

# BEARDEN HIGH SCHOOL

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Knoxville, Tennessee 37919  
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[www.knoxschools.org/beardenhs](http://www.knoxschools.org/beardenhs)



*Bearden High School Exists to help all students become responsible, self-directed, lifelong learners capable of contributing positively to a global society.*

## STUDENT HANDBOOK 2024-2025

# Bearden High School



## A Proud Tradition of Excellence

Executive Principal—Debbie Sayers  
Curriculum Principal - David Rynkiewicz  
Freshman Academy Principal — Jacob Snider  
Asst. Principal (BLC Academy) —Donald Balcom  
Asst. Principal (H2S2 Academy) —Stephen Harris  
Asst. Principal (Class of '25 and STEM & the Arts Academy) — Rebecca Bitner

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*All policies and procedures are subject to change by the Knox County School Board, Knox County School System, and/or Bearden High School.*

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## Bell Schedules

|  | Normal   | Early Release  | Late Start/<br>Study Hall   | 1-Hr Delay  | 2-Hr Delay   | Half Day                                      |
|--|--|--|---|---|--|---|
| 7 am block   | 7:00 – 8:20  | 7:00 – 8:20  | NO 7AM  | NO 7AM  | NO 7AM   | 7:00 – 8:20                                   |
| 7:30 am block  | 7:30 – 8:20  | 7:30 – 8:20  | No 7:30 AM  | NO 7:30 AM  | NO 7:30 AM   | 7:30 – 8:20                                   |
| 1 <sup>st</sup> block  | 8:30 – 9:50<br>(80 minutes)  | 8:30 – 9:29<br>(59 minutes)  | 8:50-10:17<br>(87 minutes)  | 9:30 – 10:45<br>(75 minutes)  | 10:30 – 11:29<br>(59 minutes)  | 8:30 – 9:19**<br>(49 minutes)                 |
| Pass   | 9:50 – 9:56  |  |   |   |  |   |
| Seminar/FLEX   | 9:56 – 10:41**<br>(45 minutes)   | NO FLEX  | NO FLEX   | NO FLEX   | NO FLEX  | NO FLEX                                       |
| Pass   | 10:41 – 10:47  | 9:29 – 9:35  | 10:17 - 10:23   | 10:45 – 10:51   | 11:29 – 11:35  | 9:19 -9:25                                    |
| 2 <sup>nd</sup> block  | 10:47 – 12:07<br>(80 minutes)  | 9:35 – 10:36**<br>(61 minutes)   | 10:23 - 11:52**<br>(89 minutes)   | 10:51 – 12:08**<br>(78 minutes)   | 11:35 – 12:36**<br>(61 minutes)  | 9:25 – 10:13<br>(48 minutes)                  |
| Pass   | 12:07 – 12:13  | 10:36 – 10:42  | 11:52 - 11:58   | 12:08 – 12:14   | 12:36 – 12:42  | 10:13 -10:19                                  |
| 3 <sup>rd</sup> block/<br>Lunch<br><br>***Lunch<br>release bell IS<br>tardy bell for all<br>schedules. | 12:13 – 2:04<br><br>(1 <sup>st</sup> lunch) 12:11 – 12:37<br>(Class starts @12:40) 84<br>min<br><br>(2 <sup>nd</sup> lunch) 12:40 – 1:06<br>(Class starts @1:09) 79<br>min<br><br>(3 <sup>rd</sup> lunch) 1:09 – 1:35<br>(Class starts @1:38) 79<br>min<br><br>(4 <sup>th</sup> lunch) 1:38 – 2:04<br>(4th Block starts @2:10)<br>82 min | 10:42 – 12:25<br><br>(1 <sup>st</sup> lunch) 10:42 – 11:05<br>(Class starts @11:08) 77<br>min<br><br>(2 <sup>nd</sup> lunch) 11:08 – 11:32<br>(Class starts @11:35) 73<br>min<br><br>(3 <sup>rd</sup> lunch) 11:35 – 11:59<br>(Class starts @12:02) 73<br>min<br><br>(4 <sup>th</sup> lunch) 12:02– 12:25<br>(4th block starts @12:32)<br>77 min | 11:58 - 1:57<br><br>(1 <sup>st</sup> lunch) 11:58 – 12:26<br>(Class starts @12:29) 88<br>min<br><br>(2 <sup>nd</sup> lunch) 12:29 – 12:56<br>(Class starts @12:59) 89<br>min<br><br>(3 <sup>rd</sup> lunch) 12:59 – 1:26<br>(Class starts @1:29) 92<br>min<br><br>(4 <sup>th</sup> lunch) 1:29 – 1:57<br>(4th block starts @2:03)<br>91 min | 12:14 – 2:09<br><br>(1 <sup>st</sup> lunch) 12:14 –<br>12:40<br>(Class starts @12:43) 86<br>min<br><br>(2 <sup>nd</sup> lunch) 12:43 – 1:10<br>(Class starts @1:13) 87<br>min<br><br>(3 <sup>rd</sup> lunch) 1:13 – 1:40<br>(Class starts @1:43) 85<br>min<br><br>(4 <sup>th</sup> lunch) 1:43 – 2:09<br>(4th block starts @2:15)<br>89 min | 12:42 – 2:25<br><br>(1 <sup>st</sup> lunch) 12:42 – 1:05<br>(Class starts @1:08) 77<br>min<br><br>(2 <sup>nd</sup> lunch) 1:08 – 1:32<br>(Class starts @1:35) 73<br>min<br><br>(3 <sup>rd</sup> lunch) 1:35 – 1:59<br>(Class starts @2:02) 73<br>min<br><br>(4 <sup>th</sup> lunch) 2:02– 2:25<br>(4th block starts<br>@2:32) 77 min | 10:19 – 11:06<br>(47 minutes)<br><br>No lunch |
| Pass   | 2:04 – 2:10  | 12:25 –12:31   | 1:57 - 2:03   | 2:09 – 2:15   | 2:25 – 2:31  | 11:06 – 11:12                                 |
| 4 <sup>th</sup> block  | 2:10 – 3:30<br>(80 minutes)  | 12:31 – 1:30<br>(59 minutes)   | 2:03 - 3:30<br>(87 minutes)   | 2:15 – 3:30<br>(75 minutes)   | 2:31 – 3:30<br>(59 minutes)  | 11:12 – 12:00<br>(48 minutes)                 |

## Procedures for Absences, Tardies, and Illnesses

### Late Arrivals to School

- When a student arrives at school after 8:30 but prior to 8:45, he or she is to report directly to his or her class where he or she will be marked tardy to class.
- When a student arrives at school after 8:45, he or she is to report directly to the East Mall office to receive an admit slip. *This is a tardy to school, and the 1st, FLEX/Seminar, or 2nd block teacher may assign lunch detention for repeat tardies to school.*
- Failure to do this within a reasonable amount of time will be considered a class cut.
- Arrival after the first fifteen minutes of first block is considered absent for that class but tardy for the day.
- When a student is on campus but not in class or in an office, it will be considered a class cut.

### Early Dismissals

- Students needing to leave school during the school day should bring a written note signed by a parent or guardian requesting the early leave. The note must include the time of dismissal, the reason for the dismissal, and a phone number to enable verification of the note before it will be approved. This note must be turned in to the West Mall Office before 8:30 so that verification can be confirmed before the requested dismissal time. Students who follow this procedure will be given a dismissal pass. Students must then show the dismissal pass to the classroom teacher at the appropriate time.
- If a note is turned in after 8:30, a parent or guardian will need to come in and sign the student out, or an administrator will need to make contact with a parent or guardian before a dismissal request can be granted. The office will contact the student prior to the dismissal time.

- Please schedule appointments after school hours when possible. Early dismissals should be planned as much as possible so students leave school during class changes, rather than during classes, to minimize class interruptions.
- Students may be checked out by parents, guardians, and any one placed on the emergency list in the student database. Individuals may be added to or taken away from that list at any time by the parent or guardian in person and in writing to the School Counseling Office. Anyone who may have permission to check out a student from school should be placed on the list to expedite the checkout process.
- **Anyone, including parents, checking out a student must show a photo I.D. and be listed in the student's electronic emergency information.**

### **Illness While at School**

- Any student who becomes ill during the school day must notify his or her classroom teacher for a pass to the School Clinic. *It may be considered a class cut if a student goes to the restroom without notifying a teacher.*
- If it is necessary for the student to leave, a parent or guardian or someone who is listed on his or her emergency list must come into the school to have the student signed out, or give permission to the nurse to allow him or her to leave campus on their own.
  - o **Please be sure all medical and emergency contact information is up to date!**
  - o All students must follow the procedures for dismissal, regardless of age or illness.

### **Make-Up Work Due to Absences**

- If a student will be absent for **three (3) or more consecutive days**, parents may call the School Counseling Office secretary to request make-up work. All requested work must be completed and returned by teacher arrangement. **Please allow the School Counseling Office staff and teachers 24 hours to gather necessary assignments.**
- Students not using the above make-up procedure must request make-up work assignments immediately upon returning to school. Most make-up work must be completed within a three-day period, depending on the policy of the teacher or department.
- In cases of prolonged illness, teachers will set a reasonable time limit for the completion of the work.
- Failure of the student to initiate a request for make-up work within 3 days of return to school may result in lost opportunity for credit for the missed work.
- Make-up work should be completed before or after regular school hours.
- Students who are required to remain at home as directed by the KCHD will be able to access learning materials through Canvas.

### **Absences Not in Accordance with School Board Policies (aka any made up skip day)**

- Bearden High and Knox County Schools neither recognize nor condone absences for student-labeled "senior skip days." These days are created in the minds of students and presented to parents in such a way as to obtain approval from them to miss school. In fact, students are considered truant on days they are not meeting the requirements of KCS Board Policy for attendance. Be aware that your student is being marked *truant* or *absent unexcused* on such days.

