

Powell High School

STUDENT HANDBOOK



Pride in Quality Workmanship



Honor in Ethical Behavior

Scholastic Excellence in Course Studies



Nathan Langlois
Principal

Brad Carr
Assistant Principal

Madeline Ferguson
Assistant Principal

Melissa Glover
Assistant Principal

2136 W. Emory Road
Powell, Tennessee 37849

Telephone: (865)-938-2171

Web: <http://powellhs.knoxschools.org>

Fax: (865) 947-2805

This handbook belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____ STUDENT# _____

ADMINISTRATION

PrincipalNathan Langlois
Assistant Principals.....Brad Carr, Madeline Ferguson, Melissa Glover
Administrative Secretary..... Greta Stooksbury
BookkeeperDiane Knight
Attendance/Student Services Secretary.....Debbie Henderson
Front Office SecretaryKellie Buckner
In-School Suspension Coordinator.....Brenda Corum

GUIDANCE

Counselor (9th)..... Jay Scarbro
Counselor (10th).....Marlo Bales
Counselor (11th)Elizabeth Patt
Counselor (12th).....Emily Lanius
SecretaryKaren Speegle
College/Career Lab Secretary.....Michelle Lindsay
Social Worker.....Chris Beatty
School Psychologist..... Pamela Wing

LIBRARY

LibrariansBernice Conner
Library Secretary Catalina Goit

DEPARTMENT CHAIRS

ArtLee Ann Jenkins Freels
Business.....Janice Wood
Career and Technical.....Connie Silvey
English..... Lindsay Kennedy
MathematicsMeagan Miller
Physical Education.....Gary Barnes
ScienceWill Roberts
Social StudiesKristi Radocesky
Special EducationKristi Pell
World Languages.....Julie Holt

IF YOU NEED HELP OR INFORMATION CONCERNING...

Anything - - - - - Mrs. Stooksbury
Athletics - - - - - Mr. Carr
Checking In to School - - - - - Student Services/Attendance Office
Checking Out of School - - - - - Front Office
College or Career Planning - - - - - Guidance Office
Discipline (9th) - - - - - Mr. Carr
Discipline (10th) - - - - - Mrs. Ferguson
Discipline (11th) - - - - - Mrs. Glover
Discipline (12th) - - - - - (A-F) Carr (G-O) Ferguson (P-Z)
Driver Permit Forms (SF1010) - - - - - Student Services
Illness at School - - - - - Front Office
Lockers - - - - - Mrs. Corum
Lost and Found - - - - - Student Services
Medications - - - - - Student Services

ACADEMICS

GRADUATION REQUIREMENTS

The overall assessment system, in addition to the EOCs, includes the **ACT's College and Readiness Test, Explore** (given in the 8th grade) and the **PLAN College Readiness Test** given in the 10th grade.

Powell High School Requirements

TOTAL CREDITS REQUIRED: 28

MATH: 4 Credits

Including Algebra I, II, Geometry and a fourth higher level math course

SCIENCE: 3 Credits

Including Biology, Chemistry or Physics, and a third lab course

ENGLISH: 4 Credits

SOCIAL STUDIES: 3 Credits

**PHYSICAL EDUCATION AND WELLNESS:
1.5 Credits**

PERSONAL FINANCE: .5 Credits

WORLD LANGUAGE: 2 Credits

FINE ARTS: 1 Credit

May be waived for students not going to a University to expand and enhance the elective focus

ELECTIVE FOCUS: 3 Credits

Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)

ELECTIVES: 6 credits of your choice

TENNESSEE SCHOLARS DIPLOMA

Students who complete the University Path core curriculum, and meet the additional requirements listed below may be awarded a Tennessee Scholars Diploma. Please note that a "C" average must be maintained overall.

