

KARNS HIGH SCHOOL

**2710 Byington Solway Road
Knoxville, TN 37931
865-539-8670**



**Student & Parent Handbook
2019 - 2020**

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School Board Representative

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Karns High School

Vision

Karns High School fosters responsible, respectful, and receptive citizens who contribute to their community.

Mission

Karns High School will invest in each student by providing engaging and challenging experiences that develop graduates who are college prepared or career ready.

Guiding Principles

We believe....

- ❖ An effective school thrives in a partnership between staff, students, families, and community.
- ❖ An effective school provides a safe and welcoming environment.
- ❖ An effective school equips students with diverse educational opportunities that address varying levels of achievement and ranges of ability.
- ❖ An effective school models respectful and thoughtful communication.
- ❖ An effective school enables students to develop essential leadership and self-advocacy skills.
- ❖ An effective school supports extracurricular programs that allow students to pursue and develop their skills and talents.

Response to Uncivil Behavior... POLICIES

Karns High School does not condone a lack of civility by anyone. A student who believes that he or she has not been treated in a manner reflective of the Knox County Schools Code of Civility should report such behavior to the appropriate building level administrator.

For more information see Knox County Policy: KCS Student Rights and Responsibilities (J-180), Civility Code (B-230)

Grading Scale

Grade	Percentage Range
A	93 - 100
B	85 - 92
C	75 - 84
D	70 - 74
F	0 - 69

- Weighting for Advanced Placement includes the addition of 5 percentage points to a student's semester average if the student takes the AP Exam that is connected to that course.
- Weighting for Honors Courses includes the addition of 3 percentage points to grades used to calculate the semester average.
- Assigning additional quality points above 4.0 for honors courses, AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships.
- Grades will be published on Aspen within 5 days of KCS grading period dates.

Note: Students are responsible for ordering AP College Board tests through the school Counseling Office. Payment must accompany the order(s). AP exams are administered in May.

Grade Reporting

- All class 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 previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations and other classroom assignments up to the grading period.
- For more information see: KCS Calendar for 2019 – 2020

First Term	Grading Period	Second Term
September 5	End 4.5-week	February 7
October 4	End 9-week	March 13
November 14	End 13-week	April 22
December 20	End Term	May 21

Senior Privilege

Seniors who have no more than two absences per class and a minimum of a “80” average may opt out of the final exam. (This exam cannot be a state, IB, or AP exam). The definition/determination of “major test” is left to the discretion of the teacher. Include exceptions such as school field trips, all state, school related activities. This applies to both semesters.

Graduation Requirements

A diploma shall be awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline.

CORE SUBJECTS	NUMBER OF CREDITS
English	4 (English I, II, III, IV)
Mathematics	4 (Algebra I, Geometry, Algebra II, and one higher level math)
Science	3 (Biology, Chemistry or Physics, and one additional lab science)
World History or Geography	1
US History	1
US Government	½
Economics	½
Phys. Ed and Health	1.5 (Wellness and one additional ½ credit)*
Personal Finance	½
Elective Focus	3**
University Admissions	Students must complete two units of the same world language and one unit of Fine / performing arts. ***
Total	28

In addition to the requirements above, students must also take the ACT and Civics exam as required by the state.

* The additional ½ credit in Physical Ed. may be met by completing a Physical Education course (in addition to Wellness) or by substituting a documented and equivalent time (minimum 65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics and other areas pre-approved by the board of education.

** The elective focus may be CTE (3 courses in the same CTE program area), science and math, humanities, fine arts, AP/IB, or other areas approved by the board of education.

*** Students not planning to attend a university may waive the units of world language and fine/performing arts to expand their elective focus. (Parents and student are required to meet with the counseling office at the school to document their request for a waiver. These students are required to have 2 elective focuses.

