areas designated “Staff Only”
- ✓ Instructional areas during lunch periods
- ✓ Hallways, bushes, stairwells, or any unsupervised area during the school day
- ✓ In the building following 4:15 without direct staff supervision.

Unauthorized Use of Personal Learning Device (iPad or Chromebook)

Students are asked to use school-issued electronic devices (iPads) in an ethical manner, related to instruction. Violation of the following will result in loss of privilege and additional school

Vandalism

Vandalism includes any activity that changes the physical condition of some item on school campus, or belonging to school. This includes tagging, general defacing of school property, damaging school property, or other means of vandalism. Acts of vandalism will be referred to both school authorities (Knox County Schools Security) and to the Knoxville Police Department.

Zero-Tolerance Behavior

(JCCC-2)

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

Any student who, while on a school bus, on school property or while attending any school event or activity:

1. Unlawfully possesses a legend drug or any other controlling substance; or
2. Knowingly possesses a firearm as defined in 18 U.S.C. 921; or
3. Commits a battery on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School or other employee of the school system.

It is the Board's intent that the Superintendent exercise his power to modify to ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. The Superintendent shall consider each zero tolerance case for placement in the alternative school.

Other Offenses

(JCC)

Additionally, Section JCC 6002.05 of the Knox County Schools Handbook (policies, procedures, rules and regulations of the Knox County Board of Education) outlines the infractions under which a student may be suspended.

The administration of Austin-East High School reserves the right to make changes to this policy as deemed necessary and without specific notice. Students will be notified if a policy change will affect them in a consequential way.

Disciplinary Action Chart

Abbreviation guide to Disciplinary Action Chart

The following chart serves as a guideline for dealing with student referrals at Austin-East Magnet High School. It should be noted that the Austin-East administration reserves the right to modify these penalties on a case-by-case basis.

Please note the abbreviation guide below to help interpret the chart on the following page.

Abbreviation	Defined
A	Arrest or juvenile court referral
AC	Administrative conference with pupil. Also requires teacher to make parent phone call.
C	Confiscation of item by administration; may only be obtained when a parent collects it as approved by the administrator
HC	Harassment contract signed
ISS	In-School Suspension. The number of days is indicated in parenthesis.
LOP	Loss of Privilege; in the case of iPads or Chromebooks, it will vary according to the number of infractions. Student becomes a "Day User."
OSS	Out of School Suspension. The number of days is indicated in parenthesis. The "+" sign indicates that the number of days in parenthesis is the minimum; more may be assigned
PC	Parent conference.
S	Search of student. Permission does not need to be obtained by administration to search a student. Students who are out of area, appear intoxicated, or are believed to be involved in suspicious activity are subject to search.
TMI	Teacher managed infraction. These include dress code, tardy, late check-in, routine cellphone infractions, and small class disturbances. Upon the 3 rd infraction in each category, an administrative referral is automatically generated.
ZT	Zero Tolerance. By state law and Knox County Schools Board Policy, these infractions result in a mandatory 180-day out of school suspension.