- (4) English, (4) Math, (3) Science, (3) Social Studies, and (2) Foreign Language
- 1 Wellness, 1 Business/computer, 1 Fine Arts and 1 Advanced Placement (AP) course
- 4 Technical courses (if Dual Path)
- 95% Attendance, no OSS, 20 hours of Community Service

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

First Term-2013		Second Term-2014
August 29	End of 3 weeks grading period	January 23
September 19	End of 6 weeks grading period	February 13
October 10	End of 9 weeks grading period	March 6
October 31	End of 12 weeks grading period	April 3
November 21	End of 15 weeks grading period	April 24
December 19	End of semester grading period	May 22

END OF COURSE (EOC) TESTS

Examination dates for the entire school year are published well in advance so that families may plan accordingly to avoid conflicts on examination testing dates. Our staff will not be asked to give early examinations except in very exceptional circumstances.

The testing schedule for each semester is as follows:

EOCs	Semester One Dates	Semester Two Dates
State EOCs	December 8-12	May 4-May 8
High School Finals	December 17-19	May 19-21 Senior exams will be prior to graduation

PARENT/TEACHER CONFERENCES

Parent conferences will be held on the following nights beginning at 5-6:30 p.m.:

September 18, 2014	October 30, 2014
February 19, 2015	April 9, 2015

TRANSCRIPTS

Academic transcripts are available through the Guidance Office.

GUIDANCE CONTACT INFORMATION

- Fax Number (865) 947-7109
- Website: <http://www.powellhs.knoxschools.org/>. Click "Guidance" link on left side of the page.

ACT TEST and REGISTRATION DATES*

Test Date	Registration Deadline	Late Fee Required
September 13, 2014	August 8, 2014	August 9-22, 2014
October 25, 2013	September 19, 2013	September 20–October 2, 2014
December 13, 2014	November 7, 2014	November 8-21, 2014
February 7, 2015*	January 9, 2015	January 10-16, 2015
April 18, 2015	March 13, 2015	March 14-17, 2015

* Registration materials for both the ACT and SAT are available in the Guidance Office.

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 PHS Guidance Department or <http://www.collegepaystn.com> for more information concerning the HOPE scholarship.

ATTENDANCE POLICY

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. Knox County's policies for attendance and tardiness, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record.

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

I. 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. Also, students must be in a class for 70 minutes to be counted present in a class.
- **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. Tardiness is recorded per class, and on the fourth tardy infraction, a student will begin a discipline cycle for tardiness in that class. See Disciplinary Action Chart for explanation of the penalties for continued tardy infractions.

II. 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 to the Attendance secretary within five (5) days of the absence in order to apply. The Attendance secretary is located in the Student Services office. 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. Senior using a college visit must provide documentation from the college. That documentation must also be turned in to the Attendance secretary located in the Student Services 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, 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.**

III. 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.

IV. Off Campus without Permission

Once a student has physically arrived at Powell High School, whether via a personal vehicle, bus, or parent, the student must remain at Powell High School until dismissal at the end of the day. 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.

This policy applies to students who have classes at Byington, as well. Students must use Knox County approved transportation to and from Byington unless they have prior approval from an Administrator. Failure to follow this policy will result in 2 days OSS.

V. 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.

VI. 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 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 Powell 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.

VII. Attendance Incentives

Seniors with a "C" average or above with two or less absences may exempt their final examinations in the second semester only.

For underclassmen, students with 2 or less absences can elect to have their lowest major test grade dropped. The definition of a "major test grade" is determined by the teacher. Final examinations do not qualify.

VIII. Early Dismissal

According to Knox County Policy (JBF) students 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.

- A. Students **will not** be allowed to leave campus for lunch.
- B. Early dismissals by phone, email or fax **will not** be accepted.
- C. Anyone other than parent/legal guardian who seeks to sign out a student **must be listed** as an emergency contact or the student's information sheet.
- D. Students who sign out during the school day **must** have a doctor's note, or 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.
- E. 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, and if the following noted conditions are met:
 - ✓ Student's name and grade level
 - ✓ **Phone number where parent can be reached to confirm that the student has parental permission to leave school and reason for the early dismissal.**
 - ✓ The note must be received prior to 8:30 A.M

All notes for early dismissal must be turned in at the main office before 8:30am. Early Dismissal requests will be verified by the main office secretary. If the parent/guardian cannot be reached, the student will 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. Powell High School reserves the right to confirm all specified appointments with the respective doctor, dentist, etc.

Students must **NEVER** leave campus without checking out through the Main Office. Such action is classified as "Off- campus without permission" and is subject to disciplinary measures.

