

# HARDIN VALLEY ACADEMY



11345 HARDIN VALLEY ROAD  
KNOXVILLE, TENNESSEE 37932  
[knoxschools.org/hardinvalley](http://knoxschools.org/hardinvalley)

MAIN OFFICE 865-690-9690  
COUNSELING OFFICE 865-690-9912  
SCHOOL FAX 865-690-9260

## ADMINISTRATION

---

Executive Principal	Mitchell Cox	<a href="mailto:mitchell.cox@knoxschools.org">mitchell.cox@knoxschools.org</a>
Principal of Curriculum & Instruction	Amber Roberts	<a href="mailto:amber.roberts2@knoxschools.org">amber.roberts2@knoxschools.org</a>
Principal of Freshman Academy	Jennifer Vacek	<a href="mailto:jennifer.vacek@knoxschools.org">jennifer.vacek@knoxschools.org</a>
Principal of Business & Law Academy	Ryan McDonough	<a href="mailto:ryan.mcdonough@knoxschool.org">ryan.mcdonough@knoxschool.org</a>
Principal of Health Science Academy	Tia Shack	<a href="mailto:tia.shack@knoxschools.org">tia.shack@knoxschools.org</a>
Principal of STEM Academy	Lauren White	<a href="mailto:lauren.white@knoxschools.org">lauren.white@knoxschools.org</a>
Principal of Liberal Arts, Communication, & Design	Nicole Slayton	<a href="mailto:nicole.slayton@knoxschools.org">nicole.slayton@knoxschools.org</a>

---

Athletic Director	Mike Mullins	<a href="mailto:mike.mullins@knoxschools.org">mike.mullins@knoxschools.org</a>
865 Academy Coach	Ashli Beeler	<a href="mailto:ashli.beeler@knoxschools.org">ashli.beeler@knoxschools.org</a>
Academic Support Administrator	Kellie Ivens	<a href="mailto:kellie.iven@knoxschools.org">kellie.iven@knoxschools.org</a>
School Board Representative	Betsy Henderson	<a href="mailto:betsy.henderson@knoxschools.org">betsy.henderson@knoxschools.org</a>

## SCHOOL COUNSELORS

---

Freshman	Jen Beckler	<a href="mailto:jennifer.beckler@knoxschools.org">jennifer.beckler@knoxschools.org</a>
Freshman	Sam Burkhalter	<a href="mailto:sam.burkhalter@knoxschools.org">sam.burkhalter@knoxschools.org</a>
Business & Law	Taylor Smith	<a href="mailto:taylor.smith2@knoxschools.org">taylor.smith2@knoxschools.org</a>
Health Science	Dana Quick	<a href="mailto:dana.quick@knoxschools.org">dana.quick@knoxschools.org</a>
Liberal Arts, Communication, & Design	Carmen Long	<a href="mailto:carmen.long@knoxschools.org">carmen.long@knoxschools.org</a>
STEM	Courtney Sanford	<a href="mailto:courtney.sanford2@knoxschools.org">courtney.sanford2@knoxschools.org</a>
College & Career	Kelly Yarlett	<a href="mailto:kelly.yarlett@knoxschools.org">kelly.yarlett@knoxschools.org</a>
Testing Coordinator	Mary Lynn Coyne	<a href="mailto:mary.coyne@knoxschools.org">mary.coyne@knoxschools.org</a>

## ACADEMY DEANS

---

Freshman	Jennifer Galloway	<a href="mailto:jennifer.galloway@knoxschools.org">jennifer.galloway@knoxschools.org</a>
Business & Law	Suzanne Rodger	<a href="mailto:suzanne.rodger@knoxschools.org">suzanne.rodger@knoxschools.org</a>
Health Science	Sarah Price	<a href="mailto:sarah.price@knoxschools.org">sarah.price@knoxschools.org</a>
Liberal Arts, Communication, & Design	Angela Dick	<a href="mailto:angela.dick@knoxschools.org">angela.dick@knoxschools.org</a>
STEM	Carrie Brimi	<a href="mailto:carrie.brimi@knoxschools.org">carrie.brimi@knoxschools.org</a>

