

## WELCOME

Welcome! We hope you will find this school year to be a memorable and exciting one. We, the staff of Halls Middle School, are looking forward to moving our students' educational experiences to a high level by serving others and striving for greatness.

## SCHOOL CLIMATE AND EXPECTATIONS

At Halls Middle School, every effort is made to create the opportunity for success for all students. Student mastery of the curriculum and the development of positive values, ethics and work habits is a high priority for this school. Students are expected to have a positive attitude toward school, abide by all school rules and regulations, attend school regularly, and complete and turn in all assignments on time. We focus on our Positive Behavior expectations with our Give Me Five:

- We are Safe
- We are Kind
- We are Respectful
- We are Mindful
- We take Ownership

### General Expectations

1. Be on time for school and classes. The school-provided student agenda must be carried at all times. Students are expected have their agendas signed by the teacher to function as a hall pass any time a student is out of the classroom.
2. Bring appropriate materials and supplies, and participate appropriately in each class.
3. Respect the authority of ALL adult staff members. Respect the rights, feelings and property of other students and teachers.
4. Bullying is not tolerated at HMS. Any suspected incidents of bullying should be reported immediately to a teacher or grade-level administrator. Students can also use the online school safety report.
5. Keep hands, feet and objects to yourself. Horseplay will not be tolerated at HMS.
6. Students should comply with all rules and regulations unique to any group, such as classes, clubs, buses, and organizations.
7. **It is the student's responsibility to obtain their missed assignments and any missed quizzes or tests from an absence.** The office will gather missed work for students who have been absent 2 or more consecutive days upon parent request. Parents may request the work by calling the main office. The secretary will communicate when the work will be available for pickup.
8. School rules and dress code apply at all school events.
9. Lockers are the property of Knox County Schools and are subject to search. Students are responsible for keeping their assigned locker clean. Damage caused by misuse will be charged to the student responsible. Combination locks are issued to students at the beginning of the year with payment expected for lost or damaged locks. Students are not to use their own locks. Students should not tell their combinations to other students to keep their property safe. Personal property brought to school is the responsibility of the student.
10. Students are expected to do their own work. If a student is found guilty of giving or receiving information during an examination or on assignments, the teacher shall

collect the assignment or test. A grade of zero will be assigned for the assignment and parents will be notified.

11. Parents or guardians will be held responsible for any damage the student might do to furniture, lockers, books, and other property of the school system. Students are expected to take care of all school property, the building and grounds, and help protect the school by discouraging and reporting vandalism or property damage by others.

12. Students must have a doctor's note in order to check out an elevator key. Keys must be signed out and returned in the main office. Lost keys are the responsibility of the student, and a \$5 fee will be assessed for a lost key..

## HOME/SCHOOL COMMUNICATION

Parents are requested to bring in proof of residence (KUB, phone bill) when there has been an address change. Please keep us up-to-date with residence and business telephone number changes. The school needs to be able to reach parents in case of an emergency.

Parents and students, please use this student agenda as your guide to a successful and rewarding school year. The policies, rules, and procedures presented in this agenda are to be communicated to parents by students. All students are expected to have a copy of this agenda in their possession during the school year.

Parents have several ways to stay informed about events at Halls Middle. Through the school website parents can access teacher pages, email addresses, school announcements, and parent resources. Click on the "For Families" tab for additional resources. District information can be found under the tab titled "District Home". Our school website can be found at <http://hallsms.knoxschools.org>. Our website contains links to teacher email addresses, the school Twitter, and other important school information.

Conferences between parents and teachers are encouraged. They must be arranged by appointment. Call the school office at 922-7494 to set up an appointment with a teacher, a counselor, or an administrator.

## DISCIPLINARY TERMS & 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 include: cell phones, laser pointers, knives, air horns, lighters, vapes, e-cigs, etc. may be turned over to Knox County Security).

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

**Administrative Conferences, Restorative Practices, In-wing Isolation, & Off-grade-level Isolation** Actions used at administrator discretion to address minor-level disciplinary infractions. Administrators will contact parents regarding behaviors that result in these actions.

**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 at least one-half 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. No cell phones are allowed in I.S.S. Students must relinquish cell phones before entering I.S.S.

**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. Students who receive O.S.S. are subject to the following rules:

- The student is not allowed on campus 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 hear the student’s statement 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 Ed certification.
- To determine if placement/programming is needed.

Disciplinary Hearing (For Special Ed. if not manifestation and all regular Ed.)