IX. Forged Notes and Forged Official School Documents

Powell 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.

X. Make-up Policy

Students must request make-up assignments within **three (3) days** after returning from an absence. Class work must be completed within the grading period. Parents and students are encouraged to call and/or email instructor anytime in order to obtain missed assignments for absent student. Teacher email addresses are available on the school website and may be pick-up in the Guidance office. For any absence period of **two** days or more, class 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.

XI. 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 anytime after the appropriate class bell. 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

Late Arrivals to School

Any student entering school after 8:40 a.m. must sign-in in Student Services before proceeding to class for an admittance slip.

Renaissance Program

The Renaissance program was founded by Jostens and educators in 1988; Renaissance inspires the acceptance and excitement for academics. Powell High School is a Renaissance School. Incentives are provided as a reward to students who have achieved good grades at PHS. Grades: Honor Gold 4.0+, Gold 4.0, Silver 3.9 – 3.5, does not include D’s or F’s. You will receive complimentary regular season home football and basketball tickets based on the previous semester at Powell High School. Football tickets can be picked up between 7:45 – 8:25 at the concession stand on home game day. Basketball tickets can be picked up between 1st and 2nd period in room 141 on home game day.

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. In the afternoon, students should be on the outside in front of the main building where the buses load no later than 3:35 p.m. During bad weather, students may wait for buses in the lobby area. The building should be cleared by 4:15 p.m. unless students are involved in a school activity and are directly supervised by a staff member. All school rules apply during the duration of the school day.

Once a student arrives in the morning to Powell High School, the student is under the policies of the school until they leave campus in an authorized manner. For drivers, the school day begins as their vehicle enters the PHS campus.

For bus riders, the school day begins at the bus stop, and all school rules apply at the bus stop. School ends for bus riders when they are discharged from the school bus.

BELL SCHEDULES

Regular Schedule		Lunch Schedule	
8:30-9:57	1 st Block	11:38-12:06	1 st Lunch
10:04-11:31	2 nd Block	12:06-12:34	2 nd Lunch
11:38-1:56	3 rd Block	12:34-1:00	3 rd Lunch
2:03-3:30	4 th Block	1:00-1:27	4 th Lunch
		1:27-1:56	5 th Lunch

Advisory/Early Release		Lunch Schedule	
8:30-9:40	1 st Block	11:22-11:47	1 st Lunch
9:47-10:00	Advisory	11:47-12:13	2 nd Lunch
10:07-11:15	2 nd Block	12:13-12:38	3 rd Lunch
11:22-1:28	3 rd Block	12:38-1:03	4 th Lunch

1:35-2:45	4 th Block	1:03-1:28	5 th Lunch
-----------	-----------------------	-----------	-----------------------

Early Release		Lunch Schedule	
8:30-9:46	1 st Block	11:16-11:41	1 st Lunch
9:53-11:09	2 nd Block	11:41-12:06	2 nd Lunch
11:16-1:22	3 rd Block	12:06-12:31	3 rd Lunch
1:29-2:45	4 th Block	12:31-12:56	4 th Lunch
		12:56-1:22	5 th Lunch

BUS INFORMATION AND EXPECTATIONS

Bus transportation is provided for Knox County Students who live outside the Parental Responsibility Zone. 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 Powell 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 Powell High School.

BUS DISCIPLINE

Discipline on our school buses is a priority in order to insure 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 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 Powell High School. Failure to cooperate with the driver will result in disciplinary action at Powell 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 Knox County Sheriff's Department.

The Administration of Powell 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.

LEVEL ONE	LEVEL TWO	LEVEL THREE
Eating or drinking on the bus	Third violation of a Level 1 behavior	Third violation of a Level 2 behavior
Failure to remain seated	Tampering with bus equipment	Assault/Verbal threat directed toward bus driver
Improper boarding/departing procedures	Fighting/Pushing/Tripping	

Refusing to obey driver Loud, rude, or abusive behavior Profane language/obscene gestures Any behavior jeopardizing safety	Bringing articles on bus of an injurious or objectionable nature Destruction of property* Possession and/or use of tobacco Profane language/obscene gestures Throwing objects in or out of bus Hanging out of bus window	Attempting to set fire to seat/hair/etc. Possession of a weapon (knife, etc.) Use of a chemical substance with intent to do bodily harm 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) Long-term Suspension Disciplinary Hearing Zero Tolerance hearing Possible Legal action Action by the Board of Education

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://www.kcs.k12tn.net/policy/policy-j.htm>

I. DISCIPLINARY POLICY

Students found to be in violation of Powell 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 KCS portion of this handbook KC-1).