# BELL SCHEDULES

2023-2024

Daily Schedule	Alternate Schedule	First Day Half Day Schedule	Study Hall First Full Day Schedule
<u>1st Period</u> 8:30 - 9:51	<u>1st Period</u> 8:30 - 10:00	<u>Study Hall</u> 8:30 - 9:00	<u>Study Hall</u> 8:30 - 9:30
<u>2nd Period</u> 9:59 - 11:20	<u>2nd Period</u> 10:08 - 11:38	H1 9:06 - 9:22 H2 9:28 - 9:44	<u>1st Period</u> 9:38 - 10:49
<u>Study Hall</u> 11:28 - 11:58	<u>3rd Period</u> 11:46 - 1:52	H3 9:50 - 10:06 H4 10:12 - 10:28	<u>2nd Period</u> 10:57 - 12:08
<u>3rd Period</u> 12:06 - 2:01	<u>4th Period</u> 2:00 - 3:30	V1 10:36 - 10:52 V2 10:58 - 11:14	<u>3rd Period</u> 12:16 - 2:11
<u>4th Period</u> 2:09 - 3:30		V3 11:20 - 11:36 V4 11:42 - 12:00	<u>4th Period</u> 2:19 - 3:30
Lunch	Lunch		Lunch
1 <sup>st</sup> Lunch 12:06 - 12:31 2 <sup>nd</sup> Lunch 12:36 - 1:01 3 <sup>rd</sup> Lunch 1:06 - 1:31 4 <sup>th</sup> Lunch 1:36 - 2:01 Students are expected in class 5 min after the end of lunch.	1 <sup>st</sup> Lunch 11:46 - 12:11 2 <sup>nd</sup> Lunch 12:16 - 12:41 3 <sup>rd</sup> Lunch 12:46 - 1:11 4 <sup>th</sup> Lunch 1:16 - 1:41 Students are expected in class 5 min after the end of lunch.		1 <sup>st</sup> Lunch 12:16 - 12:41 2 <sup>nd</sup> Lunch 12:46 - 1:11 3 <sup>rd</sup> Lunch 1:16 - 1:41 4 <sup>th</sup> Lunch 1:46 - 2:11 Students are expected in class 5 min after the end of lunch.

One Hour Late Alternate Schedule	Two Hour Late Alternate Schedule	Half Day Alternate Schedule	Early Release Schedule
<u>1st Period</u> 9:30 - 10:44	<u>1st Period</u> 10:30 - 11:24	<u>1st Period</u> 8:30 - 9:18	<u>1st Period</u> 8:30 - 9:27
<u>2nd Period</u> 10:52 - 12:06	<u>2nd Period</u> 11:32 - 12:26	<u>2nd Period</u> 9:27 - 10:12	<u>2nd Period</u> 9:35 - 10:27
<u>3rd Period</u> 12:14 - 2:09	<u>3rd Period</u> 12:34 - 2:28	<u>3rd Period</u> 10:21 - 11:06	<u>3rd Period</u> 10:35 - 12:30
<u>4th Period</u> 2:17 - 3:30	<u>4th Period</u> 2:36 - 3:30	<u>4th Period</u> 11:15 - 12:00	<u>4th Period</u> 12:38 - 1:30
Lunch	Lunch		Lunch
1 <sup>st</sup> Lunch 12:14 - 12:39 2 <sup>nd</sup> Lunch 12:44 - 1:09 3 <sup>rd</sup> Lunch 1:14 - 1:39 4 <sup>th</sup> Lunch 1:44 - 2:09 Students are expected in class 5 min after the end of lunch.	1 <sup>st</sup> Lunch 12:34 - 12:59 2 <sup>nd</sup> Lunch 1:04 - 1:29 3 <sup>rd</sup> Lunch 1:34 - 1:59 4 <sup>th</sup> Lunch 2:04 - 2:29 Students are expected in class 5 min after the end of lunch.		1 <sup>st</sup> Lunch 10:35 - 11:00 2 <sup>nd</sup> Lunch 11:05 - 11:30 3 <sup>rd</sup> Lunch 11:35 - 12:00 4 <sup>th</sup> Lunch 12:05 - 12:30 Students are expected in class 5 min after the end of lunch.

*Students are expected in class five minutes after the end of lunch.*

## BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

All students are expected to be familiar with and abide by these rules.

## GRADUATION REQUIREMENTS

The link above is to the academic information section of the school counseling HVA website.