### **College Visit Days**

- Juniors are allowed two college visit days per year. Seniors are allowed three days per year. (Additional days may be approved by the Principal.) The procedure as outlined below must be followed in order for these days not to count against any grade/attendance incentives. Failure to comply with this procedure will result in loss of the privilege of having these days excused.
  - o **Bring a note from parent/guardian at least one week before desired visit.** The note must indicate the date and college to be visited and include parent signature and phone number. The College and Career Center will contact the student when the College Visit Verification form is ready. This form must be completed by an official at the college.
  - o **Upon returning to Bearden High, return the completed College Visit Verification form to the College and Career Center.** When the Principal has verified and approved the visit, you will be called to pick up your copy of the authorized form.
  - o Show your copy of the verification with the Principal's signature to each of your teachers, **but you must keep the copy for your records.**

### **Exam Exemption and Attendance Incentive Policy**

- There is NO attendance incentive for the school year.

- **Note: Students may not visit other schools, including elementary and middle schools. Students who violate this policy will be suspended and will be charged with trespassing.**

### **Senior Privilege**

- *Seniors who have a minimum of a 75.0000000% average may opt out of the class's final exam (this exam cannot be a state, dual enrollment, statewide dual credit, credit recovery, IB, or AP exam). The exemption applies to only seniors and is granted in both the fall and spring semesters. Additional note: This Senior Privilege is only afforded to students in a traditional classroom environment.*

### **AP/IB/AICE/Industry Credentials Final Exam Exemptions**

- *Students, regardless of grade level, may choose to be exempt from the final semester exam by sitting for the aligned AP/IB/AICE national exam or the approved industry certification test(s) aligned to their CTE course. In the event students miss or choose not to take the aligned exam, they will then be required to take the teacher-created course exam.*
- *All students in an AP course are expected to take the associated AP exam. If the student chooses not to take the AP exam, a teacher-created final exam will be used for the EOC grade.*
- *Seniors in a fall AP course will be required to complete an intent-to-test form to receive the incentive points on transcripts that will be sent with college applications in the fall. If the student does not take the associated AP exam in May, the teacher will complete a grade-change form and the incentive points will be removed before the official transcript is sent.*

### **Requests for Early Exams**

- *Students will not be allowed to take the state EOC exams or Knox County EOC's early.*
- *Students will need to complete a Request for Early Exams Form no less than two weeks before final exams. These may be picked up in the East or West Mall Offices.*
- *Knox County EOC's that are given on both testing dates may be given on the first testing date with permission from the Curriculum Principal. Teachers should determine if test security will be an issue and elect to give the exam only at the scheduled day and time.*
- *Make-up Exams must be completed within three days of the return to school.*

## **Academic Intervention Programs**

- *Tutoring programs (Bertelkamp Tutoring, Saturday School, and departmental) are available to provide extra academic support for students who are at risk of making a final grade of an F in one or more of their courses. Each time a student fails a course, he/she falls further behind on their goal of receiving a high school diploma. By providing academic support that is immediate, structured and individualized, the student can hopefully avoid the frustration of trying to play "catch up" for the rest of his/her high school years.*
- *A tutorial schedule will be published in the fall.*

## **Student Deliveries at School**

- *Deliveries may be dropped off in the front cubbies in West Mall. The person who drops off the item(s) will need to text the student which cubby the item(s) can be found.*
- *Food may only be delivered by the student's parent or guardian.*
- ***Deliveries made by outside vendors such as UberEats, Doordash, etc. are not permitted and will not be given to the student.***

## **Student Discipline (KCS Board Policy J-191)**

The behavior code addresses the language used by students, respect for all school employees, fighting, threats, bullying, harassment, weapons on school property or at school functions, damage to the property of person or others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes, and conduct on school buses. A teacher, principal, school employee or school bus driver may use reasonable force in in compliance with Tennessee law to enforce discipline and protect students.<sup>1,2</sup>

In accordance with state law,<sup>1</sup> a teacher, principal, or school employee may use a “physical holding restraint” defined as the use of body contact to restrict a student’s freedom of movement or normal access to the student’s body, only in the following circumstances: holding of a student in order to calm or comfort in the absence of an emergency; the minimum contact necessary to physically escort a student from one area to another in the absence of an emergency; assisting a student in completing a task or response if the student does not resist or if the resistance is of minimal intensity or duration; or blocking a student’s exit or elopement through the physical placement of school personnel in front of the student.

When students are disruptive or act inappropriately, school staff and principals are expected to respond logically, appropriately, and consistently to provide a safe orderly school environment for all students. The Knox County Schools Discipline Guidelines describe five levels of behavior, increasing in seriousness from a Level 1 Behavior to a Level 5 Behavior (see chart below). The KCS Student Support Guidelines will be utilized in addressing discipline consequences. The use of Restorative Practices shall be used to the greatest extent practicable in schools where the training has been completed.

The KCS Discipline Guidelines also include levels of possible responses to inappropriate behavior (Response A through E). Each behavior is assigned to one or more of these levels of response. Principals and school staff should use the levels suggested for each behavior. If a behavior is assigned to two or more levels of response, the lowest level of intervention should generally be used first. Behaviors are defined in the KCS Behavior Definitions Table attached to this policy.

When choosing a higher-level response within the range of possible responses, an administrator should consider:

- the student’s age, health, disability, decision-making ability and prior discipline history;
- the student’s willingness to repair the harm;
- the seriousness of the act;
- the potential to cause harm or the harm caused, including any injuries caused;
- the extent of actual disruption to the learning environment; and
- whether the act was intentional, knowing, or reckless.

The administration will document in the discipline referral the reasons for using the selected response. In each case, KCS administrators and staff will apply consequences to minimize the amount of instructional time lost and provide a safe and orderly learning environment. It is the duty of school principals to administer and implement the school behavior and discipline code.<sup>3</sup> Principals and school faculty shall use these guidelines for responses to behavior. Responses and interventions are at the discretion of the school principals. Suspension is required if the behavior is a Level 5, Zero Tolerance Offense.

Administrators may consider an extended suspension (suspension over 45 days) when a student’s behavior or culmination of behaviors pose an on-going safety concern to the school, staff, and/or students. Administrators must notify a KCS Regional Director prior to an extended suspension assignment.

## Student Consequences

| Behaviors   | Intervention Response | Suspension Out of School (under 10 days) | Extended Suspension Out of School (over 10 days) |
|---|-----------------------|--|--|
| <b>Level 1 Behaviors</b>  | A                     | No                                       | No   |
| Dress Code Violation  | A                     | No                                       | No   |
| Vehicle Violation   | A                     | No                                       | No   |
| Tardy to School   | A                     | No                                       | No   |
| Tardy to Class  | A                     | No                                       | No   |
| Public Display of Affection (PDA)   | A                     | No                                       | No   |
|   |                       |  |  |
| <b>Level 2 Behaviors</b>  |                       |  |  |
| Repeated violations of a pattern of Level 1, with evidence of implemented intervention (See mandatory interventions)              | A,B                   | No                                       | No   |
| Class Cut   | A,B                   | No                                       | No   |
| Profanity/Abusive Language in School  | A,B                   | No                                       | No   |
| Unauthorized Area   | A,B                   | No                                       | No   |
| Failure to Serve Detention  | A,B                   | No                                       | No   |
| Inappropriate Physical Contact/Horseplay  | A,B                   | No                                       | No   |
|   |                       |  |  |
| <b>Level 3 Behaviors</b>  |                       |  |  |
| Repeated violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention (See mandatory interventions)    | B,C,D                 | Yes                                      | No   |
| Cheating/Gambling   | A,B,C                 | Yes                                      | No   |
| Obscene Material  | A,B,C                 | Yes                                      | No   |
| Possession of Prescription or Non-Prescription Medication/CBD Oils  | A,B,C                 | Yes                                      | No   |
| Trespassing on School Grounds   | A,B,C                 | Yes                                      | No   |
| Falsify/Forgery of Records  | A,B,C                 | Yes                                      | No   |
| Disruption of Class or School Environment   | B,C                   | Yes                                      | No   |
| Non-Compliance with Staff Request   | B,C                   | Yes                                      | No   |
| Profanity/Abusive Language to Staff   | B,C                   | Yes                                      | No   |
| Theft of Property (Under \$1,000)   | B,C                   | Yes                                      | No   |
| Bus Misconduct  | B,C                   | Yes                                      | No   |
| Possession or Use of Tobacco Products (including electronic cigarettes/vaping devices and products/nicotine devices and products) | B,C                   | Yes                                      | No   |
| Leaving School Grounds without permission   | B,C                   | Yes                                      | No   |
| Inappropriate Use of Electronic Device  | B,C                   | Yes                                      | No   |