Note: Additional information on graduation requirements and types of diplomas can be found in the school counseling office. DIPLOMA TYPES

Pre-AP Courses

Karns High is approved by The College Board as an official Pre-AP school. All Freshmen will have Pre-AP strategies and curriculum embedded into their English I, Algebra I, and World History/Geography courses. All students will have access to this curriculum in Visual Arts and Music classes. This is an excellent opportunity to allow students to prepare to take future AP classes during their high school career. Students will receive detailed information about Pre-AP as they participate in the courses. This is not limited to Honors’ students, and it is not an extra amount. Pre-AP is created in a way that allows its curriculum to supplement the Tennessee State Standards.

End of Course 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. Per KCS Policy, our staff will not allow students to take EOC exams earlier than scheduled.

EOC examinations will be given in English I, English II, Algebra I, Geometry, Algebra II, US History and Biology. The results of these tests will be calculated as 10% of the final grade. KCS final exam results will also be calculated as 10% of the final grade. Students will not be required to pass any one examination, but instead must achieve a passing score for the final cumulative grade.

Schedule Changes

During the spring semester, students complete a schedule request form choosing options that will best suit their academic needs. Students list alternate course selections in the event their “first” choice is unavailable. A master class schedule is developed using this information making every effort possible to accommodate all requests. Students receive a draft class schedule during the summer to review and are given several weeks to request a schedule change if necessary. Our school counselors make every effort to accommodate these requests; however, limits in class sizes and course availability influence what solution is offered. Once the semester has begun, schedule changes will be considered only for:

- Level of difficulty (College Prep, Honors or AP)
- Repeating a course with a final of D or F
- Graduation requirements

High School Clubs, Sports and Organizations

Participating in school clubs, sports, and outside activities helps students make the most of their time at Karns High School and further enhances skills learned in the classroom. Students are encouraged to take advantage of the wide variety of available opportunities. Participation in club, sports, and organizations is a privilege and students must follow all rules and regulations.

TSSAA / Club / Sport / Eligibility

The Tennessee Secondary Schools Athletic Association sets standards for athletic eligibility for student athletes. The following sports are TSSAA sanctioned: Football, Girls’ Volleyball, Cross Country, Golf, Tennis, Girls’ Soccer, Boys’ Soccer, Basketball, Wrestling, Baseball, Girls’ Softball, Track and Field. To maintain eligibility, student athletes must earn a minimum of six (6) credits per academic year. Additional eligibility rules apply. Sponsor / Coach / Administration will determine student participation.

It is required that no student be permitted to participate in practice sessions or in athletic contests until there is on file with the principal a pre-participation medical evaluation form signed by a doctor of medicine, osteopathic physician, physician assistant, or certified nurse practitioner stating that the student has passed a physical examination, not prior to April 15, and that in their opinion the student is physically fit to participate in interscholastic athletics. Students must be present at least a half day to be considered present and eligible to participate in TSSAA or club sport (half days are considered 8:30 – 12:00 or 12:00 – 3:30 or a cumulative time of 3.5 hours present during the school day). Students’ academic progress and behavior will also be monitored and will affect participation.

For more information see: TSSAA Handbook, and TSSAA Physical Examination Form

Prom Guidelines

In order to attend prom, students must meet the following guidelines:

1. A student can have no more than 2 days of OSS.
2. A student must be on track to graduate.
3. A student can have no more than 10 unexcused absences for the year.
4. A student can have no more than 5 unexcused tardies to school per semester.
5. Prom dates must be under the age of 21 to attend with a KHS student.
6. If a student outside of KHS is attending prom, they must have proof of good standing from their base school.

Extracurricular Activities

In order to attend and participate in homecoming activities, students must meet the following guidelines:

1. A student can have no more than 2 days of OSS.
2. A student must be on track to graduate.
3. A student can have no more than 10, unexcused absences.
4. A student can have no more than 5, unexcused tardies to school per semester.

Parent/Guardian Involvement

Parent/Guardian involvement can make a huge difference in the success of a student. Each parent/guardian and student is given a password to monitor grades online. Teachers make every effort to update grades frequently so students and parents can see grades at any time. If you have difficulty logging onto your family account, contact your child's counselor. Your involvement is essential to the success of Karns High School. We encourage you to join the PTSA, become a working member of a booster club and/or serve as a volunteer.