## SCHOOL COUNSELING SERVICES

Click on the link above to access information about the counseling department, including contacting your counselor, and the programs and services provided by the counseling department.

## LIBRARY/MEDIA SERVICES

The library is open 7:45-3:45 Monday through Friday. Online resources are available 24/7.

## ATTENDANCE POLICY

Please familiarize yourself with our attendance policy so that you will know what to do if you are absent, tardy, or need to leave school early.

## TARDY POLICY

Please familiarize yourself with our tardy policy below so that you know the expectations and consequences should you arrive late to class.

- Students who arrive at school after the 8:30 bell rings **WILL BE COUNTED TARDY**.
- When a student is tardy to school for any reason, the student must sign into the front office.
- Any student who is NOT 100% physically inside the classroom and seated when the tardy bell finishes ringing will be marked tardy for that class period.
  - 1<sup>st</sup> Tardy: Teacher records tardy in Aspen, provides warning, and reminds student of tardy policy
  - 2<sup>nd</sup> Tardy: Teacher contacts parent/guardian
  - 3<sup>rd</sup> Tardy: Teacher contacts parent/guardian and assigns Lunch Detention
  - 4<sup>th</sup> Tardy: Teacher submits conduct referral in Aspen. Administrator assigns one block of RLC and contacts parent/guardian
  - 5<sup>th</sup> Tardy: Teacher submits conduct referral in Aspen. Administrator assigns one day of RLC, contacts parent/guardian, and notifies parent/guardian that 6<sup>th</sup> Tardy will require mandatory parent meeting
  - 6<sup>th</sup> Tardy: Administrator contacts parent/guardian and schedules mandatory parent meeting. Tardy Contract initiated, and Knox County School Board Policy J-191 followed
- Tardies for medical appointments and/or court appearances will be excused as long as medical/court documentation is provided.
- When it is necessary for a student to be tardy to school because of a medical appointment, families should request medical note excuse documentation from the medical office.
- When the student reports to school after a medical appointment, he/she must sign in to the front office and turn the medical note into Student Affairs or one of the Absence Note boxes within 5 days.
- Students must arrive at school BEFORE noon to be counted present for the school day.

## MAKE-UP WORK

If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days, upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within three (3) days after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

If students are absent for at least three days, parents may call the front office to request make-up work. The office and teachers must have 24 hours to gather necessary assignments. The student is more than welcome to email his/her teacher when absent and request work. *Make-up work should be completed before or after a regular school day, not during class time.*

## FIELD TRIPS

Students going on school-sponsored field trips should turn in a [Knox County Medical Release Form](#) (preferably notarized but not required). One form will cover all field trips for the entire school year. Students are responsible for work missed when on a field trip and should make prior arrangements with their teachers.

## ABSENCES FOR SPECIAL EVENTS

If you wish to miss school for a special event (wedding, educational/leadership conference, trip, etc.), parents should send a request to the principal for approval at least ten days in advance. With administrative approval, the student may request academic materials from teachers, although some work (tests, special lessons, etc.) may be impossible to make-up or plan for in advance. Requests must be avoided during final exams.

## ABSENCES FOR OUT-OF-SCHOOL SUSPENSION

Students who are out of school for disciplinary suspension are permitted to make-up the work missed; however, it is the student's responsibility to initiate the make-up work as soon as he/she returns to school. If the student does not take the initiative, zeros may be assigned for work missed. A suspended student is not permitted to participate in extracurricular activities including athletic practices and competitions and is not allowed on any KCS campus or sponsored event through the duration of the suspension.

## TEXTBOOKS, MATERIALS, AND FEES

**TEXTBOOKS:** Textbooks are assigned to students for some classes. In a few cases, it is necessary to use "class sets" of books or digital media. All textbooks issued to students must be returned or replaced at the end of the class.

**MATERIALS:** Materials and equipment necessary for classes are normally provided for students. There may be some situations where it is advisable to purchase certain items in order to experience the full benefit of classroom instruction and/or activities. In these cases, a note of explanation is sent to parents.

**FEES:** To provide adequate supplies for specified scholastic offerings, it is necessary to request a fee to offset costs for supplies, materials, etc. Each student is given a Fee List that gives details of these charges and procedures for collection by the staff. Fees can be paid online [here](#).