| Behaviors  | Intervention Response | Suspension Out of School (under 10 days) | Extended Suspension Out of School (over 10 days) |
|--|-----------------------|--|--|
| <b>Level 3 Behaviors (continued)</b>   |                       |  |  |
| Tamper-Fire Alarm  | B,C,D                 | Yes                                      | No   |
| Possession or Use of Fireworks, Lighters, and other flammable items  | B,C,D                 | Yes                                      | No   |
| Vandalism/Damage of Property   | B,C,D                 | Yes                                      | No   |
| Threat Class 1   | B,C,D                 | Yes                                      | No   |
| Fighting   | C,D,E                 | Yes                                      | Yes  |
| Bullying   | C,D,E                 | Yes                                      | Yes  |
| Cyberbullying  | C,D,E                 | Yes                                      | Yes  |
| Harassment   | C,D,E                 | Yes                                      | Yes  |
| Sexual Harassment  | C,D,E                 | Yes                                      | Yes  |
| Possession of Drug Paraphernalia   | C,D,E                 | Yes                                      | Yes  |
| Possession, Use or Distribution of Vape Devices or Products (Non-THC)  | C,D,E                 | Yes                                      | Yes  |
|  |                       |  |  |
| <b>Level 4 Behaviors</b>   |                       |  |  |
| Repeated violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention (See mandatory interventions) | D,E                   | Yes                                      | Yes  |
| Theft of Property (over \$1,000)   | D,E                   | Yes                                      | Yes  |
| Breaking/Entering  | D,E                   | Yes                                      | Yes  |
| Gang Activity  | D,E                   | Yes                                      | Yes  |
| Threat Class 2   | D,E                   | Yes                                      | Yes  |
| Under the Influence  | D,E                   | Yes                                      | Yes  |
| Possession, Use or Distribution of Alcohol   | D,E                   | Yes                                      | Yes  |
| Sexual Misconduct  | D,E                   | Yes                                      | Yes  |
|  |                       |  |  |
| <b>Level 5 Behaviors</b>   |                       |  |  |
| Repeated violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention (See mandatory interventions) | D,E                   | Yes                                      | Yes  |
| Assault of Staff   | D,E                   | Yes                                      | Yes  |
| Assault of Student   | D,E                   | Yes                                      | Yes  |
| Aggravated Assault of Student  | D,E                   | Yes                                      | Yes  |
| Sexual Battery (Assault)   | D,E                   | Yes                                      | Yes  |
| Possession of Weapon other than Firearm (A lesser disciplinary response may be used following school-based investigation)      | E                     | Yes                                      | Yes  |
| Bomb Threat  | E                     | Yes                                      | Yes  |
| Felony Behavior  | E                     | Yes                                      | Yes  |
| Possession, Use or Distribution of Illegal Drugs/ANY substance containing THC  | E                     | No                                       | (ZT) Yes*  |
| Aggravated Assault and Battery of Teachers or Staff  | E                     | No                                       | (ZT) Yes *                                       |
| Possession of Explosive or Incendiary Device   | E                     | No                                       | (ZT) Yes*  |

| <b>Level 5 Behaviors (continued)</b>  |   |    |           |
|---|---|----|-----------|
| Possession of Handgun, Rifle or Shotgun   | E | No | (ZT) Yes* |
| Threat of Mass Violence on School Property or at a School-Related Event or Function | E | No | (ZT) Yes* |

## Intervention Response Guidelines

When choosing a higher-level response within the range of possible responses, an administrator should consider the student's age, health, disability, decision-making ability, prior discipline history, willingness to repair the harm, seriousness of the act, potential to cause harm or the harm caused, the extent of actual disruption to the learning environment, and whether the act was intentional.

### Intervention Response A

- Student tells his/her side of the story and the parent/legal guardian is notified.
- Teacher or designated staff has a restorative conversation with the student.
- Teacher or designated staff determines whether to involve additional school support staff.
- One or more classroom management strategies or intervention supports are initiated. Student's individual needs and abilities should be considered when choosing interventions.

### Intervention Response B

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrators may assign an alternate learning location within the school for up to two (2) days.
- If response has been escalated as a result of a repeated pattern of Level 1 Behaviors, administrators could refer a student to the Whole Child Support Team as an intervention in Response B.

### Intervention Response C

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrators may assign an alternate learning location within the school for up to three (3) days OR one (1) to four (4) days of out of school suspension.
- A restorative conference should be considered upon re-entry depending on the nature and level of harm caused by the behavior.
- If response has been escalated as a result of a repeated pattern of Level 2 Behaviors, administrators could refer a student to the Whole Child Support Team as an intervention in Response C.

### Intervention Response D

- Student tells his/her side of the story and has the opportunity to write a statement. Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrators may assign five (5) to ten (10) days of out of school suspension.
- A restorative conference is required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

#### Intervention Response E

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrators may assign eleven (11) to forty-five (45) days of out of school suspension.
- A restorative conference is required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

#### NOTE:

- All interventions are to be documented.
- All out of school suspensions over five (5) days must be referred to School Support Teams prior to a disciplinary hearing.
- Students with patterns of suspension could be referred to the School Support Teams as well.

#### ADDITIONAL GUIDELINES

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court;
2. A student may be suspended for off campus criminal behavior that results in a student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the education process;<sup>4</sup>
3. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense;
4. A teacher or other school official shall not reduce or authorize the reduction of a student's grade solely on the basis of discipline problems except in deportment or citizenship;<sup>4,5</sup>
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board policy;
6. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. pay any activity fee;
  - b. pay a library or other school fine;
  - c. make restitution for lost or damaged school property
7. Any student who is expelled may request modification pursuant to J-191 from the Director of Schools.
8. If a student is determined, via a fair and thorough investigation made by the principal or the principal's appointed representative, to have acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the principal's recommendation, the student may not face any disciplinary action.<sup>4</sup>

| <b>KNOX COUNTY SCHOOLS BEHAVIOR DEFINITIONS</b> |  |   |
|---|--|---|
| <b>Code</b>                                     | <b>Behavior</b>                                    | <b>Definition</b>   |
| 35  | Aggravated Assault and Battery of Teacher or Staff | Intentionally or knowingly causing serious bodily injury or the use of weapon to any KCS employee and/or SRO.   |
| 36  | Aggravated Assault of Student                      | Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student that causes injuries requiring medical attention beyond general first aid. Could also include two or more students intentionally causing or attempting to cause physical injury to another. Also includes the use of any weapon.  |
| 32  | Assault of Staff                                   | An intentional or reckless act that causes or has the potential to cause physical harm to a teacher or school staff on school grounds or at a school-sponsored activity.  |
| 33  | Assault of Student                                 | Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. A child may not receive the same disciplinary consequence for their involvement in an altercation, if the school administrator determines that they acted in self-defense to protect themselves from physical harm. (TCA 49-6-3401) Response E may only be used if the attack was premeditated and if the student committing the act presents an ongoing safety risk to others. When Response E is used, evidence of premeditation and safety risk must be listed in the discipline referral. |
| 27  | Bomb Threat  | Intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device.   |
| 74  | Breaking/Entering                                  | Breaking in or onto any district property that includes any unauthorized entry into school property with or without destruction to the property. Includes breaking into student or staff property.  |
| 29  | Bullying   | Bullying is defined as unwanted, aggressive behavior that involves power imbalance. The behavior is repeated over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.   |
| 51  | Bus Misconduct                                     | Engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students.  |

| Code | Behavior                                  | Definition  |
|------|---|---|
| 72   | Cheating                                  | Copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test. Cheating includes: Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source). Student may still be assigned classroom disciplinary action in addition to typical behavior intervention. |
| 59   | Class Cut                                 | Failing to attend a scheduled class or activity without authorization.  |
| 97   | Cyberbullying                             | Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.  |
| 60   | Disruption of Class or School Environment | Intentionally disrupting the school environment to the extent the learning of other students or the normal functioning of the school is impaired. The discipline referral should include evidence demonstrating learning or the normal functioning of the school was significantly impaired.  |
| 68   | Dress Code Violation                      | Wearing clothing that does not comply with the school's standard school attire policy or requirements for appropriate dress.  |
| 80   | Failure to Serve Detention                | Failure to follow through with an agreed upon detention.  |
| 71   | Falsify/Forgery of Records                | Falsifying or altering school records, including, but not limited to, written, electronic or digital school records. Writing and using the signature or initials of another person for an unauthorized purpose.   |
| 87   | Felony Behavior                           | Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. - See more at: <a href="http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf">http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf</a>  |
| 30   | Fighting                                  | Mutual participation in an incident involving physical violence.  |

| Code | Behavior                                  | Definition   |
|------|---|--|
| 41   | Gambling                                  | Gambling is the wagering of something of value on an event with an uncertain outcome with the intent of winning something of value. Gambling thus requires three elements to be present: consideration, risk, and a prize.   |
| 86   | Gang Activity                             | Possessing or displaying symbols or paraphernalia of a gang or of a violent and disruptive group. Participating in the recruitment or initiation of students into a gang or a violent and disruptive group.  |
| 65   | Harassment                                | Harassment is any unwelcome conduct that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school. Harassment meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; is directed at one or more students; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is based on a student's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any distinguishing characteristics; is repeated over time – is severe, persistent, and pervasive; causes mental duress, or psychological trauma to the victim. |
| 83   | Improper Use of Electronic Device         | Improper use of cell phone, Internet, or other electronic devices – Using personal technology, electronic devices, or the internet, except when used for educational purposes with the permission of the classroom teacher or school administrator, or in violation of school rules.   |
| 93   | Inappropriate Physical Contact/Horseplay  | Engaging in minor physical contact with another student, such as pushing, bumping or horseplay.  |
| 85   | Leaving School Grounds without Permission | Leaving school grounds without the permission of school officials.   |
| 61   | Non-Compliance with Staff Request         | Refusing to follow staff directives or comply with assigned disciplinary responses.  |
| 77   | Obscene Material                          | Any material found that depraves or disrupts the educational process of the school. (on paper or electronically).  |
| 96   | Possession of Drug Paraphernalia          | Possessing any material used to produce or consume illegal drugs. Drug paraphernalia includes, but is not limited to bongs, roach clips, miniature spoons and pipes used to consume illegal drugs.   |