For more information see Knox County Policy: Family and Community Engagement (I-270) and the Karns High School PTA site

Parent/Teacher Conference and Open House

Karns High School schedules one evening each semester for parent/teacher conferences. Additional opportunities are available through our counseling office at 539-8670.

Open House	Parent/Teacher Conference Night
August 27 th 5:00 – 6:30 pm Tuesday	Will be scheduled individually with parents based on academic concerns.
February 11 th 5:00 – 6:30 pm Tuesday	
ELL -August 29 th 5:00-6:30 pm Thursday	

Campus Visitors

Karns High School is a "closed" campus. All visitors shall report directly to the school office to obtain a visitor's badge. Only approved organizations will be allowed to visit during lunch hours. Students are not allowed to have outside food deliveries.

Former students are not permitted on campus during the regular school day to participate in activities that require intermingling with the student population; such as, socializing, eating lunch, walking students to class, or checking students out of school. *All visitors who fail to report to the front office or display their visitor's badge shall be reported to law enforcement.*

For more information, see Knox County Policy: Visitors C-210

Lockers, School and Personal Property

Lockers are provided by the school for proper storage of school and personal items. Each student:

1. Is offered a locker during orientation.
2. Is responsible for bringing a combination lock to school upon assignment of a locker.
3. Must use a lock to protect the personal possessions and school property in the locker.
4. Understands that KHS is not responsible for lost or stolen items including locker rooms.
5. Is aware that the school has the right to inspect any locker (or belongings) at any time.
6. Understands that theft or vandalism will be subject to disciplinary action in addition to having grades, diploma, and/or transcript withheld.

For more information see Knox County Policy: Care of School Property (J-270)

Students should not bring personal belongings to school due to the risk of loss or theft. Knox County Schools are not responsible for items that are lost or stolen.

School and Classroom Fees

All student fees are approved by the Knox County Board of Education. There is a general school fee (paid in the fall semester only) and classroom fees associated with various course offerings. If payment of a fee produces a family financial hardship, parents/guardians should contact Ms. Weekly for assistance with the fee waiver process. Extra credit, grades, or other incentives cannot be given for paying fees. Checks written for fees should be made out to Karns High School.

For more information see High School Fees List 2017-2018 and Knox County Policy: Student Fees / Fines (J-560)

Library Guidelines

The library is open from 8:15 a.m. to 3:45 p.m. Late fees are assessed for overdue library materials. Students are not allowed in the library during scheduled lunch periods without a library pass.

Students must have a "Use of Electronic Media" form on file to access the internet on library computers. Any use of library computers for other than academic purposes is prohibited. *Violators will face disciplinary action and have their computer privileges suspended.*

Student Driving and Parking

Student parking is a privilege. In order to park on campus, students must purchase a parking permit from the Front Office. All library fines must be cleared for a student to be eligible for a parking permit.

Parking permits are assigned for designated areas. There will be no parking in the front. All students with permits must park in the rear lot beyond areas designated for the staff.

Parking permits are non-transferable and must be returned to the Front Office upon request. Students who graduate early, transfer or move will not receive a pro-rated refund on their parking fee. No refunds are issued for revoked parking permits. Vehicles without a current registered permit may be subject to being booted or towed.

Parking permits may be revoked or suspended without refund (limited or permanently) for:

1. Not being on track to graduate
2. Having more than 2 days of OSS
3. Having more than 10 days of Unexcused Absences for the year
4. Having more than 5 unexcused tardies to school per semester
5. Allowing someone else to use your permit
6. Allowing an individual to ride anywhere on the outside of vehicle e.g., pick-up truck bed
7. Loitering in vehicle or parking lot. Once you arrive, you must exit your vehicle and enter school.
8. Failure to display parking permit
9. Speeding or reckless driving
10. Parking in more than one space. Only one space is allowed per car.
11. Revocation of driver's license for attendance/grades
12. Lack of courtesy or safety violations.
13. Leaving campus without approved permission

(This is not a comprehensive list and administrators may use discretion)

Your car may be towed at your expense and/or you may lose your parking privileges if (1) your car is not properly registered and /or (2) you are illegally parked.