Referral Behavior	1 st Offense	2 nd Offense	3 rd Offense
Assault of staff member	ZT (180)	ZT (180)	ZT (180)
Assault/Battery of a student	OSS (45+)	OSS (90+)	OSS (90+)
Bullying (persistent pattern of harassment)	OSS (4+)	DH	DH
Cell phone/Tablet use in class (unauthorized); each 3 rd instance	AC	ISS (1)	ISS (2)
Class Cut (w/o leaving campus)	ISS (2)	OSS (2)	OSS (4+)
Classroom Disturbance (not insubordination); each 3 rd instance	AC	ISS	
Cyberbullying	OSS (2-4) LOP	OSS (4-10)+LOP	OSS (15+)LOP
Dress Code violation (immodest)	ISS (until correct)+ISS	ISS (until correct)+ISS (2)	ISS (until correct)+OSS
Dress Code Violation (not immodest, corrected); each 3 rd instance	AC	ISS (1)	ISS (2)
Excessive hallway disturbance (horseplay, etc).	ISS (2)	OSS (2)	OSS (2+)
Excessive inappropriate language	OSS (2)	OSS (4+)	OSS (4+)
Excessive Insubordination	OSS (2+)	OSS (4+)	OSS (15+)
Failure to serve ISS/removal from ISS	OSS (2)	OSS (4+)	OSS (15+)
Fighting (over high school career)	OSS (15)	OSS (45)	OSS (90+)
Harassment (not sexual, not yet persistent on 1 st)	AC + HC	Bullying	Bullying (DH)
Gang-related activity	OSS (15+)	OSS (30+)	OSS (45+)
Instigation of others	OSS (4+)	OSS (15)	OSS (30+)
Internet Use Violation (unauthorized use)	LOP+OSS(4+)	LOP+OSS(10+)	LOP+OSS(15+)
Late Check-in to campus; each 3 rd instance	AC	ISS (1)	ISS (2)
Leaving Campus W/O Permission	OSS (4)	OSS (15)	OSS (30+)
Out of Area (but on campus)	S+ ISS (2)	S+OSS (2)	S+OSS (4+)
Possession of Alcohol	OSS (30)	OSS (90)	OSS (90+)
Possession of Drugs	ZT (180)	ZT (180)	ZT (180)
Possession of Firearm	ZT (180)	ZT (180)	ZT (180)
Possession of pyrotechnic	OSS (90+)	OSS (90+)	OSS (90+)
Possession of Tobacco	OSS (2)	OSS (4)	OSS (15+)
Possession of weapon of any kind (other than firearm, including non-weapon items utilized as weapons)	OSS (90+)	OSS (90+)	OSS (90+)
Profanity toward staff	OSS (4+)	DH	DH
Public Intoxication (under influence)	S +OSS (4+)	S+OSS(15+)	S+OSS(30+)
Removal from ISS	OSS (2)	OSS (4)	OSS (4+)
Sexual harassment	OSS (4+)	OSS (30+)	OSS (45+)
Tardy (at each 3 rd instance)	AC	ISS (1)	ISS (2)
Theft	OSS (4+)	OSS (15+)	OSS (30+)
Threat toward staff	OSS (30+)	OSS (90+)	OSS (90+)
Trespassing on KCS property	OSS (4)+A	OSS(15+)+A	OSS (30+)+A
Truancy	PC+A	PC +A	PC+A
Use of noxious chemicals	OSS (30+)	OSS (45+)	OSS (90+)
Vandalism (major)	OSS (45+)	OSS (90+)	OSS (90+)
Verbal Altercation (w/o profanity)	ISS(2) +HC	OSS(2)+HC	OSS(4+)+HC
Verbal Assault toward staff (considered "threat")	OSS (30+)	OSS (90+)	OSS (90+)

2016-2017 Austin-East Student Dates

Date	Event
2016	
August 8	First Day for students (1/2 day)
August 10	Power Hour meetings with Grade levels (9 th /10 th)
August 11	Power Hour meetings with Grade levels (11 th /12 th)
August 23	Fall Open House (5:30-7:30)
August 24	First Early Release Day
August 26	End of first 3 week grading period
September 5	Labor Day (no school)
September 16	End of six week grading period
October 6	Parent Conference (5:30-7:30)
October 7	End of first nine-week grading period
October 10-14	Fall Break
November 4	End of twelve week grading period
November 8	Student Holiday
November 10	Magnet Open House
November 22	End of fifteen week grading period
November 23-25	Thanksgiving holidays
December 22	End of 2 nd nine-week (18 week) grading period
Dec.23-Jan. 5	Winter Holidays
2017	
January 6	Student Holiday
January 9	First day for students
January 16	MLK Jr. Day
January 27	End of 1 st 3 week grading period
January 24	Spring Open House (5:30-7:30)
February 7	Parent Conference/8 th Grade Feeder Night (5:30-7:30)
February 17	End of six week grading period
February 20	Student Holiday
March 9	End of nine-week grading period
March 10	Student Holiday
March 13-17	Spring Break
April 7	End of twelve-week grading period
April 14	Good Friday (holiday)
April 22	Prom
April 27-29	Spring Dance and Magnet Showcase (6-9)
April 28	End of fifteen-week grading period
May	Senior Awards Night
May 19	Graduation at Thompson-Boling arena (5:30)
May 23	Last day for students; end of 2 nd nine-week grading period (18 weeks)

The Library Media Center

The Library Media Center (LMC) at Austin-East High School is available to all students to read for pleasure, to do research and/or to use audio-visual materials and computers. The main area of the library is designed for students who need a place that provides an atmosphere for individual work or reading pleasure. Other areas in the complex may be scheduled for group work.

The library is normally open from 7:30 am until 4:00 pm, Monday through Friday. Sometimes special scheduling can be provided before or after school. All students using the library between the hours of 8:00 am and 4:00 pm must have a pass from their teacher unless coming as part of a class and accompanied by a teacher. Students may also use the library before and after school.