| <b>Code</b> | <b>Behavior</b>   | <b>Definition</b>  |
|-------------|---|--|
| 20          | Possession of Explosive or Incendiary Device  | Possession of any destructive device, which includes any explosive, incendiary device, or poison gas, including bombs, grenades, rockets, missiles, mines, and similar devices. Fireworks are not considered an explosive.   |
| 18          | Possession of Handgun, Rifle or Shotgun   | Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.   |
| 21          | Possession of Non-Lethal Firearm  | Possessing a non-lethal firearm, weapon replica, BB gun, airgun, air soft gun, pellet gun, cap gun, or toy gun. Response E may only be utilized if possession of the non-lethal firearm or replica causes actual risk of harm to students. The specific nature of the risk must be documented in the discipline referral.  |
| 16          | Possession of Prescription or Non-Prescription Medication, including CBD oils NOT containing THC                                  | Possession of prescription or non-prescription medication which has not been registered with school. Includes medications that can be purchased over the counter. Includes possession of prescription medication that is registered to the student.  |
| 22          | Possession of Weapon other than Firearm   | <p>Possessing, transmitting, or using a weapon, including:</p> <ul style="list-style-type: none"> <li>-A knife, razor blade, box cutter, or other similar instrument utilizing a razor blade</li> <li>-Ammunition, chains, nun-chucks, brass knuckles, or Billy clubs</li> <li>-An electric weapon or device, such as a Taser</li> <li>-Capsicum (Pepper spray)</li> <li>-Weapons similar to those listed above capable of causing serious bodily injury</li> <li>-Any weapons found on school grounds or at school functions will be confiscated and turned over to the appropriate authorities.</li> </ul> |
| 70          | Possession or Use of Fireworks  | Possessing or use of fireworks (firecrackers, bottle rockets, smoke bombs or other similar devices)  |
| 50          | Possession or Use of Tobacco Products (including Electronic Cigarettes/vaping devices and products/nicotine devices and products) | Possessing or using any tobacco products, including but not limited to, cigarettes, cigars, vapor or e-cigarettes, any products designed for vaping, any nicotine products or chewing tobacco.   |
| 17          | Possession, Use or Distribution of Illegal or Prescription Drugs, including CBD oils or substances containing THC                 | Unlawful possession, use, or distribution of drugs, including any controlled substance, controlled substance analog, or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts, and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug with or without monetary exchange. A referral to the school social worker will be made for any student found in violation of this code.   |

| Code | Behavior   | Definition   |
|------|--|--|
| 23   | Possession, Use, or Distribution of Alcohol  | Possessing, using, or being under the influence of alcoholic beverages or substances that have the potential to intoxicate. A referral to the school social worker will be made for any student found in violation of this code.   |
| 64   | Profanity/Abusive Language   | Using profane, inappropriate, or indecent language, such as cursing on school grounds or at school-sponsored activities.   |
| 63   | Profanity/Abusive Language to Staff  | Directing profane or indecent language toward a teacher, staff member or administrator.  |
| 82   | Public Display of Affection  | PDA includes, but is not limited to, physical or verbal conduct or communication of a sexual nature and sexual behavior between parties on school grounds or school-sponsored events.  |
|      | Repeated Violations of a pattern of Level 1 Behaviors, with evidence of implemented intervention (See mandatory interventions) | A repeated pattern of Type 1 behavior that continues after documentation of prior interventions. Two or more incidents of a Type 1 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.                             |
|      | Repeated Violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention                               | A repeated pattern of Type 2 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 2 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented                             |
|      | Repeated Violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention                               | A repeated pattern of Type 3 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 3 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.                            |
|      | Repeated Violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention                               | A repeated pattern of Type 4 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 4 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.                            |
| 34   | Sexual Battery (Assault)   | Unwanted sexual contact 1) with the use of force or coercion 2) against a person's will or 3) when the victim is unable to give consent.   |
| 31   | Sexual Harassment  | Engaging in unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature. Sexual harassment includes gender-based harassment that creates an intimidating, hostile or offensive educational or work environment. |
| 94   | Sexual Misconduct  | Sexual Misconduct is a consensual sexual act on school grounds or at school related activities.  |
| 73   | Tamper-Fire Alarm  | The deployment of the school fire alarm system in the absence of an emergency.   |

| Code | Behavior                         | Definition  |
|------|----------------------------------|---|
| 55   | Tardy to Class                   | Arriving late to class.   |
| 54   | Tardy to School                  | Arriving late to school.  |
| 89   | Theft of Property (Over \$1000)  | Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property is over \$1000.  |
| 88   | Theft of Property (Under \$1000) | Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property taken is under \$1000.   |
| 91   | Threat: Class 1                  | A verbal, written, electronic, or gestured threat to cause harm to students or school staff. The threat must be one that would cause a person to reasonably fear bodily injury.   |
| 92   | Threat: Class 2                  | A verbal, written, or electronic threat to cause harm to students or staff in which evidence exists that a student has a specific, credible plan to cause harm to staff or students. The threat must be one that would cause a person to reasonably fear bodily injury. |
| 67   | Trespassing on School Grounds    | Entering or remaining on school property without authorization or when suspended.   |
| 57   | Unauthorized Area                | Being present in areas of the school without authorization.   |
| 15   | Under the Influence              | A student is under the influence when they have participated in taking a substance known to prohibit one's performance or behavior, prior to being either on campus or any school function or activity.   |
| 26   | Vandalism/Damage of Property     | Willfully destroying or defacing school or personal property.   |
| 66   | Vehicle Violation                | Operating any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Failure to display required school parking pass or parking in an unauthorized area.               |

**Please Note: Students who are suspended out of school or are awaiting a disciplinary hearing are not allowed to participate in any extracurricular activities during the suspension time.**

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

## Parking and Traffic Information

- All car riders must be picked up/dropped off in front of the main building.
- Students who are returning to school for after-school activities must enter the Dawg Lot through Downtown West **ONLY**.
- Bearden High School strives to provide a safe and secure campus for its students and for all vehicles parked on its property. To accomplish this, it is necessary for students who drive and park on campus to adhere closely to all rules and regulations. Violations of these guidelines will be taken very seriously since the safe and efficient operation of the school may be affected. ***Consequences for such violations are listed below and should be carefully noted.***
- Parents or others who drive on the BHS campus also need to acquaint themselves with campus traffic patterns, speed limits, parking areas, and other guidelines to avoid confusion and assure the continued safety of the Bearden students.
- Because of the limited parking spaces available, campus parking permits will be sold to ***seniors first and then juniors on a space available basis using a lottery system. No freshman or sophomore permits will be sold.*** BHS does not recommend student parking anywhere but on the Bearden campus. Most businesses/organizations near the school do not wish to have students parking on their property and may have cars towed at the owner's expense. ***Crossing the busy streets adjacent to the campus may also be hazardous to students.*** Students are encouraged to ride the bus, car pool, or make other arrangements, rather than park in an area which may pose a dangerous situation for them or their vehicles.
- **Note:** Lost or stolen hang tags should be reported to the East Mall Office immediately. A replacement may be purchased.
- All vehicles parked on school property are subject to search.
- **Students must have administrator/security permission to go to the parking lot during school hours.**
- December graduates must relinquish their parking tags to the secretary in the East Mall Office on the last day of Final Exams in December. Transcripts may be held until parking tags are relinquished.

### General Parking/Traffic Rules and Regulations

Please read, understand, and abide by the following guidelines. First and foremost, these expectations are for the safety of all who are associated with BHS. They are also necessary for the efficient navigation and operation of our school. Please direct all questions regarding student driving and parking to the East Mall Office.

### Parking Rules and Permits

- All student drivers must complete the following procedures for purchasing a BHS parking permit:
  - Submit a completed application, including a valid driver's license and proof of insurance by the deadline.
  - Fee is \$45.
  - Payment must be made within 72 hours of the charge appearing on *the student's SchoolCash online account.*
- Freshmen and sophomore students will NOT be allowed to purchase a parking tag.
- Parking permits are non-transferable; **ONLY** the purchaser may use the permit. Lost or stolen permits must be reported to the East Mall Office immediately to avoid consequences.
- Automobile insurance, as required by state law, must be carried by all student drivers.
- Warning stickers are issued to vehicles that violate BHS policy and are subject to being towed at the owner's expense.
- Students are not allowed to leave campus during school hours without following proper check-out procedures. An office dismissal slip **MUST** be presented to a staff member or security officer upon request.
- Students must follow rules for the parking lot to which they are assigned and adhere to faculty and staff who supervise each lot.
- Students must complete a vehicle change form **AND** inform his/her administrator if he/she changes vehicles during the course of the school year.
- *Students who make, use, or distribute counterfeit parking tags or parking violation stickers are subject to disciplinary action.*

### **STEAM/CTE and ROTC Lot Rules**

- All students that use this lot are to enter and exit through the Gleason Road entrance (at the back of campus).
  - NOTE: If the Gleason Road gate is locked, the student may exit slowly up Stadium Drive and exit via Gallaher View Road.
- Student drivers leaving the *STEAM/CTE* lot should always be prepared to stop and yield the right-of-way to buses which will also exit through the back gate.
- The *STEAM/CTE* Lot gates will be locked each day from 8:45 until 3:30.
- **Any car left in the *STEAM/CTE* Lot after 3:45 pm is subject to being towed at the owner's expense.** This lot is used throughout the school year by the Band program, ROTC, and others after the school day and all vehicles must be moved.

### **Dawg Lot Rules**

- No student drivers are to drive in the alley behind the businesses when entering or leaving the Dawg Lot.
- Use **ONLY** the entrance connecting Downtown West Blvd. and the Dawg Lot when entering and exiting.
- Students are to drive cautiously through the shopping center area.
- Parking and/or loitering in the shopping center area is prohibited.
- The Dawg Lot gates will be locked each day from 8:45 until 3:30 pm

### **Entering and Driving on Campus**

- The BHS CAMPUS SPEED LIMIT IS 10 MPH, and all directional arrows on campus must be followed.
- Student drivers must possess and willingly show their drivers' license and BHS school ID when so requested.
- After 8:45 am, students will only be able to enter campus through the Gallaher View Road entrance. Students who arrive after this time should park in their assigned lot and then report immediately to the East Mall Office to sign in for attendance.
- While on campus, music should only be loud enough so that it can be heard only by the occupants of the vehicle.
- Students are not permitted to move their cars during school hours. This includes but is not limited to moving a car from the *STEAM/CTE* Lot to the Dawg Lot. Students who do so may have their parking privileges suspended or be subject to search.
- If a vehicle needs to be moved during the school day, advanced administrative approval is required.
- PLEASE NOTE: BHS/KCS are NOT financially responsible for any vehicular damage that may occur while the vehicle is on campus.
  - An accident report can be completed; however, it is completed by campus security only to be submitted to the student's private automobile insurer.
  - If the damage is the result of a campus safety or rules violation, the appropriate disciplinary action will be handled by administration.