Students must exit their cars once parked and enter directly into the building.

The school has the right to inspect any vehicle on campus at any time. Cars and parking lots are off limits during the school day without a security or administrative escort. Student drivers leaving campus without permission during the day will be suspended and forfeit their parking privileges for 30-days. Passengers are subject to the same rules as the drivers.

For more information, see Knox County Policy: Student Vehicles (J-510)

Applying for a Driver's License

Students under the age of 18 must first obtain a **Compulsory School Attendance Form** from the Front Office. The top portion must be completed by the student and parent and then returned to the Front Office for attendance/grade verification and signature by a school official. Note: At least two school days should be allowed for completion of this form by the school. It is the student's responsibility to return to the Front Office to pick up the approved form. This form is valid only for 30 days once it is signed by a school official except during summer months. Students with summer birthdays need to plan ahead and receive their approved Compulsory School Attendance Form in May before school is dismissed for the summer.

Tennessee State law contains requirements for compulsory school attendance and sets the requirements for driving privileges for children under the age of 18. This law states that a student will be denied a license or lose an issued license for failing to achieve specific attendance.

Attendance Policies

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

Excuses for absences must be made in writing to the principal or administrative designee by a parent or guardian and must be submitted within five (5) days of the student's return to school. All absences, and/or corrections to absences must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

In order to be counted present on any and all accounting attendance records, students in grades K-12 shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. Students who attend less than three (3) hours and thirty (30) minutes per school day shall be recorded and reported as absent on any and all attendance records.

Acceptable (excusable) absences:

1. Personal illness, injury and hospitalization.
2. Illness in the family temporarily requiring help from the child.
3. Death in the immediate family.
4. Recognized religious holidays regularly observed by persons of the student's faith.
5. Verifiable family emergency.
6. Court appearances for summons, subpoena or court order.
7. For students with a parent or guardian who is deployed as member of the United States Armed Forces the following excusable absences shall apply provided appropriate documentation of the service member's deployment is furnished:
(1) An excused absence for one (1) day when the member is deployed; (2) An excused absence for one (1) day when the service member returns from deployment; and (3) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country.
8. Students who are pregnant are excused from school for hospitalization and doctor's appointments when a physician's statement is provided. If a student is participating in a homebound program due to pregnancy, the homebound teacher will maintain attendance documentation.
9. Juniors and seniors are allowed two (2) days per year for college visits. These will be counted as excused absences. Visits must be arranged through the school counseling office.
10. Students participating in school-sponsored activities whether on or off-campus shall not be counted absent. In order to qualify as "school sponsored," the activity must be school-planned, school-directed, and teacher-supervised.
11. Extenuating circumstances determined on a case-by-case basis.

Missing school to obtain a driver's permit or license will not be an excused absence.

Parent or guardian shall be notified each time a student has five (5) days (aggregate) of unexcused absences and that attendance at school is required. Additional notices shall be sent after each successive accumulation of five (5) unexcused absences.

Upon or before five (5) days of unexcused absences, the principal or designee shall notify the director of schools or designee and initiate meaningful communications with the student and their parent/guardian. The school shall attempt to determine the underlying cause(s) of the unexcused absences. When appropriate, a plan to improve school attendance should be initiated for the student.

For more information, see Knox County Policy: Attendance (J-120)

Attendance Procedures

1. The "School Day" begins the moment a student enters onto KHS property.
2. Once students enter onto school property, they cannot leave the area without approval from the school office.
3. Students arriving after 8:45 or leaving early must sign in/out through the front office.
4. **All parent notes and medical excuses for absence or early dismissal will be placed in the labeled box on the wall outside of the front office.**
5. Students who arrive to class more than 15-minutes late or leave more than 15-minutes early will be counted absent from that class.
6. Students who become ill during the school day must report to the school nurse. Failure to do so will result in an unexcused class absence.