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

**Search and Seizure:** According to Knox County Board Policy Handbook (JCAB), school lockers, backpacks, pocketbooks, and student persons, etc. are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office.) Parents will be contacted after the student is searched.

#### ZERO TOLERANCE POLICY

According to Knox County Board Policy Handbook JCCC2: 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.<sup>1</sup> 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 on a school bus, on school property or while attending any school event or activity:

- a. unlawfully possesses a legend drug or any other controlled substance; or
- b. knowingly possesses a firearm as defined in 18 U.S.C. § 921; or
- c. 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.

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

program.

#### SCHOOL SAFETY

Both the physical and psychological environment at HMS must feel safe to all students, faculty and staff. In order to maintain a safe school environment, any written, oral, or electronic communication suggesting the threat of violence toward any individual, group, or property will be considered

as an extreme threat. Threats will be dealt with to the fullest extent of the law and board policy.

To help ensure the safety of our students everyone entering the building during school hours is requested to do so by way of the front door. All other doors will be locked. Visitors may call the school at 922-7494 or use the buzzer to request entry. Visitors must also check in at the front office to show proper credentials and to sign-in.

There are various types of emergency drills. During a drill, students are directed to move through the hallways quietly and orderly and/or use the proper exit. Teachers will explain the procedure to students at the beginning of the year.

A limited number of visitor parking spaces are provided in the front lot. These spaces are identified and are the only ones to be used by visitors. Additional spaces are provided at the high school parking lot across from the portico. Please do not park in the front campus road (THIS IS A FIRE LANE) – this blocks the flow of traffic. Automobiles are not to use the bus lanes in front of the portico.

All accidents in the school building, including the grounds, practice sessions, and school-sponsored events, must be reported to the office. If a student becomes ill during the school day, the student will be given permission by the teacher to report to the office. The parent or guardian will be notified.

Because of the tremendous amount of automobile traffic on our campus and concern for student safety, students may not ride bicycles, motorcycles, and skateboards to or from school.

#### RESTRICTED AREAS

HMS students are not allowed in the following areas:

- Parking lots during school hours without administrative permission.
- Rooms or areas designated “Staff Only.”
- Any unsupervised area during classes w/o permission.
- In the building after 4:00PM without staff supervision for a school activity.
- Halls High School campus w/o supervision.

#### HARASSMENT, INTIMIDATION, & BULLYING OR CYBER-BULLYING OF STUDENTS

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.<sup>1,2</sup> Harassment, intimidation, or bullying 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. All Knox County School’s staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

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

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

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 child 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

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.

Students who feel they are being harassed, bullied or intimidated may report this concern directly to any teacher or school administrator, file a school safety report through the Halls Middle website, or to 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 (JCADA) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

#### GUIDELINES FOR MEDICATIONS

No medication of any kind shall be self-administered by students, even with the assistance from school nurses or other school personnel, 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 (O.T.C.) medications are included in these regulations. Any student who is required to take medications must comply with the following regulations:

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.
- A parent/guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent

and authorization by a medical care provider.

- All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.

- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.

- All medications self-administered must be documented.

- School Nurses will monitor the administration, documentation, and storage of all medications.

- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.

To view this policy (JGCB) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

Failure to follow the medication policy may result in a Zero Tolerance offense.

#### SCHOOLS HOURS

School Hours are 8:30 a.m. until 3:30 p.m. **Students should not arrive prior to 7:30 a.m.** Students who arrive between 7:30 and 8:00 are to go directly to the auditorium. Students arriving after 8:00 should report directly to homeroom. Once students are dropped off on school grounds, they are not allowed to leave unless signed out by a parent. No student should be out of bus hall or homeroom without teacher permission. Students are dismissed by school intercom in the afternoon. Students are to walk quietly to the portico to board buses. At 3:45 all remaining students ARE REQUIRED TO BE IN THE AUDITORIUM under adult supervision. Failure to follow arrival and dismissal procedures will result in disciplinary action. After the last bus leaves, all remaining students may wait outside at the portico. Parents should have students picked up by 4:00 p.m. at the latest.

#### 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.

For these reasons, the Knox County Board of Education has adopted the following policy on student absences.

Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness;
2. Illness in family temporarily requiring help from the child;
3. Death in family;
4. Recognized religious holidays regularly observed by persons of the student's faith;1
5. Verifiable family emergency
6. For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:

An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days

for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. 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. To view this policy (JB) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

#### EARLY DISMISSALS

If it is necessary for students to leave school early, he/she must have written permission from the parent with a phone number where the parent may be reached for verification. In case of unavoidable medical appointments, the student must bring the written excuse to their homeroom teacher on the day they return to school. Parents must sign out their child in the office and show identification. (The State Department of Education requires that a student be present 3 hours and 31 minutes of a school day to be counted as "present" for the day.) Students arriving at 8:30 a.m. must be present until at least 12:01 p.m. to be counted present for the entire school day. **Due to the disruption in the educational process, no student checkouts will be done after 3:00 p.m.**

#### 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, 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 should 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."<sup>1</sup> This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.

#### 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. Students will be called to the office between classes only. Deliveries such as flowers, balloons, etc. will be distributed to students at the end of the school day. The school will not accept deliveries on high volume days – i.e. Valentine's Day. Students who ride buses are not allowed to carry any type of glass container on Knox County school buses.

Transportation messages or changes to afternoon pickup must be submitted to the office before 12:00. Emergency situation messages will be handled by an administrator on a case-by-case basis.

#### CAFETERIA GUIDELINES & RULES FOR FOOD AND DRINK

- All food and drinks must be consumed in DESIGNATED AREAS only, unless by special permission.
- Eating areas are to be left clean and trash-free and trays properly returned to designated area.
- Visitors are not permitted in the cafeteria during lunch periods without administrative approval.
- Each student is to use his/her personal cafeteria number only. This number is not to be used by any other student, with or without the permission of the owner.
- Students must present all food and drink items to a cashier for payment. Food or drink not presented and paid for will be considered stolen, and appropriate disciplinary actions will be assigned.
- All school behavior guidelines should be followed during lunch.
- No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.

#### PERSONAL BELONGINGS

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. At all other times the PCD must be in the off 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.

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

**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.**

To view this policy (JCBEA) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

#### STUDENT ACTIVITIES/SERVICES

**Library/Media Center:** Use of the library at every opportunity is encouraged. Students may check out books for two-week periods with the privilege of renewal. Ideally the library should be used for reference work and teacher supervised study. Social visiting is not appropriate and may disturb those who are working. There is a fine of five cents (\$.05) per day on overdue books. The student must pay for any lost or damaged library books.

**Student Leadership:** Students taking on roles of leadership (e.g. Student Council, National Jr. Honor Society) have the responsibility of setting an example of good citizenship in school and out. While the school cannot impose disciplinary measures for out-of-school violations of the law or other actions related to immoral or illegal conduct, the administration reserves the right to remove the students from positions of leadership if their actions are perceived to be detrimental to the school.

**School Counseling:** Counseling services are available for students in the school. These services include assistance with educational planning, occupational information, study helps, assistance with home, school, and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. The counselors' phone numbers are 925-7472 or 925-7473.

**Off Campus Trips:** The educational curriculum is enhanced during the school year by related field trips. Teachers may deny field trip privileges to students who have a record of misbehavior and/or failing grades. Individual teams may have different requirements for specific field trips.

**Sports:** All school-sponsored sports will require participants to have a pre-participation physical on file.

**BASKETBALL:** Tryouts are held in the fall. The school sponsors both boys and girls for grades 6-7-8. Basketball players must maintain a 2.0 GPA and have satisfactory conduct.

**TRACK:** Tryouts are held in the spring. The school sponsors both boys and girls for grades 6-7-8. All members of the track team must maintain a 2.0 GPA and have satisfactory conduct.

**CHEERLEADERS:** Tryouts are held in the spring with those students selected serving for the current year. Cheerleaders must maintain a 2.0 GPA and have satisfactory conduct.

**Dances & After-School Activities:** All dances at HMS must follow the guidelines below.

- It is the responsibility of the dance sponsor to provide for adequate supervision of each dance.
- A Dance Procedure and Policies form must be completed and returned to the school before the student may attend school dances.
- HMS students in good standing will be admitted to dances unless otherwise announced prior to the dance. Students who are placed on restriction by the administration for disciplinary reasons are not eligible to attend.
- Dances are "lock-in events". Students planning on attending dances are to stay in homerooms until called to enter the dance. Once students are admitted to the dance, they are not permitted to leave until the dance is over, unless a parent is called or comes to the door and requests a student.
- Supervision of students ends 15 minutes after the dance's scheduled completion time. Students not picked up on time may not be allowed to attend the next dance.
- Inappropriate student conduct will not be tolerated. Students who misbehave or conduct themselves in a manner deemed inappropriate by supervisors will have to call their parents to be picked up early and will not receive a refund for the dance. Additional disciplinary action may also result as a consequence of poor behavior. Compliance with the Dress Code will be expected.
- Adequate lighting will be maintained throughout the dance.