## PARKING AND TRAFFIC DISCIPLINARY CODE

| <b>PARKING VIOLATIONS</b>                       | <b>1<sup>ST</sup> OFFENSE</b>   | <b>2<sup>ND</sup> OFFENSE</b>   | <b>3<sup>RD</sup> OFFENSE</b>   |
|---|---|---|---|
| PARKING IN A STAFF SPACE                        | VEHICLE WILL BE TOWED   | LOSS OF PARKING PASS FOR A MONTH  | LOSS OF PARKING PASS FOR A SEMESTER & 4 <sup>TH</sup> OFFENSE LOSE PASS FOR THE YEAR              |
| PARKING IN A PAINTED SPACE OR UNAUTHORIZED AREA | WARNING STICKER   | VEHICLE WILL BE TOWED   | LOSS OF PARKING PASS FOR A MONTH & 4 <sup>TH</sup> OFFENSE LOSS OF PASS FOR A SEMESTER            |
| PARKING WITHOUT A PERMIT BEING DISPLAYED        | VEHICLE WILL BE TOWED   | VEHICLE WILL BE TOWED   | DISCIPLINARY HEARING & 4 <sup>TH</sup> OFFENSE WILL BE A DISCIPLINARY HEARING                     |
| LEAVING CAMPUS WITHOUT PERMISSION               | 2 DAYS OF OSS & LOSS OF PARKING PASS FOR A MONTH  | 4 DAYS OF OSS & LOSS OF PARKING PASS FOR A SEMESTER                                 | DISCIPLINARY HEARING & LOSE PASS FOR THE YEAR & 4 <sup>TH</sup> OFFENSE IS A DISCIPLINARY HEARING |
| TRANSPORTING STUDENTS DURING SCHOOL HOURS       | LOSS OF PARKING PASS FOR A WEEK   | LOSS OF PARKING PASS FOR A MONTH  | LOSS OF PARKING PASS FOR A SEMESTER & 4 <sup>TH</sup> OFFENSE LOSS OF PASS FOR A SEMESTER         |
| TRANSFER OF PARKING PASS TO ANOTHER STUDENT     | POSSIBILITY OF BEING TOWED & LOSS OF ABILITY TO PURCHASE A PARKING PASS FOR A SEMESTER. | POSSIBILITY OF BEING TOWED & LOSS OF ABILITY PURCHASE A PARKING PASS FOR A THE YEAR |   |

**NOTE - If a student has violated an additional school rule, his/her administrator may have a consequence separate from and in addition to a parking consequence.**

### Accessing or Moving Vehicles During the School Day

**Note** - If a student has violated an additional school rule in addition to accessing or moving their vehicle, an administrator may have a consequence separate from parking consequence.

### Photographs/Recordings

- *Students are prohibited from taking unauthorized photographs or making unauthorized video/audio recordings of others at school, on school transportation, or school sponsored events. An unauthorized photograph or video/audio recording is considered any photograph or video/audio recording without obtaining prior permission from the person being photographed or recorded. Any photographs or video/audio recordings of student fights, altercations, bullying, harassment, doxing are prohibited.*
  - o **Consequences:** Administrative Discretion—Warning to OSS

### Tardies

- Students are considered tardy to school if they are not in their first block class by the time the morning tardy bell rings at 8:30 unless school begins late due to inclement weather. Parents may submit up to 4 parent notes to the 1<sup>st</sup> block teacher to excuse tardies to school for emergencies. Please refer to the tardy policy below.
- If a student is more than fifteen minutes late to a class, he or she is counted absent for that class and may be considered cutting class for that period of time.

# BEARDEN HIGH SCHOOL

## TARDY POLICY 2024-25

| Violation  | Intervention/Consequence  |
|--|---|
| Violation = Student is NOT 100% physically inside the classroom when the tardy bell finishes ringing (hands, feet, appendages, hair, backpack, etc.).  |   |
| 1st  | Teacher warning.  |
| 2nd  | Teacher warning; teacher notifies parent/guardian (by choice of phone call, email, Parent Square).  |
| 3rd & 4th  | Teacher assigns lunch detention.  |
| 5th, 6th, and 7th  | Teacher submits a discipline referral in Aspen. Teacher should include dates of previous tardies and interventions/consequences for previous tardies. Admin starts an attendance contract and contacts parent/guardian. Student assigned RLC: 1 block RLC (5), 2 blocks (6), 1 day (7). |
| 8th & 9th  | Teacher submits a discipline referral in Aspen. Teacher should include dates of previous tardies and interventions/consequences. Admin contacts parent/guardian. Student assigned RLC: 1.5 days (8), 2 days RLC (9).  |
| 10 or more   | Teacher submits a discipline referral for each additional tardy. Admin follows progressive discipline policy (J-191) - OSS assigned.  |
| Student does not serve lunch detention   | If the student does not serve lunch detention <i>the day it is assigned (or the next consecutive day for a post-lunch 3rd or 4th block tardy)</i> , the Teacher should complete a discipline referral for Failure to Serve Detention. Admin action - see below.                         |
|  | Failure to Serve Detention (1st violation) - 2 lunch detentions<br>Failure to Serve Detention (2nd violation) - 1 day RLC<br>Failure to Serve Detention (3rd or more) - Progressive discipline policy, J-191.   |
| <b>LOSS OF PRIVILEGES MAY OCCUR WITH EXCESSIVE TARDIES TO SCHOOL</b><br><b>(this may include more than parking)</b><br>10th unexcused tardy to school - Admin conference w/warning; parent contact<br>15th unexcused tardy to school - Parking pass revoked for 1 week; parent contact<br>20th unexcused tardy to school - Parking pass revoked for 1 month; parent contact<br>25th unexcused tardy to school - Parking pass revoked for the semester; parent contact<br>30th unexcused tardy to school - Parking pass revoked for the year; parent contact<br><b>For prom privilege, 3 unexcused tardies = 1 absence.</b> |   |

Knox County School Board Policy J-191: MISBEHAVIORS AND DISCIPLINARY OPTIONS - "Tardy to Class: Arriving late to class. Tardy to School: Arriving late to school."

### BEARDEN HIGH SCHOOL STUDENT HANDBOOK: LATE ARRIVALS TO SCHOOL AND TARDIES

"Students are considered tardy to school if they are not in their first block class by the time the morning tardy bell rings at 8:30 (9:30 for a 1-hour delay or 10:30 for a 2-hour delay due to inclement weather). Parents may submit up to 5 parent notes to the East Mall Office to excuse tardies to school for emergencies."

"Arrival after the first fifteen minutes of 1st block is considered absent for that class but tardy for the school day.

- Students are tardy to class if they are not in the room when the tardy bell rings.



- If a student is more than fifteen minutes late to a class, he or she is counted absent for that class and may be considered cutting class for that period of time.”

Knox County School Board Policy J-510: STUDENT VEHICLES - “Eligibility for parking privileges shall be determined and shall be dependent upon the student’s compliance with school regulations.”

**Knox County School Board Policy J-191: MISBEHAVIORS AND DISCIPLINARY OPTIONS** - “Tardy to Class: Arriving late to class. Tardy to School: Arriving late to school.”

**BEARDEN HIGH SCHOOL STUDENT HANDBOOK: LATE ARRIVALS TO SCHOOL AND TARDIES**  
 “Students are considered tardy to school if they are not in their first block class by the time the morning tardy bell rings at 8:30 (9:30 for a 1-hour delay or 10:30 for a 2-hour delay due to inclement weather). Parents may submit up to 5 parent notes to the East Mall Office to excuse tardies to school for emergencies.”

“Arrival after the first fifteen minutes of 1st block is considered absent for that class but tardy for the school day.

- Students are tardy to class if they are not in the room when the tardy bell rings.
- If a student is more than fifteen minutes late to a class, he or she is counted absent for that class and may be considered cutting class for that period of time.”

**Knox County School Board Policy J-510: STUDENT VEHICLES** - “Eligibility for parking privileges shall be determined and shall be dependent upon the student’s compliance with school regulations.”

## Academic Integrity Expectations

The students at Bearden High School are expected to maintain academic integrity and will be held accountable by KCS Board Policy J-191 related to “Cheating”:

*“Copying from another’s test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one’s self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test. Cheating includes: Plagiarizing (appropriating another’s work and using it as one’s own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source). Student may still be assigned classroom disciplinary action in addition to typical behavior intervention.”*

Examples of cheating can include, but are not limited to: copying someone else’s assignment, publication, or writing; plagiarizing; using an unauthorized electronic device or other prohibited material during an assessment; submitting AI-generated content as your own work; having someone else or AI write the assignment for you. Students who violate the academic integrity expectations are subject to disciplinary action by their teacher and administration. Disciplinary actions may include a lower grade, zero-grade, detention, and/or suspension.

## School Counseling Services

The Bearden High School Counseling Department offers a comprehensive program of services and informational resources to benefit students, parents, community, and staff. The major emphasis is placed on the individual student and student needs. The School Counseling Department consists of professional school counselors and support staff. The school counselors strive to meet each student’s academic needs, to address personal/social concerns, and foster college and career goals. Students are assigned by grade level or academy. For example, ninth grade students are assigned to the ninth grade counselor to focus on the successful transition to high school. The counselors work as a team in cooperation with faculty, administration, support staff, parents, and community volunteers to promote student achievement. Please visit the School Counseling and College and Career tabs on the Bearden High School web page for frequent postings on programs and services.