For more information, see Knox County Policy: Attendance (J-120)

Early Dismissal Policy

Leaving a school day early means loss of valuable academic time. When possible, we encourage students, and their parents/guardians, to schedule appointments after school hours to maximize learning opportunities. If early dismissal is unavoidable, the following rules apply:

1. The student must deliver a written request to the student affairs prior to 8:30 am. No Exceptions!
2. The request must contain the following information:
 - a. The student's full name
 - b. Student ID# and grade level
 - c. Reason for early dismissal
 - d. Requested time of departure
 - e. Phone number of parent/guardian to verify request
 - f. Signature of Parent/Guardian
3. **Only written requests will be honored. Email, Fax, or Phone requests will not be accepted.**
4. ALL REQUESTS WILL BE VERIFIED.
5. Only the parent/guardian, or an individual designated by the parent/guardian in writing and on file with the office, will be allowed to check-out a student. Check-out requires a valid photo ID.
6. Lunch is not a valid reason for early dismissal.
7. Students leaving class/campus, without administration approval, are subject to disciplinary action.
8. Parents entering the building to check students out must report directly to the main office.

Tardy Policy

A tardy is defined as being less than 15 minutes late to class. If a student is not physically inside their assigned classroom when the tardy bell rings, they are tardy. A two-minute warning bell is provided prior to each tardy bell which signifies the beginning of the next class period. If you are tardy, follow the procedures listed below.

1. From 8:30-8:45, students will report to class as tardy.
2. After 8:45, students must report to the Front Office to sign in tardy to school.

Excused tardies are medical with documentation and court appearance with documentation. All other tardies are considered unexcused. All unexcused tardies will be given silent lunch. The Attendance Secretary, will record the late arrival/tardies to school in the database.

Three (less than 15-minute) tardies to class constitute one absence in that class.

Bus Information and Expectations

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the School Counseling Office or the Knox County Transportation Office.

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. Knox County bus rules are posted on each bus; failure to cooperate with driver may result in removal of student riding privileges and/or suspension from the bus.

Homework Policy

Homework shall be assigned to reinforce and strengthen students' academic abilities. It shall be designed as a focused learning experience to meet a learning goal. Therefore, it is crucial homework be completed in a timely manner in order to be of instructional benefit. Homework turned in complete, according to expectations, and on time will be eligible for full credit. Late homework will receive up to fifty percent credit.

If you miss classwork and/or homework due to an excused absence, the following rules apply:

1. You have 3 days including the day you return to school to request make up work.
2. If you fail to request makeup work within three days of return, you may lose credit for missed work.
3. Work must be turned in within ten days of receiving the assignment (or as directed by the teacher)
4. Makeup work should be completed before or after a regular school day, not during class time.

If you're absent for at least three days, your parent/guardian may call the counseling secretary to request makeup work. The counseling office and teachers must have **24** hours to gather necessary assignments.

Hall Pass Policy

Students in the halls during academic time must have their student agenda book in their possession. The pass will be annotated with the student's last name, the time they departed class, and their teacher's initials. The student agenda is good for one student and one student only. Students will not be allowed to leave class during the first 20 minutes or the last 20 minutes of class

Field Trip Policy

Field trips must be directly related to curriculum; school-sponsored activities, sanctioned school clubs, or graded performance requirements such as band and chorus. Participating in field trips is a privilege a student must earn. Students must have:

1. A permission form, signed by their parent/guardian, on file with the supervising teacher.
2. A completed/signed/notarized Medical Release form be on file in the Student Affairs office.

Participation may be subject to denial for poor academic performance, inappropriate behavior, or excessive absences

Student Dress Code

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.