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 leave for an extended period of time during class without teacher or administrative authorization. Students who are more than ten minutes late to a class but 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 by the administration.

Fighting and Arguments

(JCC)

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 aggressor or the defender, will receive the same penalty. Students who choose to fight back should be aware of this consequence.

Students who are aware of a potential fight who fail to report it to the administration are also subject to disciplinary action deemed appropriate by the administration. This is classified as conduct prejudicial to good order.

Students who provoke a fight in any way are subject to disciplinary action deemed appropriate by the administration. This is classified as conduct prejudicial to good order.

Verbal confrontations also represent punishable offenses. If the parties disrupt a class, involve harassment, involve profanity in their argument, or are generally disruptive to the educational process, this behavior is classified as prejudicial to good order. Verbal disputes should also be reported immediately to the administration for remedial measures.

The disciplinary action chart outlines the punishment for fighting and for verbal confrontations.

Harassment, Intimidation, and Bullying

(JCADA)

Bullying or harassment on the basis of gender, national origin, race, religion, or disability, will not be tolerated at Powell High School (JCAD). It should be noted that harassment may also extend to behavior that occurs off campus but affects the school situation (MySpace, threatening text messages, harassing phone calls, etc.). Such behavior will be disciplined according to the guidelines listed on the disciplinary action chart.

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.

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 cell phones, i-pods, CD players, mp3 players. 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 cellular phones, while on school property during the regular school day. 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 at all times with the exception of class change and while students are in the cafeteria during their lunch. 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 have them taken up until the end of the day at which point a parent/guardian must pick up the phone. Also, they will be subject to disciplinary measures as described on the disciplinary action chart. Powell High School and the Powell High School administration will accept no responsibility for the recovery of these electronic devices if they are stolen or misplaced.

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.

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 will also receive a citation by the Knox County Sheriff’s Department for underage possession.

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

According to the KCBE policy, *JCBE*, weapons will not be tolerated at Powell 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.

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.

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.

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, or any unsupervised area during the school day without permission in the building following 4:15 without direct teacher supervision.
- ✓ The outdoor classroom without the presence of a supervising instructor

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:

1. Any student who, while on a school bus, on school property or while attending any school event or activity:
 - a. Unlawfully possesses a legend drug or any other controlling substance; or
 - b. Knowingly possesses a firearm as defined in 18 U.S.C. 921; or

- c. 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 program.

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.

II. DISCIPLINARY TERMS AND DEFINITION

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.

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

IN SCHOOL SUSPENSION (ISS): 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 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.

OUT OF SCHOOL SUSPENSION (OSS): a consequence given for persistent misbehaviors of those deemed more serious by the administration of Powell 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 PHS 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.

LONG TERM SUSPENSION (LTS): 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.

DISCIPLINARY HEARING (DH): When information is received by the Administration that a student may have committed a violation that would result in LTS if found guilty, meetings will be held regarding the student's status, in the following order:

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.

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.

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.

III. DISCIPLINARY ACTION CHART

The Disciplinary Policy of Powell High School, based upon policies outlined in the Knox County Board Policy Handbook, is outlined on the following page. The purpose of this chart is to provide a guideline for students, teachers, and administrators to understand the disciplinary process at Powell High. The following are general assumptions of this chart:

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

DISCIPLINARY ACTION CHART AND ABBREVIATION EXPLANATION

Student Offense	1 st offense	2 nd offense	3 rd offense
Conduct prejudicial to good order	W to OSS	DT to OSS	OSS
Insubordination to staff	DT to OSS	DT to OSS	OSS
Cheating	ZG	ZG	ZG+DH
Horseplay	DT to ISS	1 OSS	OSS
Dress Code violation	Change, W	Change, ISS	OSS
PDA (limited to hand-holding)	W	COD 3 days or 1 day ISS	COD 1 wks or 2 day ISS
Possession of unauthorized electronics (Must be picked up by parent/guardian)	W	DT to ISS	OSS
Refusal to turn over electronics to administration	2 days OSS	4 days OSS	DH
Tardy violation	Warning	6-Silent Lunch 7-1 block ISS	8-1 day ISS 9-1 day OSS
Unauthorized area	ISS/OSS	OSS	OSS
Failure to serve Silent Lunch Detention	1 block ISS	1 day II	2 days ISS
Verbal harassment/threatening (including social media)	2 OSS	4 OSS	DH
Physical harassment of another student	4 OSS	DH	LTS
Leaving classroom without permission	2 OSS,	4 OSS	DH
Class cut	2 ISS	2 OSS	DH
Possession of obscene material	2 OSS	DH	LTS
Possession of lighter	2 OSS	4 OSS	DH
Possession of tobacco (including E-cigs)	2 OSS	4 OSS	DH
Leaving campus without permission	2 OSS	4 OSS	DH
Fighting	10 OSS +DH	20 OSS+DH	45DH
Bullying (persistent harassment)	DH	LTS	LTS
Profanity, threat, or action toward employee	OSS/DH	LTS	LTS
Theft	OSS/DH	LTS+CIT	LTS+CIT
Major property damage	DH+CIT	DH+CIT	DH+CIT
Fire alarm tampering	DH + CIT	LTS+CIT	LTS+CIT
Possession or use of pyrotechnics	LTS	LTS	LTS
Possession or use of alcohol	30 OSS + DH/CIT	45 OSS + DH/CIT	LTS+DH/CIT
Possession or use of controlled substances	See Knox Co Policy	See Knox Co Policy	See Knox Co Policy
Illegal drugs possession or use	See Knox Co Policy	See Knox Co Policy	See Knox Co Policy
Assault and battery of school personnel	See Knox Co Policy	See Knox Co Policy	See Knox Co Policy
Possession of a projectile weapon	See Knox Co Policy	See Knox Co Policy	See Knox Co Policy

LIBRARY - MEDIA CENTER

RULES OF LIBRARY BEHAVIOR

- ✓ Food and beverages are not to be brought into the library.
- ✓ The library is a place for reading, research, and studying; therefore, it is important that students be considerate of the needs of others.
- ✓ Each person is responsible for putting away his/her own materials and leaving the library clean and neat for the next person.
- ✓ Do not use library as a hallway while changing classes.

LIBRARY HOURS

Monday - Friday (7:30 a.m. - 4:30 p.m.)

PARKING

Students need to understand that parking on school property is a privilege, not a right, afforded to students. Certain conditions are attached to privileges. Students who fail to uphold those conditions will be subject to a warning, loss of parking privileges, towing of vehicle, and/or suspension from school. The conditions for parking are as follows:

- 1) All student drivers **must** abide by the following procedures for purchasing a PHS parking permit:
 - ✓ Complete a permit application with insurance information included
 - ✓ Pay a \$45.00 fee
 - ✓ Provide a copy of a valid driver's license
- 2) All permits are sold on first come first serve basis. Parking is on first come first serve basis, with the exception of those individuals who hold a gold card.
- 3) PHS permit must be clearly displayed on the driver's rear view mirror whenever vehicle is on campus. Students will be written up if the hangtag is not displayed correctly or on the wrong vehicle. Parking tags can only be moved from car to car if the other vehicle is registered in the Attendance office.
- 4) Parking permits are non-transferable; only the purchaser may use the permit. Lost or stolen tags must be reported immediately. A replacement tag may be purchased for \$20.
- 5) Students should park their vehicles and exit them immediately upon arrival on campus.
- 6) Students are not allowed to move their vehicle or leave campus during the school day without checking out in the office.
- 7) You must present a checkout pass to the security guard when leaving campus.
- 8) For student safety, students are not allowed to go to any parked car during the day. All books, materials and personal items should be brought into the building when car is parked.
- 9) If a vehicle is moved during the day because of an approved early dismissal, **no** other students can be transported.
- 10) Speed limit must not exceed 10 miles per hour on campus. All directional arrows on campus must be observed.
- 11) **VERY IMPORTANT - during the fall term...**
Certain spots in the back lot are designated for use by the marching band for rehearsals. These spots are not available to students for parking during the marching band season (beginning of school until November or December). Students who have been assigned these spots will have the opportunity to park in the vacant lot in front of the drafting and construction buildings until such time as the administration designates that they must move to the back lot. In order to use the vacant lot for parking, the student must possess a tag with one of the numbers designated for band parking.
- 12) All vehicular accidents on campus should be reported to the office and school security officer in order that an accident report can be prepared. Parents may request to file a report with the Knox County Sheriff's Department. **Powell High School is not responsible for any damage that may occur to a student vehicle while parked on campus.**
- 13) Students need to understand that parking on school property is a privilege, not a right, afforded to students. Certain conditions are attached to privileges. Students who fail to uphold those conditions will be subject to a warning, loss of parking