Students who are under suspension from school or on restriction will not be admitted.

#### PARENT INFORMATION

**Immunization Requirements:** Students must show proof of immunization against diphtheria, measles (rubella), poliomyelitis, tetanus, and whooping cough. All immunization dates must be included and recorded on the cumulative health record of each student. (State Law)

**Insurance:** Accident insurance is available to any student to purchase at the beginning of the school year. Forms may be obtained from the homeroom teacher.

**Fees:** A material fee is requested for each student at the time of enrollment at the beginning or during the year. This fee is used in providing classroom materials for instruction. Parents and students are informed of the amount each year. These fees are approved by the Board of Education.

**Parent/School Organization:** Halls Middle School has an active PTA organization. Parents and teachers are working together to provide a meaningful education for each student. Notice about meetings or other PTA events will be provided through a newsletter. We encourage each parent to be involved in all school activities.

#### GRADE REPORTING & GRADING SCALE

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 during the entire 22, 45, 67, or 90 days covered by the report. Progress reports and report cards will be distributed within 5 days of the end of the grading period.

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

The Tennessee Comprehensive Assessment (TCAP) results will compose 15% of second semester grades in math, reading/language arts, science and social studies for students in grades 3 – 8.

#### 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 Schools 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

#### UNSAFE SCHOOL CHOICE NOTICE

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code

Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502

To view this policy (JCCF) in its entirety visit:  
[www.knoxschools.org](http://www.knoxschools.org)

#### KNOX COUNTY SCHOOLS STATEMENT OF COMPLIANCE

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. KCS 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 statues 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

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 facilities. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

**CODE OF CIVILITY:**

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. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
3. 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 this 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.

**BUS INFORMATION & 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 Guidance 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. Students should not bring glass containers on Knox County school buses.

Bus Discipline Code  
(Handled by Administration)

<b>LEVEL I VIOLATIONS</b>	<b>LEVEL II VIOLATIONS</b>	<b>LEVEL III VIOLATIONS</b>
<ul style="list-style-type: none"> <li>• Eating or drinking on the bus</li> <li>• Failure to remain seated</li> <li>• Improper boarding/departing procedures</li> <li>• Refusing to obey driver</li> <li>• Loud, rude, or abusive behavior</li> <li>• Profane language/obscene gestures</li> <li>• Any behavior jeopardizing safety</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Third violation of Level I behavior</li> <li>• Tampering with bus equipment</li> <li>• Fighting/pushing/tripping</li> <li>• Bringing articles aboard the bus of injurious or objectionable nature</li> <li>• Destruction of property (Principal to determine if parent/guardian is responsible for damages and the appropriate amount.)</li> <li>• Possession and/or use of tobacco products</li> <li>• Profane language/obscene gestures</li> <li>• Throwing objects in or out of bus</li> <li>• Hanging out bus window</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Third violation of Level II behavior</li> <li>• Physical assault/verbal threat directed to bus driver</li> <li>• Attempting to set fire to seat, hair, clothing, etc.</li> <li>• Possession and/or use of alcohol, drugs, or drug paraphernalia</li> <li>• Possession of weapon</li> <li>• Use of chemical substance with intent to do bodily harm</li> <li>• Unapproved use of emergency exits on bus</li> <li>• Other</li> </ul>
<b>CONSEQUENCES - LEVEL I VIOLATIONS</b>	<b>CONSEQUENCES - LEVEL II VIOLATIONS</b>	<b>CONSEQUENCES - LEVEL III VIOLATIONS</b>
<ul style="list-style-type: none"> <li>• Written reprimand (maximum 1 warning)</li> <li>• Bus riding suspension (3 to 5 days)</li> <li>• Out-of-school suspension</li> <li>• Assigned seating</li> </ul>	<ul style="list-style-type: none"> <li>• Bus riding suspension (minimum 5 school days)</li> <li>• Repeat occurrence of Level II violation (minimum 15 school days bus riding suspension)</li> <li>• Out-of-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Bus riding suspension (minimum 30-maximum 180 school days)</li> <li>• Out-of-school suspension</li> <li>• Action by the Board of Education (up to and including expulsion)</li> <li>• Appropriate legal action</li> </ul>