The following standards will be observed in all Knox County Middle and High Schools:

1. Pants must be worn at the waist. No sagging 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. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
3. Head apparel, (i.e., headbands, hats, toboggans, scarves) 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 indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses, and shorts must be beyond mid-thigh length.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration will strive for consistency so the dress code is applied evenhandedly to male and female students. The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in Policy J-191 "Misbehaviors and Disciplinary Options."

For more information see Knox County Policy: Dress Code (J-260)

Cafeteria Rules and Food and Drink

Students may eat breakfast and lunch in the cafeteria.

1. **Visitors** are not permitted in the cafeteria during lunch periods without administrative approval.
2. All school behavior guidelines should be followed during lunch. Students should not sit on tables. Students should remain seated, no yelling, and no re-entry into the serving line.
3. **Students must remain in the cafeteria during lunch periods. Students should not be in instructional or unsupervised areas. This includes the lobby, side hallways near the bandroom, and culinary hall.**
4. No food and drink (except water) is permitted in classrooms or other instructional areas without permission.
5. Eating areas are to be left **clean and trash-free and trays properly returned to designated areas. Failure to comply will result in disciplinary action.**

Restricted Areas

All exterior doors are to remain shut and locked during the school day. Exterior doors should not be propped open for any reason.

For safety reasons, students are not permitted in the following areas during the school day:

1. Parking lots or vehicles during school hours without administrative permission
2. Rooms or areas designated "Staff Only"
3. Instructional areas during lunch periods
4. Any unsupervised area during classes w/o permission.
5. In the building before school or after 3:45pm without staff supervision
6. Outside the building during school hours without adult supervision
7. In the Gym and perimeter hallways around the gym without adult supervision
8. On the stairways, in locker bays, or loitering in restrooms during lunch and instructional time
9. Classrooms or library without permission and adult supervision.

Students in off limits areas are subject to search and will receive disciplinary consequences.

Students arriving before 8:15 am will stay in the commons. The area in front of the main office must be kept clear. Students are not allowed to go to their lockers or any classroom prior to 8:15 am. However, students arriving early for tutoring, club meetings, etc., may proceed to a classroom by presenting a signed note from their supervising teacher to the faculty hall monitor.

Personal Communication Devices and/or Electronic Devices

Personal Communication Devices (PCD) and personal electronic devices including, but not limited to, cell phones, camera, recorder, CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carryalls. However, the use of the devices during class-time is forbidden unless approved for an academic activity by the principal or the principal's designee. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

Students may possess PCDs while on school property. The devices may be used before and after school, during lunch periods and during class change times. At all other times the PCD must be in the silent mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student's parent or guardian. A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other under age individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

Students are prohibited from taking/sharing unauthorized photographs or making unauthorized recordings of other students at school, on school transportation or at school sponsored events.

Social Media events/incidents that occur outside of school hours and events should be reported to the Knox County Sheriffs non-emergency department.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and or/federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

For more information, see Knox County School Policy: Use of Personal Communication Devices in School (J-240)

Tobacco Policy

*Tennessee state law provides legal penalties for use/possession of tobacco products by children less than 18 years of age. **This includes e-vaping devices and electronic cigarettes.*** The Knox County Sheriff's Department may issue a citation to any student in possession of tobacco products on Karns High School property. Disciplinary action will be taken for use/possession of tobacco products anywhere on school property, including parking lots, or at school-sponsored activities. Repeat violators will be subject to long-term suspension from school.

Unsafe School Choice Notice

Beginning in the 2003-04 school year, every local education agency (LEA) shall implement the Unsafe School Choice Policy approved by the State Board of Education as mandated under Section 9532 of the No Child Left Behind Act of 2001. The LEA shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

For more information see Tennessee Board of Education Policy: Unsafe School Choice Policy (J-290)

Zero Tolerance Policy

According to Knox County Board Policy Handbook J-194:

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 shall be removed from the base school for a period of not less than one (1) calendar year. And shall be offered an alternative placement to complete school work. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis.