Library books can be checked out for a two (2) week period with opportunities for renewals. Fines for over-due library books are \$0.05 per day. The replacement cost of lost or damaged materials is charged to the student's account, so it is very important to take care of them and return them in a timely manner.

Account Access

Every student and is provided with an individual computer account. It is a violation of Knox County policy to share accounts. If any student becomes locked out of his or her account, the librarian can reset the password, as can many of our teachers. Do not EVER use another person's account or allow them to use yours.

Computer Lab Rules

- NO food and drink in the labs. THIS INCLUDES while using laptops, ChromeBooks or iPads in the classroom.
- NO Tampering with the wiring, power units, etc. on ANY equipment.
- Students are never to be in a lab unless a teacher is present.
- Any student who mistreats, tampers with, or damages equipment will receive a referral and will be charged for any damages.

Printing

- Students may print school-related assignments for free in the library.
- Printing must be approved by Librarian or supervising teacher.
- Do not print websites. Copy into a WORD or POWERPOINT document and then print.
- Color printing available only if required for assignment.
- Students will be charged ten cents (10 ¢) per page if they violate the printing policy

Student Behavior

- Students are expected to behave in a responsible manner and to treat all persons and property with respect.
- Noise should be the **minimal amount that is needed and appropriate** to the assignment

- Students must remain on task and in their assigned area.
- Students are expected to follow all school rules, including Knox County dress code while in the library.
- Food and drink is absolutely forbidden in the library.
- Students are not to gather at the door. Remain in your seat until dismissed.

Vehicle Registration Information

The following rules apply to all student motorists of Austin-East High School. All student drivers are responsible for reading this material, obeying these regulations and parking in designated areas only.

1. Student parking on campus is available to all seniors who choose to purchase a parking permit. If space is still available, juniors may apply on a hardship basis.
2. Registration fee is \$30.00 per school year and is due by the end of the first month of school. All monies should be given to the school's bookkeeper. When registering, students need to provide: \$30.00 (for one school year), driver's name, driver's license number, make, color, and tag number of vehicle on registration form. Proof of insurance is required.
3. Speed limit for all vehicles is 5 mph at school.
4. All drivers are to obey directional arrows and signs.
5. Students with a registered vehicle must only park in the reserved student area. Administrators, secretaries and security officers will park in front of the school. Visitors' spaces are reserved for visitors only.
6. Parking is not permitted along the yellow curbs at any time. The Knoxville Fire Marshall considers parking on or near the yellow lines a fire hazard.
7. Severe parking violations – students whose vehicles violate the rules listed below are subject to fines, loss of driving privileges, and/or the vehicle being towed at the owner's expense.
 - Parking in an unauthorized area
 - Blocking another vehicle, school entrance or dumpster
 - Parking an unregistered vehicle
8. Students must leave the vehicle as soon as it is parked in the school's parking area.
9. Students are not allowed to leave campus once they arrive without checking out through the office.
10. Motorcyclists will obey all vehicle safety rules and registration requirements. Headgear is required while riding cycles on campus. Cycles will be parked in the student parking areas.
11. Students are not allowed to go to a vehicle in the parking lot or to sit in a parked car during school hours. Books, folders, assignments, homework, gym clothes and money should be brought into the building with you.
12. Registration tag must be displayed on the rear view mirror at all times. If lost or stolen, notify Security. A reissue fee of \$5.00 will be charged for any replaced tags.