## END-OF-COURSE TESTS

Exam dates for the entire school year are published well in advance so families may plan accordingly to avoid conflicts. *Our staff will not be asked by the administration to give exams early except in exceptional situations.* State EOC exams will be given in English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. These tests will count 15% of the final grade. KCS final exam results will also count as 15% of the final grade. Students will not be required to pass any one exam, but instead must achieve a passing score for the final cumulative grade.

## MEDIA RELEASE

Photos or information about a student will not be released to the media without written consent. Refer to the information and signature page (Parent and Student Signature Page on green paper) that was given out on the first day of school. If these are acceptable, sign the release statement and return. It is HVA's goal to produce a positive image of our school and our students in all forms of media.

## CELL PHONES AND PERSONAL ITEMS

Students are allowed to bring cell phones, iPods, and other electronic devices to school. These items can ONLY be used during class transitions and lunch. They are not to be used during class time unless directed by the teacher. If misuse occurs, the item will be confiscated and returned to a parent. Repeated violations result in disciplinary consequences as well. It is the student's responsibility to keep these items on his/her person at all times. Students who bring personal items including but not limited to cell phones, electronics or large amounts of money should secure items at all times. We discourage storing these items in backpacks, purses, or lockers. Again, to keep these

items secure, the student is to keep the item on his/her person. The administration and staff are not responsible for these items and discourage students from bringing the devices on campus. Theft generally happens when students are careless with their belongings.

## DELIVERIES AND MESSAGES FOR STUDENTS

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. *Outside food items, flowers, balloons, and other packages are deemed non-essential and will not be allowed.* No exceptions. If your student forgot their lunch, he or she will be able to charge a school lunch on their account.



THERE IS A PLACE FOR  
**EVERY HAWK**  
IN THE NEST. CONNECT!

## ATHLETICS *Read our athletic policies [here](#).*

Baseball  
Basketball  
Bowling  
Cheer  
Cross Country

Dance  
Football  
Golf  
Soccer  
Softball

Swim and Dive  
Tennis  
Track and Field  
Volleyball  
Wrestling

## CAMPUS ORGANIZATIONS *Any student interested in starting a club must find a faculty sponsor.*

AeroHawks  
Book Club  
Chess Team  
Climbing Team  
CyberPatriots  
DECA  
Drama Club  
Dungeons & Dragons Club  
Ethics Bowl  
FBLA  
FCA  
FCCLA  
Fishing Team

Flight Yearbook  
French Club  
Gradient  
Hawkeye Multimedia  
HOSA  
Indoor Percussion  
Interact Club  
International Club  
Key Club  
Lacrosse  
Latino Student Alliance  
Model United Nations  
Mountain Biking Club  
Mu Alpha Theta

National Art Honor Society  
National Honor Society  
Peer Tutoring  
Project U  
RoHAWKtics  
Science Bowl  
Slip of the Pen Lit Mag  
Spanish Club  
Student Council  
Technology Student Association  
Teens for Christ  
Young Life  
Youth in Government

## FINE ARTS

Chorus  
Indoor Percussion  
Musical Theater  
National Art Honor Society

Orchestra  
Percussion Ensemble  
Spirit of the Valley Marching  
Band

Symphonic Band  
Theater  
Visual Arts  
Winter Guard

## DRIVING ON CAMPUS

Student drivers are expected to adhere to specific parking/traffic guidelines and sign a contract agreeing to do so. Violations of these guidelines will have serious consequences. Driving privileges are subject to academic progress, discipline issues, attendance/punctuality and safety to be determined by administrative staff at our discretion.

HVA is not financially responsible for vehicular damage or theft that may occur while the vehicle is on campus. However, a sheriff's officer can complete an accident report that the student can submit to the student's automobile insurer. The administration will administer appropriate disciplinary action if vehicle damage is the result of campus safety or rule violations.