Zero tolerance acts are as follows:

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

- unlawfully possesses a legend drug or any other controlled substance;
- knowingly possesses a firearm as defined in 18 U.S.C. § 921;
- commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system;
- possession of explosive or incendiary device.

For more information, see Knox County Policy: Zero Tolerance Expulsions (J-194)

Parents and students must understand that school administrators are bound by federal, state, and local regulations governing disciplinary matters. 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 legal guardians or pertinent school officials.

Disciplinary Terms and Definitions

Confiscation. Items that 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 administrator's discretion. (Note: cell phones, etc. may be turned over to Knox County Security.)

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

In School Suspension (I.S.S.). I.S.S. is a consequence sometimes given for inappropriate behavior. 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 academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

Out of School Suspension (O.S.S.). This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. A student who receives O.S.S. is subject to the following rules:

- The student is not allowed on campus, or any other Knox County Schools property, at any time.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.

Long Term Suspension. Any out-of-school suspension that is longer than four consecutive days is considered "long term." A disciplinary hearing will be held before any long-term suspension has been given.

Initial Hearing/Disciplinary Hearing. When information is received by the administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

Hearing Notification (Includes administrator and student + parent/guardian)

- To present information concerning the violation.
- To gather the student's statement and/or statements of others who may have information relative to the violation.

I.E.P. Team

- To determine if violation is a manifestation of the special education certification.
- To determine if placement/programming is needed.

Disciplinary Hearing (All regular education and special education: if not a manifestation)

- To determine guilt or innocence.
- To determine the appropriate consequences for the violation

Search and Seizure. According to Knox County Board Policy Handbook (J-200), school lockers, back packs, pocketbooks, etc., and vehicles parked on school grounds are subject to search.

For more information, see Knox County Policy: Interrogations and Searches (J-200)

Child Abuse and Neglect

An employee of Knox County Schools who suspects a child is abused or neglected is required by Tennessee Law to immediately make a report to the Department of Children Services or the Chief Law Enforcement Officer.

For more information, see Knox County Policy: Child Abuse and Neglect (J-400) or to report, contact 877-237-0004 or <https://apps.tn.gov/carat/>

Guidelines for Medication

According to Knox County Board Policy Handbook J-352:

Students who are required to take medication(s) during school hours must comply with the regulations established by the Tennessee Department of Health and Education. Over the counter medications are included in these regulations. The regulations are as follows:

1. Knox County Schools has the final decision-making authority with respect to the administration of and/or to reject requests for administering medications.
2. Written orders must be provided by a licensed health care provider. The order must include the name of the drug, dosage, frequency, route and, time administered, potential side effects, and method of storage.
3. Each medication requires a separate Medication Administration Form, signed by the prescribing health care provider and parent/guardian. The Medication Administration Form must be renewed yearly. Medication(s) changes during the school year require a new Medication Administration Form.
4. Medication(s) must be brought to the school by an adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens (anaphylaxis medications), pancreatic enzymes or insulin delivery systems with written permission from a parent and authorization by a medical health care provider. Failure to properly register medication shall lead to a presumption that any such medication is not lawfully in the possession of the student.
5. Medications must be in appropriate containers, properly labeled by a licensed medical care provider or pharmacy. Over-the-counter (OTC) medication(s) prescribed for a student must be provided in its original unopened, labeled, unexpired container and identified student's written name.
6. Upon receiving the quantity of medication must be confirmed and documented. A secure location must be provided for the storage of medications.
7. All medications self-administered must be documented on the Medication Administration Record. Medication records will be kept in the student's cumulative record when completed.
8. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis. Only school nurses, trained school personnel or a pictured-identified parent/guardian can administer medication(s) during school hours. A school nurse must train school personnel on medication administration yearly.
9. The parent/guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.