**KNOX COUNTY SCHOOLS – 2018-19 CALENDAR**

Aug. 8	First Day for Students (1/2 day)
Sept. 3	Labor Day Holiday – No School
Oct. 5	End First 9-weeks grading period
Oct. 8-12	Fall Break
Nov. 6	Student Holiday - Inservice
Nov. 21-23	Thanksgiving Holidays
Dec. 21	End Second 9-weeks grading period (1/2 day for students)
Dec. 24 - Jan. 4	Winter Holidays
Jan. 7	Student Holiday – Administrative Day

**KNOX COUNTY SCHOOLS – 2018-19 CALENDAR**

Jan. 8	First Day for Students
Jan. 21	Martin Luther King Jr. Day – No School
Feb. 18	Student Holiday - Inservice
Mar. 15	End Third 9-weeks grading period
Mar. 18-22	Spring Break
Apr. 19	Student Holiday
Apr. 22	Student Holiday – Inservice
May 23	Last Day for Students (1/2 day)
May 23	End Fourth 9-weeks grading period
May 24	Last Day for Teachers – Administrative Day

**Halls Middle School - PBIS Chart**

	<b>We are Safe</b>	<b>We are Kind</b>	<b>We are Respectful</b>	<b>We are Mindful</b>	<b>We take Ownership</b>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>We walk on the right side of the hallway</li> <li>We keep hands and feet to ourselves</li> <li>We follow school rules</li> </ul>	<ul style="list-style-type: none"> <li>We show empathy</li> <li>We are attentive to others' needs</li> <li>We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>We follow staff first requests</li> <li>We accept correction from all staff members</li> <li>We are polite</li> </ul>	<ul style="list-style-type: none"> <li>We are aware of our surroundings</li> <li>We acknowledge personal space</li> <li>We are aware of how we impact others</li> <li>We only use technology when directed</li> </ul>	<ul style="list-style-type: none"> <li>We keep the hallways clean</li> <li>We are welcoming to all</li> <li>We use appropriate tone</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>We keep hands and feet to ourselves</li> <li>We walk</li> <li>We stay seated</li> <li>We wait to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>We use appropriate language</li> <li>We use positive statements</li> </ul>	<ul style="list-style-type: none"> <li>We follow staff first requests</li> <li>We accept correction from all staff</li> <li>We use appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li>We get everything we need before we sit down</li> <li>We raise our hand if we need anything</li> </ul>	<ul style="list-style-type: none"> <li>We clean up after ourselves</li> <li>We keep tables &amp; surrounding areas clean</li> </ul>
<b>Auditorium</b>	<ul style="list-style-type: none"> <li>We keep hands and feet to ourselves</li> <li>We sit in assigned areas</li> <li>We stay seated</li> </ul>	<ul style="list-style-type: none"> <li>We encourage ourselves and others</li> <li>We show kindness to others</li> </ul>	<ul style="list-style-type: none"> <li>We follow staff first requests</li> <li>We accept correction from all staff</li> <li>We stay quiet</li> </ul>	<ul style="list-style-type: none"> <li>We participate appropriately</li> <li>We are focused</li> <li>We only use technology when directed</li> <li>We only eat or drink when directed</li> </ul>	<ul style="list-style-type: none"> <li>We clean up after ourselves</li> <li>We leave with what we brought</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>We keep hands and feet to ourselves</li> <li>We sit in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>We use positive statements</li> <li>We encourage ourselves and others</li> </ul>	<ul style="list-style-type: none"> <li>We follow staff first requests</li> <li>We use appropriate voice level</li> <li>We value all students' ideas</li> </ul>	<ul style="list-style-type: none"> <li>We participate appropriately</li> <li>We only use technology when directed</li> </ul>	<ul style="list-style-type: none"> <li>We enter class with all necessary materials</li> <li>We leave class with all our belongings</li> <li>We fill out our agenda for each class period</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>We keep hands and feet to ourselves</li> <li>We walk</li> <li>We report safety concerns to a teacher</li> </ul>	<ul style="list-style-type: none"> <li>We use appropriate language</li> <li>We remain quiet</li> </ul>	<ul style="list-style-type: none"> <li>We acknowledge other students' privacy</li> </ul>	<ul style="list-style-type: none"> <li>We use appropriate voice level</li> <li>We use the bathroom for its intended purposes</li> </ul>	<ul style="list-style-type: none"> <li>We report maintenance issues to a teacher</li> <li>We keep our restrooms clean</li> </ul>