## Library and Media Services

### Available Services

- Printing (black and white @ 10¢ per page, color @ 25¢ per page)
- Check out access to hundreds of pieces of popular fiction, non-fiction and research materials.
- Current magazines: available for in-library reading
- E-book use instructions
- Database access and instruction
- Assistance in research and computer skills for classes or individuals as needed for class projects
- Copying (black and white @ 10¢ per page, color @ 25¢ per page)
- Scanning
- Quiet study

### Library Hours

- 8:00 a.m. – 4:00 p.m. each school day
- Extended library times will be offered as announced.

### Checkout and Overdue Procedures

- Checkout period for books is two weeks. Items may be renewed for checkout as needed, as long as there is no hold on the item.
- If a book is lost, the student who checked it out will be charged a replacement fee.

### Acceptable Use of Electronic Media

- Because Bearden High School is a one-to-one technology school, the Acceptable Use of Electronic Media policy is contained within the technology device agreement form, which must be signed by the parent and student prior to receiving a device.

### Library Website

- This site can be accessed by going to [www.knoxschools.org/beardenhs](http://www.knoxschools.org/beardenhs) and clicking on “library/media” at the top of the page or by going directly to <http://www.knoxschools.org/domain/3350>.

### Lost and Found

- The lost and found is located in the East Mall office. All remaining items will be donated at the end of each semester.

### Personal Best

- Bearden High School has a proud history of excellence in academics, athletics, leadership, community service, as well as numerous other areas.
- Such excellence does not simply “happen,” but is a result of the diligent efforts of many individuals, including students and staff.
- By encouraging both students and staff to set challenging goals and strive to achieve their PERSONAL BEST and by celebrating the successes of one another when this PERSONAL BEST is achieved, BHS has and will continue to maintain its strong education reputation.

## Recognitions and Ceremonies

Several programs are planned at the school during the year, either during or after school hours, to recognize hard-working, deserving students. Students are encouraged to put forth their PERSONAL BEST and strive to be recognized in the ceremonies listed below, as well as many others.

- o Bearden’s Best
- o Student of the Week
- o Senior Awards
- o National Merit Recognition Ceremony
- o Top 10
- o Athletic Signing Day - Fall and Spring
- o Fine Arts Signing Day
- o College Signing Day

- o Academy Celebrations
- o Senior Luncheon - Top Dog, Who's Who
- o ROTC Change of Command
- o Graduation

## **Student Leadership**

### **Student Government Association**

- This organization exists to provide a link of communication between the students and the administration to effectively plan, promote, and implement student activities, school pride, and the general welfare of the school.
- This group is composed of class officers and representatives from each grade.
- SGA officers are elected by the entire school, and at-large members come from the current Leadership Class.
- This very active organization provides an excellent opportunity for students to develop such leadership skills as initiative, responsibility, problem-solving, communication, etc.

### **Student Government Association Executive Board**

- SGA Executive Board consists of all student body officers and class officers. The Executive Board meets every week.

### **Academy Ambassadors**

The Ambassadors serve the school by raising awareness of the various career academies among businesses, other organizations, parents and prospective academy students. Their primary responsibilities include the following:

- Attend all Ambassador trainings at the building and district level
- Conduct industry partner and community member tours of Bearden High School and/or Academies
- Attend district level Academy-related events
- Serve as hosts for Academy-related school events (pathway fair, career fair, guest speakers, Open House, other community events)
- Assist in the planning and implementation of Academy celebrations and events
- Serve as student leaders in their respective academies
- Serve on an advisory board as a liaison between students, teachers and school administration

### **Student Section Leaders**

- This group of senior student leaders serves as student section leaders for our athletic teams. They plan game themes, promote and advertise BHS athletic contests, create positive and encouraging BHS-specific chants and cheers, and actively lead the BHS student section in supporting our student-athletes and marching band with fierce Bulldog pride, excellence, and class.
- Student section leaders are selected through an application process that includes a written essay and interview.
- Leaders work closely with our athletic director and administrative team.

### **InterClub Council**

- This organization exists for the purpose of coordinating the activities of all BHS clubs and organizations.
- Membership will include the administrator in charge of activities, the club officers and the presidents (or designees) of every approved co-curricular club or organization at BHS.
- Membership and participation in this group is required for a club or organization to be approved.
- A Club Fair will be held early in the school year to allow students to select and join their preferred club(s).

## **Clubs and Activities**

A list of all Bearden High School clubs and activities can be found on the Bearden website under “Activities.”

## School and Community Service

- Volunteering time and energy to help make Bearden High School and the community a better place is both educational and rewarding.
- Many colleges and employers look for applicants who have spent time serving others.
- Bearden High encourages its students to look for ways to accumulate service hours either through school clubs, organizations or team projects or through community agencies or churches.
- Some students volunteer for a few hours a week while others make a career of it; either way, helping others can add a greater meaning to your life!
- Look for organized service days before school starts each semester, especially for seniors wishing to complete their 8 hours of community service for the TN Promise Scholarship.
- **Here are a few tips to help you plan ways to serve others:**
  - o Decide on causes or issues that concern you the most.
  - o Look for ways to positively impact these concerns through service projects or programs.
  - o Consider the skills you have to offer and how you can best use them to serve others.
  - o Talk to your friends and family members who may have some of the same concerns and work with them on some of your efforts.
- Find ways to volunteer that fit your personality and lifestyle.

# Athletics

***“Bearden High School Athletics is committed to excellence in interscholastic athletics while supporting the educational mission of BHS.”***

- Bearden High School is proud of its athletics program. Although academics are of primary importance, an excellent athletic program in itself can be a very meaningful learning experience. We believe that athletics enhance a student athlete’s opportunity to learn. Our goal in athletics is to help the student athlete reach his or her potential academically, athletically, and to become a more productive member of society.
- Our Athletic teams and programs are an integral part of the education system. The very nature of athletics stresses the key intangibles of character, integrity, discipline, sacrifice, discipline, teamwork, and a strong work ethic. Coaches will influence the athletes, but also have an opportunity to impact the entire school and community as others see and even imitate our student athletes. Realizing that sports are tools, our coaches understand that what the games create is dependent on the design of them..
- Accordingly, our focus and purpose will be on the individual, not just his or her athletic performance. One of the main goals of our department is to develop student-athletes to become servant-leaders in their eventual professions, who mature to be great individuals, husbands, wives, fathers, mothers, and members of society. Our players must understand that we are building for the future, not just for the time they are under our direction. We want them to pursue excellence in all areas of their lives, and be able to look back on their time at Bearden High School with great admiration and pride, and as a result they will help build a successful, winning athletic program.
  - o Note: Students who are interested in participating in college sports should start the certification process early, (*NCAA Eligibility Center*) usually by the end of their junior year. Information concerning the certification process is available in both the School Counseling Office and the Athletic Director.

## ***ATHLETIC DEPARTMENT VISION***

***“To educate & inspire student-athletes to become the best versions of themselves.”***

### ***Athletic Department Goals***

1. Develop well-rounded student-athletes who are prepared for post-secondary success.
2. Provide the best possible high school athletic experience with academic focus.

## **Athletic Policies**

### **Eligibility**

- A student athlete must have earned at least 6 term credits the preceding year.
- A student athlete cannot be nineteen years of age on or before September 1.
- A student athlete is permitted eight terms of eligibility beginning with ninth grade.
- A student athlete must pass a medical examination before he/she participates in a practice or game.
- A student athlete must comply with all eligibility rules as set forth by the TSSAA.

### **Conduct & Social Media**

- Student-athletes are expected to carry themselves in a way that will positively represent our team, school, and community.
- Each sport will have specific rules and expectations for student-athlete conduct.
- It is the discretion of the head coaches to determine the best method to address conduct issues.
- Conduct brought to the attention of the Athletic Director will be handled on a case by case basis.
- Student-athletes must understand posting to social media or a website is permanent and public information. Inappropriate content that reflects poorly on BHS and is disruptive to the educational environment could be subject to disciplinary actions. Participation in interscholastic athletics is a privilege, not a right.

### Attendance

- Student athletes are expected to be in class at all times. *For a student-athlete to be eligible to participate in practice, team event, or athletic contest he/she must be present at school for 3 hours and 30 minutes during the school day.* Student athletes may not participate during an Out of School Suspension.

### Practice

- Practice schedules are determined by the individual coaches of each sport. *A student athlete should consult with the coach prior to being absent.*

### Equipment

- Equipment issued to the student athlete remains the property of Bearden High School. The equipment is in a loan status and effort should be given to insure the equipment is well taken care of. Any loss of equipment is the financial responsibility of the student athlete.

### Letters and Awards

- Athletic letters are awarded in each sport to athletes designated by the coach. Each sport has certain criteria which qualifies the student athlete for his or her sport. Qualifications for lettering will be discussed by each coach during the sport's pre-season. Bars and sport insignia will be given after the first letter has been awarded.

### Athletic Insurance

- Coverage for Bearden High School is a secondary coverage that covers only after parents have filed on their insurance plan. Cost for a catastrophic plan for a very serious injury is assessed by each participating student athlete.

### Athletic Participation

- **The athletic department encourages participation in athletics. However, such participation is a privilege, and continued violations of school or team rules may result in dismissal from the athletic program.**
- **No one is guaranteed a place on any team, nor guaranteed any minimum amount of participation time. Participation time is the purview of the athletic coach, and his or her determinations are final.**

### NCAA Rules

- The following information is provided for student athletes who plan to attend and participate in a Division I or Division II institution. Additional registration information may be found on the NCAA Website: [ncaaclearinghouse.net](http://ncaaclearinghouse.net).
  1. Division I
    - If you enroll in a Division I college and want to participate in athletics or receive an athletics scholarship during your first year, you must:
      - (1) Graduate from high school
      - (2) Complete these 16 core courses:
        - 4 years of English
        - 3 years of Math (Algebra 1 or higher)
        - 2 years of Science (natural or physical with 1 year of lab)
        - 1 extra year of English, Math, natural or physical science
        - 2 years of social studies
        - 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
      - (3) Earn a minimum required grade-point average in your core courses.
      - (4) Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale (for example, a 3.00 core course grade-point average needs a 620 SAT).
  2. All recovery credit courses through Edgenuity do not count towards NCAA eligibility.
  3. Additional information is available on the BHS website under "Athletics."