Equal Opportunity Notice

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

Title VI Coordinator Tennessee Department of Education **and/or**
The Office for Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Harassment, Intimidation, and Bullying or Cyber Bullying

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.^{1, 2} A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive

role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

“Cyber-bullying” means bullying undertaken through the use of electronic devices;

“Electronic devices” include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a student or damaging a student’s property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board Policy J-191 will be utilized for the unacceptable behavior described above.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

To view this policy (J-211) in its entirety visit Knox County Board of Education Policy on knoxschools.org

Guidelines for Student Messages, Packages, Flowers, Balloons, Etc.

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Lunch deliveries will be handled through the front office only. It is the responsibility of the student to report to the office when notified of a delivery. Students are not to order food to be delivered to the school. Special deliveries such as flowers, balloons and candy will be held in the office until the end of the school day as not to disrupt the learning environment.

Knox County Schools Statement of Compliance

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourage diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. The Knox County Schools will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants’ if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and

broadly focused guidance for students. The Knox County Schools (TN) continue to be committed in its support of all equity statutes as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

Knox County Board of Education

Civility Code

PHILOSOPHY OF PERSONAL CONDUCT

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

EXPECTATIONS

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

RESPONSE TO UNCIVIL BEHAVIOR

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached the Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

Karns High School bell schedules

	Regular bell schedule	Half day	One hour delay	Two hour delay
1ST BLOCK	8:30-9:52	8:30-9:10	9:30-10:41	10:30-11:21
2ND BLOCK	9:59-11:19	9:16-9:56	10:47-11:57	11:27-12:17
3RD BLOCK	11:26-12:10	10:02-10:28	12:03-12:33	12:23-12:53
4TH BLOCK	12:17-2:02	10:34-11:14	12:39-2:14	12:59-2:34
5TH BLOCK	2:09-3:30	11:20-12:00	2:20-3:30	2:40-3:30
1ST LUNCH	12:17-12:42		12:39-1:04	12:59-1:24
2ND LUNCH	12:57-1:22		1:14-1:39	1:34-1:59
3RD LUNCH	1:37-2:02		1:49-2:14	2:09-2:34

*7:00 a.m. classes will be cancelled when school is delayed.

WE ARE RESPECTFUL.

The Karns Way

WE ARE RESPONSIBLE.

WE ARE RECEPTIVE.

	CLASSROOMS	HALLWAYS	COMMONS	BATHROOMS	EVENTS
We Are Respectful	<ul style="list-style-type: none">*Respectful language w/Peers and Adults.*Cell Phone Off and Out of Sight.	<ul style="list-style-type: none">*Walk.*Keep Moving.*Use Appropriate Language.*Keep Hands/Feet/Stuff to Yourself.	<ul style="list-style-type: none">*Stay in the Line.*Walk through Cafeteria Line Correctly.* Keep Hands/Feet/Stuff to Yourself.	<ul style="list-style-type: none">*Flush the Toilet/Urinal.*Keep the Area Free of Smoke.	<ul style="list-style-type: none">*Speak to Opposing Fans w/Appropriate Language and Tone.*Engage in Good Sportsmanship.
We Are Responsible	<ul style="list-style-type: none">*Be on Time.*Bring Materials and Homework.*Stay In Class.	<ul style="list-style-type: none">*Quickly Visit Locker.*Quickly Visit Bathroom.*Be on Time.	<ul style="list-style-type: none">*Stay in Your Area.*Clean Up After Yourself.*Return to Class on Time.	<ul style="list-style-type: none">*Use Time Wisely.*Return to Class Quickly.*Place Trash in Trash Cans.	<ul style="list-style-type: none">*Follow all Knox County Schools' Rules and Regulations.
We are Receptive	<ul style="list-style-type: none">*Engage in Instruction.*Participate in Academic Activities.*Be Open to Correction.	<ul style="list-style-type: none">*Respond Appropriately to Staff Direction.*Interact Appropriately w/Peers.	<ul style="list-style-type: none">*Follow Instructions Given by Staff Member.	<ul style="list-style-type: none">*Use the Bathroom in an Appropriate Manner.	<ul style="list-style-type: none">*Follow the Prompting of Staff/Admin/Law Enforcement.