privileges, towing of vehicle, and/or suspension from school. Knox County Schools provide bus service for those students living 1.5 miles or further from school.

- 14) All vehicles parked on Powell High School property are **subject to search by the administration**. A person driving any vehicle is deemed to consent to a complete search of the automobile by school officials. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian, also. The area of the search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked and the undercarriage.

STUDENT EXPECTATIONS

DRESS CODE (JCBF)

The Knox County Board of Education has established guidelines for appropriate dress while in attendance at Powell High School. The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail. Non-compliance with administrative requests to make the appropriate change in a student's dress will be subject to disciplinary measures.

1. Pants must be worn at the waist. No sagging is allowed. Sagging is defined as pants or shorts that will not stay up on their own or those which do not fully cover the underwear, including boxers. Students with sagging pants will be required to change them or belt them before returning to class.
2. Tears in jeans or pants must not occur above the length of the fingertip. Jeans which are ripped or torn for decorative purposes should not allow any tear to expose underwear.
3. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and upper chest. Shirts or tops must cover the waistband of pants, shorts, or shirts. The top front of shirts or tops may not be lower than two inches below the sternum. Sleeves must completely encircle the upper part of the arms.
4. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
5. Footwear is required and must be safe and appropriate for indoor and outdoor activity. Flip-flops, shower-type shoes, and house shoes are examples of inappropriate footwear for school.
6. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display 1) racial or ethnic slurs and symbols; 2) gang affiliations; 3) vulgar, subversive, or sexually suggestive language or imagery or 4) images that promote products which students may not legally buy, such as alcohol, tobacco, and illegal drugs.
7. Skirts, dresses, and shorts must be beyond the fingertip in length.
8. Large, long or heavy chains, spikes, studded or chained accessories, sunglasses, sleep wear, and skin-tight materials such as spandex are prohibited on Powell High School campus.

PERSONAL COMMUNICATION DEVICES and UNAUTHORIZED ELECTRONICS (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 cell phones, I-pods, CD players, mp3 players. 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 pagers and cellular phones, while on school property during the regular school day. 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 at all times except class change and during lunch in the cafeteria. The principal or principal designee may grant a student permission to use a personal communication device at their discretion.

Whenever a cell phone is confiscated, a parent or guardian must pick it up; phones will NOT be released to students.

Any sort of non-approved communication with such devices, such as texting, constitutes an infraction and is subject to disciplinary measures. Furthermore, if the device is visible to staff, it is considered an unauthorized use, and subject to disciplinary measures.

Students who use these devices in an unauthorized manner will have them taken up until the end of the day, and will be subject to disciplinary measures as described on the disciplinary action chart. Powell High School and the Powell High School administration will accept no responsibility for the recovery of these electronic devices if they are stolen or misplaced.

PERSONAL BELONGINGS

Due to the possibility of theft, students should not bring large amounts of money or expensive personal items to school. Powell 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.

USE OF CAMERAS , PHOTOGRAPHS, or RECORDINGS

Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation, or school sponsored events.

Students may not publish, without the consent of the administration **and** the affected individual, any image, recordings, or films produced on the PHS campus on any site (Twitter, Facebook, 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.) are also affected by this ban. Violation of this policy will result in immediate disciplinary action and possible legal action.