## **Bertelkamp Center for Academic Excellence**

- The mission of The Bertelkamp Center for Academic Excellence is to empower the student-athletes of Bearden High School toward enduring excellence. The center will operate with funds donated annually by the Bertelkamp Family and is specifically designed to provide the following for student-athletes at Bearden High School:
  1. Immediate academic intervention/tutoring for those individuals making a “F” in a core/elective academic subject;
  2. Academic support and intellectual skill development; and
  3. ACT preparation, given prior to each established ACT Test date during the school year.
- Bearden High School and the Bertelkamp Family are passionate about providing our student-athletes with proper training, support and preparation in order for those individuals to achieve excellence on the field, court, and in the classroom.
- Tutoring Referral Process
  1. *Any student-athlete with an “F” in a core or elective academic subject, will be required to attend weekly academic assistance sessions. Academic assistance sessions will be on Tuesday and Thursday afternoons from 3:45-4:30 in the BHS library.*
  2. *After a student enters the program, they must attend all sessions until their grade in ASPEN demonstrates the student has attained a passing grade in the appropriate subjects.*
  3. If a student's grade falls below an “F”, he or she will be pulled back into the mandatory sessions until satisfactory progress is made.
  4. Any student-athlete, who is making an “F” in a course, will be considered ineligible to play in a varsity, JV or freshman contest if they fail to attend the mandatory tutoring sessions when required.

## **Athletic Teams**

### **Fall Sports Teams**

Cheer  
Cross Country  
Football  
Golf  
Girls' Soccer  
Volleyball

### **Winter Sports Teams**

Bowling  
Boys' Basketball  
Dance  
Flag Football  
Girls' Basketball  
Wrestling

### **Spring Sports Teams**

Baseball  
Boys Soccer  
Girls Lacrosse  
Softball  
Tennis  
Track & Field

# Knox County Schools Information

## 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 assigned 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.

**Restorative Learning Center (RLC)** is an alternate placement that provides support for inappropriate behavior. The student remains in a designated classroom with an authorized staff member for the length of time assigned. Students are expected to complete regular academic assignments and follow the schedule and guidelines outlined by the staff member in charge.

**Out of School Suspension (OSS)** This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive OSS are subject to the following rules:

- The student is not allowed at any time on any Knox County School property.
- 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.

**IEP Team Meeting**

- 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 students: 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 (JCAB), school lockers, backpacks, pocketbooks, etc. as well as vehicles parked on school grounds are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook.)

## 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 assigned school for a period of not less than one (1) calendar year.<sup>1</sup> 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:

1. Any student who while at a school bus stop, 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;<sup>1</sup> or
  - (b) knowingly possesses a firearm as defined in 18 U.S.C. § 921; or
  - (c) commits aggravated assault or, commits assault and intentionally, knowingly or recklessly causes bodily injury, on a teacher, principal, a School Security Officer (SSO), a teaching assistant or any other employee of the school system, or a School Resource Officer (SRO); or
  - (d) threatens mass violence on school property or at a school-related activity pursuant to T.C.A. § 39-16-517;<sup>1</sup> or
  - (e) is in possession of an explosive or incendiary device.

## Restricted Areas

Students are not allowed in the following areas:

- Parking lots or vehicles during school hours without administrative permission
- Rooms or areas designated “Staff Only” and Work Rooms
- Instructional Areas during lunch periods
- Any unsupervised area during classes without permission
- During lunch: The Pit, Parking Lot, Gym Lobby, Hallways
- In the building after 4:00 without staff supervision for a school activity
- In the building before the designated time in the morning without staff supervision
- *In a bathroom stall with others. Students are not permitted to eat breakfast or lunch in the bathrooms*
- Administrator offices without administrative permission

***\*\*Students are subject to search if found in Restricted Areas\*\****

## Harassment, Intimidation, and Bullying or Cyber-Bullying

According to Knox County Board Policy Handbook J-211

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.<sup>1, 3</sup> 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:

(i) Physically harming a student or damaging a student's property;

(ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;

(iii) Causing emotional distress to a student or students; or

(iv) 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.

"Hazing," which involves any intentional or reckless act, on or off LEA property, by one student acting alone or with others that is directed against any other student, that endanger the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. See T.C.A. § 49-2-120.2

"Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with the initiation into or affiliation with any organization. When looking at the totality of the circumstances, harassment, bullying, cyber-bullying, or any other disruptive or violent behavior includes conduct such as gestures, written, verbal, graphic, or written acts, including electronically transmitted acts, toward a student which is based on any actual or perceived trait or characteristic of the student and creates an educational environment that meets one or more of the following conditions:

- Places the student in reasonable fear or harm to the student's person or property;
- Has substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the students' academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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.

## 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 ensure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with the driver may result in removal of student riding privileges and/or suspension from the bus.

### Bus Discipline Code Handled by Administration

| <b>Level 1</b>   | <b>Level 2</b>   | <b>Level 3</b>  |
|--|--|---|
| Eating or drinking on the bus<br>Failure to remain seated<br>Improper boarding/departing procedures<br>Refusing to obey driver<br>Loud, rude, or abusive behavior<br>Profane language/obscene gestures<br>Any behavior jeopardizing safety | Third violation of Level 1 behavior<br>Tampering with bus equipment<br>Fighting/pushing/tripping<br>Bringing articles aboard the bus of injurious or objectionable nature<br>Destruction of property<br><i>(Parent/guardian fiscally responsible for damages-student will remain off bus until damages are paid.)</i><br>Possession and/or use of tobacco products<br>Profane language/obscene gestures<br>Throwing objects in or out of bus<br>Hanging out bus window | Third violation of Level 2 behavior<br>Physical assault/verbal threat directed to bus driver<br>Attempting to set fire to seat, hair, clothing, etc.<br>Possession of weapon<br>Use of chemical substance with intent to do bodily harm<br>Possession and/or use of alcohol drugs or paraphernalia<br>Misuse of emergency exit on bus |
| <b>Consequences</b>  | <b>Consequences</b>  | <b>Consequences</b>   |
| Written reprimand (maximum 1 warning)<br><br>Bus riding suspension (3 to 5 school days)<br><br>Out of school Suspension  | Bus riding suspension ( <i>minimum 5 school days</i> )<br><br>Repeat occurrence of Level 2 violation ( <i>minimum 15 school days bus riding suspension</i> )<br><br>Out of school suspension   | Bus riding suspension ( <i>minimum 30-maximum 180 school days</i> )<br><br>Out of school suspension<br><br>Action by the Board of Education ( <i>up to and including expulsion</i> )<br><br>Appropriate legal action  |

## Guidelines for Medications

No medication of any kind shall be self-administered by students at school, 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: (*K.C. Board Policy JGCB*)

- 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, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Form and the forms must be renewed each school year.
- 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 the 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.
- Safeguarding the health and welfare of our student athletes is a top priority of all Bearden High School Athletics coaching, administrative, and healthcare staff. Please be reminded of the KCS Medication Policy applies to all BHS students and student athletes and all medications. Under no circumstances should your student be directly provided with medication to take to school without the relevant form on file with our school nurse. Please review the policy in its entirety to ensure you are in compliance with the requirements and are helping us keep the usage of medications on campus regulated safely.
  - o Promote a positive safety culture by not sharing medication approved for personal use only. This includes the dangers of sharing as well as the dangers of accepting shared medications.
  - o While ibuprofen is commonly used in an attempt to reduce the pain/soreness that can accompany athletic activity, evidence does not support performance enhancement from its prophylactic use, and there are subtle links to increased injury risks in certain types of activity through its routine or excessive use. For these reasons and others, sharing of ibuprofen is not permitted.

**Failure to follow the medication policy may result in a student having a disciplinary hearing for a Zero Tolerance offense.**

## **Student Dress Code (J-260)**

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, and 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."

# BEARDEN HIGH SCHOOL DRESS CODE POLICY

**Infraction = Student is NOT in compliance with Knox County Schools dress code policy (below).**

***In ALL cases, the student is required to fix the infraction by changing clothes OR leaving their non-approved headwear with an administrator AND complying with the KCS dress code policy for the remainder of the school year. In addition, the parent will be contacted.***

| Infraction      | Intervention/Consequence  |
|-----------------|---|
| 1 <sup>st</sup> | Teacher/admin conference; dress code infraction corrected. Non-approved headwear left w/admin for the remainder of the day. |
| 2 <sup>nd</sup> | Admin conference; lunch detention.  |
| 3 <sup>rd</sup> | Admin conference, student looks up dress code for 5 jobs of choice.   |
| 4 <sup>th</sup> | Admin conference, writing assignment.   |
| 5 <sup>th</sup> | Admin conference, dress code agreement; 1 day RLC for non-compliance.   |
| 6 <sup>th</sup> | Admin conference, dress code agreement review; 2 days RLC for non-compliance; student fixes issue (see above).              |
| 7 <sup>th</sup> | Admin conference, dress code agreement review; 1 day OSS for repeated non-compliance.                                       |
| 8 <sup>th</sup> | Admin conference, dress code agreement review; 3 day OSS for repeated non-compliance.                                       |
| 9 <sup>th</sup> | Disciplinary hearing for repeat violations of Level 1 and 3 behaviors   |

## ~ Knox County School Board Policy J-260: DRESS CODE ~

"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, and 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. 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."