Teacher Roster and Room Assignments

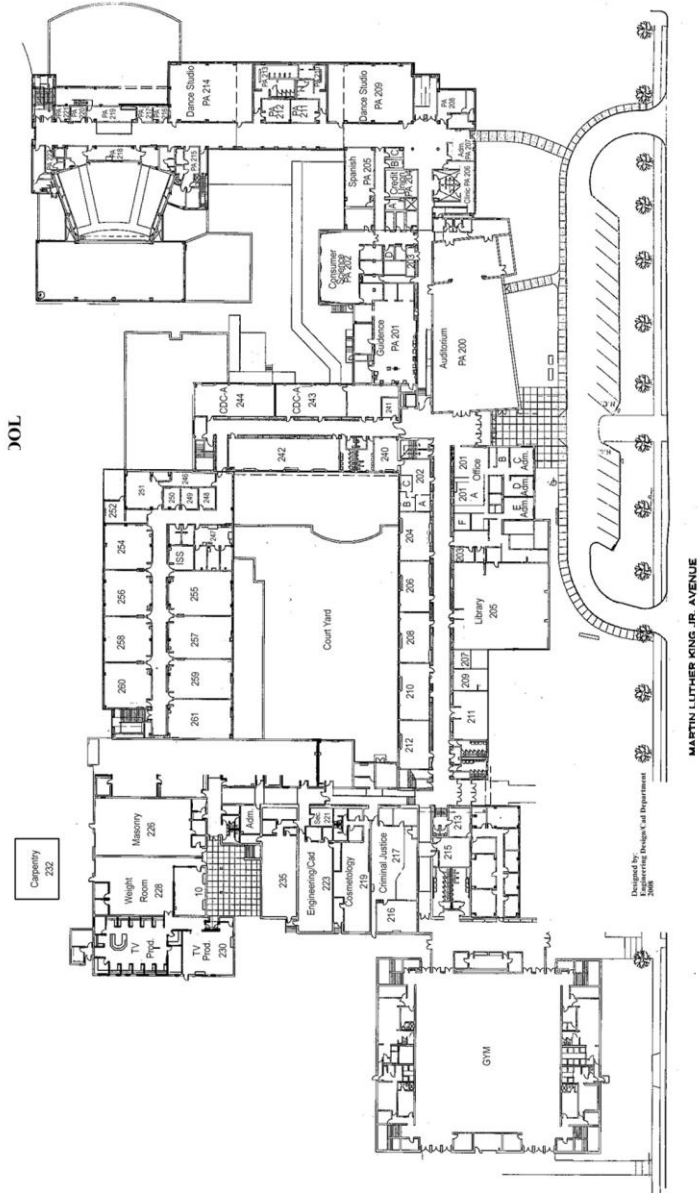
Teacher	Room #	Teacher	Room #
Ajanaku, Obayana	PA211	Martin, Hannah	314
Andrews, Duane	105	Mitchell, Robert	114
Black, Nicole	310	Mitzel, Kristi	312
Brice, Dorothy	PA116	Newcomb, Brittany	217
Brunson, Donna	208	Norton, Jennifer	215
Bryant, Angela	308	Payne, Emi	PA104
Burkely, Kim	215	Phillips, Jefferey	228
Butler, Brooke	257	Riggins, Oliva	PA206
Campbell, Taylor	PA101	Rodriguez, Mauriel	PA102
Chorus (TBA)	PA116	Seay, Desiree	119
Clark, PJaye	243	Shanks, Vivat	PA205
Davidson, Lisa	260	St. John, Jaclyn	116
Davis, Lindsay	306	Stanton, Marcus	306
Denny, Peggy	PA209	Starks-Winn, Kristy	220
Estrada, Janneth	103	Swafford, Felicity	108
Fierley, Madison	259	Tharp, Phillip	255
Foster, Clark	311	Tucker, Tawanda	206
Foster, Rukiya	106	Watson, Jenna	117
Gill, Allison	118	Worgan, Tammy	218
Gillespie, Holly	210	Wright, Thomas	110/111
Glenn, Kara	PA103		
Guthrie, Malaika	PA214		
Hall, Brian	303		
Harry, Jill	302		
Hayes, Stephanie	PA202		
Hensley, Howard	226		
Hesse, Carol	115		
Hodge, Joseph	257		
Iglehart, Doug	101		
Jackson, Gwen	216		
Jackson, Lisa	219		
James, Doug	PA114		
Johnson, Joslyn	222/224		
Jurjevich, John	305		
Kallstrom, Richard	110/111		
Kaminsky, Rob	258		
Kelly, Noelle	104		
LaRoy, Tara	102		
Lewis, Charles	230		

Student Security

Students should be aware that school safety is an issue shared by all. In order to maintain a safe learning environment, the following policies have been enacted.

- 1) All persons entering the building after 7:55 a.m. and before 3:35 p.m. must enter through the Front Office entrance only. Students who violate this policy will be subject to disciplinary measures.
- 2) Students are not to open the external doors of the building for anyone, student, faculty, or otherwise. Students are not to prop open external doors for anyone. Failure to abide by this policy will result in disciplinary action.
- 3) Students are not allowed to leave from any door unless accompanied by a parent from the front office, or *with* a staff member. Students who leave from those exits will be deemed “off campus without permission” and subject to appropriate disciplinary measures.
- 4) Students are not permitted to bring outside food or drinks to school during the school day, and are not permitted to receive those items from another student or parent. If a parent brings in such items, except in cases of emergency, those items will be held in the front office until the end of the school day, at which time the student may request them. Students are not allowed to open exterior doors to receive unauthorized items

A-E map, Office Level (200s)



A-E map, Levels 100 and 300