GUIDELINES FOR RECEIVING MESSAGES, PACKAGES, FLOWERS, BALLOONS, Etc

- General announcements are made once daily.
- Only emergency messages or packages (forgotten lunches, lunch money, etc.) from a parent or guardian will be accepted for distribution to students during school hours. Flowers, balloons, etc., are not permitted.
- Absolutely no latex balloons will be accepted in the front office. Powell High School is a latex-free campus.
- Students will only receive messages or packages during class breaks, not during class hours.
- In keeping with board policy, commercial food will not be allowed to be distributed during school hours. This includes lunchtime.

POSTERS AND ANNOUNCEMENTS

All posters/announcements to be displayed at Powell High School must first be approved by an administrator. The individual(s) posting the poster/announcements are responsible for removing them.

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.
- 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 PHS.
- 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 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.

GUIDELINES FOR CAFETERIA and FOOD/DRINK

- 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.
- 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.
- No food or drink is permitted in classrooms or other instructional areas except by special permission.

IF YOU BECOME INJURED OR ILL ...

Do...

- a. Report the problem to the nearest teacher or to the office.
- b. Go directly to the guidance office and notify either a secretary or counselor.

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.

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.

EMERGENCY CARD INFORMATION

It is the responsibility of the student to maintain accurate information on student emergency cards. Students must supply Powell 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 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 play a student in a Zero Tolerance situation.**

HALL CONDUCT

The 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 not to go to lockers during class period without permission from teachers.

HALL PASSES

All students must have a hall pass or a note from a teacher to be in the halls. This applies to yearbook staff members, students with early dismissal permission and any student who finds it necessary to enter the halls. Any student in the halls without a pass will be subject to disciplinary action.

Student should not use instructional time to get drinks or snacks, make visits to other classes, or socialize. Such actions will result in disciplinary measures.

IN-SCHOOL SUSPENSION 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 Teacher 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 8:30 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 out-of-school suspension or disciplinary hearing that constitutes a separate incident from the initial infraction.
- Understand that if a student is sent to the office for inappropriate behavior while in in-school suspension the result will be out-of-school suspension for a minimum of 2 days.

LOCKERS

Students may go to their lockers before school, between classes, and after school. Lockers are provided as a service and are distributed on a first-come, first-serve basis. **Students must use the locker assigned to them and are not allowed to use any other locker.** Students are responsible for all articles in lockers; therefore, **the school will not assume responsibility for any lost or stolen articles.** Students are encouraged to carry valuable possessions with them or place them in locked lockers. Lockers are the property of Powell High School. Students are not to place stickers or posters of any kind inside or outside of locker.

Students are responsible for the **purchase and maintenance** of a lock on their locker. Students without a lock securely placed on their locker will be removed from that locker until such time as specified by the administration. Lockers should also close securely, without debris or books hanging outside of them. Students with lockers in such condition will be subject to locker forfeit.

Students should maintain their own lockers. Unauthorized locker occupants will be removed from that locker and will forfeit their locker privilege in the future.

SEARCHES

The administration of Powell High School is authorized to search any vehicle, locker, or personal effect of any student while on Powell High School campus.

SCHOOL FINANCES

Any payment to any department of this school should always be made out to "Powell High School." A returned check fee of \$25 will be added after five business days from the point of notification.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure or vandalize school or personal property will be required to either pay for the damage which is done or replace the item in addition to being subject to suspension or expulsion.

SUBSTITUTE TEACHERS

Substitute teachers are to be afforded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to the Powell High School's discipline procedures.

TELEPHONES

The telephone for student use is located in the main lobby. Telephones in the various offices throughout the school are off-limits to students.

VISITORS

- Parents are always welcome at Powell High School. We ask that an appointment be made to see a teacher, guidance counselor, or administrator.
- The school policy is to accept only those visitors who have legitimate business at the school.
- All visitors must report to the main office first to receive a visitor's pass.
- Small children should not be brought to school whenever possible.
- An administrator may refuse to issue a visitor's pass anytime he or she feels it is in the best interest of the school to do so.
- Any person found on the school grounds without permission is deemed "trespassing" and is subject to arrest by the authorities.