## Attendance Policies

According to School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Knox County's policies for attendance are designed to encourage students to take personal responsibility for their class attendance and tardies, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record. (KC policy JB)

1. Students with 5 unexcused absences from school will receive a letter from Juvenile Court warning of potential court action. At 10 unexcused absences, student and parent will be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. Excused absences for the following reasons do not count toward those reported to Juvenile Court. Documentation must be submitted within 5 days of absence(s).
  - a. Personal illness
  - b. Illness in family temporarily requiring help from the child
  - c. Death in family
  - d. Recognized religious holidays regularly observed by persons of the student's faith
  - e. Verifiable family emergency
  - f. For students with a parent or guardian who is deployed as a member of the US Armed Forces, excused 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 an excused absence for up to 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.
2. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades (Students must go to class even if they are failing the course). Failure to attend classes for the above reasons will result in possible consequences for truancy and/or class cuts. **Dropping or adding classes is NOT an option.**
3. Parent/Guardian will be notified when a student is absent.
4. Students who are TRUANT may be subject to disciplinary action.
5. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school.
6. **To apply for a Driver's License**, a student must submit a completed **Compulsory School Attendance Form** to the Drivers' License Bureau. This form is available in the school counseling office. The top portion must be completed by the student and parent and then returned to the school counseling secretary for attendance/grade verification and completion of the form.
  - a. **Note:** Five school days should be allowed for completion of this form by the school.

Tennessee State Law (Title 49, Ch. 6, Tennessee Code Annotated) contains requirements for compulsory school attendance. Another law (Ch. 819 of Public Acts of 1990) sets the requirements for driving privileges for children under the age of 18, tying these requirements to the compulsory school attendance law. This law states that a student will be denied a license or lose an issued license if the student has any of the following:

- Ten (10) or more consecutive unexcused days absent in a term.
- Fifteen (15) or more total unexcused days absent in a term.
- More than half of his/her subjects failed in a term.

For purposes of state guidelines, unexcused absences are those without a doctor's note, court appearance, or death of an immediate family member. If a license is denied or canceled, a student must do the following to regain driving privileges:

- Attend school thirty (30) days in a row without an unexcused absence and/or
- Pass half or more of his/her classes the next term with D or better.

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

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages from parents or guardians will be accepted during school hours. No deliveries will be accepted.

## Cafeteria Rules and Food or Drink

- **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.
- **Students must remain in the cafeteria, or in designated outside areas during lunch periods. Students should not be in instructional or unsupervised areas.**
- No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.
- 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 areas.**

## Personal Communication Devices and/or Electronic Devices

Knox County Board of Education Policy J-240

A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices including but not limited to 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.

### Use by Students in Grades 9-12

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.

### VIOLATION OF PERSONAL COMMUNICATION DEVICES

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 teacher may withhold a PCD from a student during a class if the PCD is a distraction to the class or student.<sup>2</sup> 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.

### INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES

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 individual, particularly underage, 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.

# BEARDEN HIGH SCHOOL CELL PHONE POLICY

2024-25

| Violation  | Consequence  |
|--|--|
| Violation = Any improper use of electronic device as deemed by teacher. Cell phone violations are cumulative for ALL classes.  |  |
| 1 <sup>st</sup>  | Teacher takes up phone and returns phone to student at end of class  |
| 2 <sup>nd</sup>  | Teacher takes up phone and returns phone to student at end of class; teacher notifies parent/guardian that next violation will be principal referral       |
| After 2 <sup>nd</sup> violation, teacher will complete conduct referral in Aspen.  |  |
| 3 <sup>rd</sup>  | Admin – Student turns in cell phone to grade level principal for 1 full day; student may pick up phone at 3:30 or when he/she checks out; parent notified  |
| 4 <sup>th</sup>  | Admin – Student turns in cell phone to grade level principal for 3 full days; student may pick up phone at 3:30 or when he/she checks out; parent notified |
| 5 <sup>th</sup>  | Admin – Student turns in cell phone to grade level principal for 5 full days; student may pick up phone at 3:30 or when he/she checks out; parent notified |
| 6 <sup>th</sup> or more  | Conference of Concern w/parent or guardian AND additional disciplinary action  |
| LOSS OF PRIVILEGES MAY OCCUR AT ANY POINT  |  |
| If student refuses to turn electronic device over to his/grade level principal, student will receive 1 day OSS, parent will be notified, and student will serve the previously assigned consequence when he/she returns to school. |  |
| Cell Phone/Electronic Device during District, State, or National testing<br>- 1 day OSS  |  |

Knox County School Board Policy J-240: USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL  
Use by Students in Grades 9-12

"Students may possess personal communication devices (PCD) while on school property. The devices may be used before and after school, during lunch periods and during class time change times. At all other times the PCD must be in the silent mode. The principal or principal's designee may grant a student permission to use a PCD during class time for 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 a student's parents and/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."

To view this policy (J-240) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

## COMMUNICATION WITH STUDENTS AND FAMILIES

Communication with students and families will be done through Parent Square and Canvas. Information about Parent Square can be found [HERE](#).

### 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              | 1/2   |
| Economics                  | 1/2   |
| Phys. Ed and Health        | 1.5 (Wellness and one additional 1/2 credit)*   |
| Personal Finance           | 1/2   |
| Elective Focus/Pathway     | 3**   |
| Computer Science*          | 1 – Starting with the class of 2028   |
| University Admissions      | Students must complete two units of the same world language and one unit of fine/performing arts. *** |
| <b>Total</b>               | <b>28</b>   |

\* The additional 1/2 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/pathway 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 students 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.

## Grading Scale

| Grade | Percentage Range |
|-------|------------------|
| A     | 90-100           |
| B     | 80- 89           |
| C     | 70- 79           |
| D     | 60- 69           |
| F     | 0 - 59           |

Students completing advanced academic courses will receive the following incentives:

### Quality Points

Quality points are added to the numerical quality point value corresponding to the letter grade received in the course.

- One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in an early postsecondary course. Advanced Placement, International Baccalaureate, industry certification, Statewide Dual Credit or Dual Enrollment: A=5, B=4, C=3, D=2, F=0.
- One-half (.5) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the course in an honors course: A=4.5, B=3.5, C=2.5, D=1.5, F=0.
- Assigning additional quality points above 4.0 for the courses listed above is not allowed for the purpose of determining eligibility for state lottery scholarships.

### Percentage Points

Percentage points are additional points added on to a student's final grade after he/she sits for the culminating exam.<sup>3</sup>

- Three (3) percentage points shall be added to the grades used to calculate the semester average for an honors course.
- Four (4) percentage points shall be added to the grades used to calculate the semester average for Statewide Dual Credit Courses, Industry Certification-Aligned Courses, Local Dual Credit Courses and Dual Enrollment Courses.
- Five (5) percentage points shall be added to the grades used to calculate the semester average for Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses.

Grades will be available 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.

## 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. Our staff will not be asked by the administration to give examinations early except in very exceptional situations

EOC examinations will be given on English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. The results of these tests will be calculated as 15% of the final grade (in accordance with TCA 49-1-302(2)). KCS final exam results will also be calculated as 15% 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.

## **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 the 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 - Briana Hinton. 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, at

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 Schools 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 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.

## **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, 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 B-230

**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.

**EXPECTATION:** 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 B-230 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 a person does not immediately and willingly leave, law enforcement may be called.

**PHILOSOPHY OF PERSONAL CONDUCT:** 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.

## Title IX



### **Title IX Incident Reporting Procedure For Employees**

All Knox County Schools employees are mandatory reporters. This means that if any KCS employee has *actual* or *suspected* knowledge of any harassment or discrimination on the basis of sex, that employee **MUST** report it to the Title IX Coordinator.

*Example:* Teacher witnesses, hears, or receives report of known or suspected sexual harassment or discrimination. Teacher must submit the report to the Title IX Coordinator via the Title IX Incident Report Form (or other listed method below). The teacher must also satisfy all non-Title IX reporting requirements and procedures that are in place at their school. **This example applies to all KCS employees.**

#### **What is Title IX Sexual Harassment?**

Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo - an employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
3. Dating Violence, Domestic Violence, Sexual Assault, and Stalking.
  - Behaviors that constitute sexual harassment may include, but are not limited to:
    - Sexually suggestive remarks; Verbal harassment or abuse; Sexually suggestive pictures; Sexually suggestive gesturing; Harassing or sexually suggestive or offensive messages which are written and/or electronic; Subtle or direct propositions for sexual favors; and Touching of a sexual nature.

#### **What is Title IX Sex-Based Discrimination?**

Sex-based discrimination is unlawful treatment, including harassment and sexual misconduct, toward an individual based on classifications protected by state and federal laws which includes but is not limited to discrimination based on sex, gender identity/expression, sexual orientation, or gender expression.

#### **What About Athletics?**

Any Title IX violations regarding KCS Athletics can be reported by following the steps outlined below.

#### **How to File a Title IX Report**

To file a Title IX Incident Report, please fill out the [Incident Report Form on the KCS Title IX page](#). This is the preferred method. However, employees can also email a report to the Title IX Coordinator at [titleIX@knoxschools.org](mailto:titleIX@knoxschools.org). Please include all relevant information in your email (relevant information can be found on the incident reporting form). Lastly, employees can contact the Title IX Coordinator via phone at 865-594-1261. If an employee calls, the Title IX Coordinator will request that the employee also submit their report in writing. **Submitting conduct in Aspen does not satisfy an employee's Title IX reporting requirements.** All Title IX reports must be submitted to the Title IX Coordinator within 48 hours of the expressed concern.

If any employee is unsure if a situation warrants a Title IX report, please contact the Title IX Coordinator at 865.594.1261. For more information about KCS and Title IX, please visit <https://www.knoxschools.org/titleix>.

[KCS Title IX Website](https://www.knoxschools.org/titleix)