## PARKING

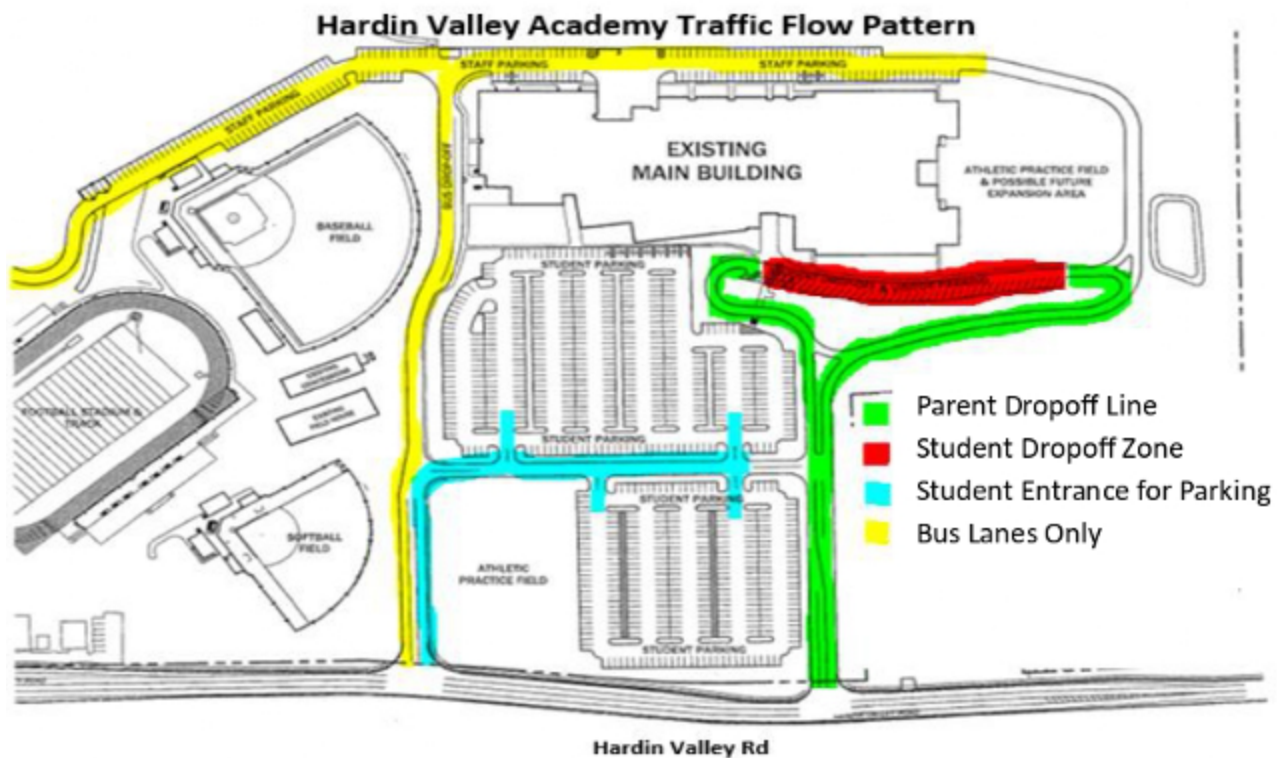
Because of the limited parking spaces available, parking permits will be sold to seniors first and then to others on a space available basis. The upper parking lot, closest to Hardin Valley Road, will be used as the band practice area until the end of football season. Parking will be permitted around the perimeter of this area until that time. The administration will sell additional parking passes when these spaces open. To purchase a parking pass click [here](#).

*Parking a vehicle on school grounds entitles the principal or designee to search that vehicle upon reasonable suspicion that school policy or Knox County law has been violated.*

## TRAFFIC FLOW

Parents and students who drive on campus need to be familiar with campus traffic patterns, speed limits, parking areas, and other guidelines to avoid confusion and to ensure the continued safety of students.

*Parents are not permitted to drop off or pick up students in the student parking lot or behind the school. All pick ups and drop offs must be made from the drive directly in front of the school.*





# KNOX COUNTY SCHOOLS POLICIES

*Students are expected to abide by all KCS policies, which can be found in their entirety [here](#).  
Highlights from the policy can be found below:*

[ATTENDANCE POLICY](#)

[CHROMEBOOK POLICIES AND PROCEDURES](#)

[CIVILITY CODE](#)

[DISCIPLINE POLICY](#)

[EQUAL OPPORTUNITY NOTICE](#)

[HARASSMENT AND BULLYING POLICY](#)

[MEDICATION POLICY](#)

[PERSONAL COMMUNICATION DEVICE POLICY](#)

[PLAGIARISM POLICY](#)

[UNSAFE SCHOOLS CHOICE](#)

[SEARCH POLICY](#)

[ZERO TOLERANCE POLICY](#)