

# FARRAGUT HIGH SCHOOL

**11237 KINGSTON PIKE  
KNOXVILLE, TN 37934  
MAIN 865.966.9775  
SCHOOL COUNSELING 865.671.7111**



**MISSION:  
BUILDING INTEGRITY AND EXCELLENCE  
IN ACADEMICS, ATHLETICS, AND THE ARTS  
ACCEPT NOTHING LESS**



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**A COLLEGE & UNIVERSITY PREPARATORY SCHOOL**



**farraguthigh@knoxschools.org**

**2019 – 2020**

# ADMINISTRATION

Principal	Ryan J. Siebe	ryan.siebe@knoxschools.org
Curriculum Principal	Laicee Hatfield	laicee.hatfield@knoxschools.org
12 <sup>th</sup> Grade Principal	Brad Smith	brad.smith@knoxschools.org
11 <sup>th</sup> Grade Principal	Karey Lowdermilk	karey.lowdermilk@knoxschools.org
10 <sup>th</sup> Grade Principal	Ryan Milani	ryan.milani@knoxschools.org
9 <sup>th</sup> Grade Principal	Steve Killian	steve.killian@knoxschools.org
Athletic Director	Donald Dodgen	donald.dodgen@knoxschools.org

# SCHOOL COUNSELORS

12 <sup>th</sup> Grade Counselor	To be determined	
11 <sup>th</sup> Grade Counselor	Rachel Bast	rachel.bast@knoxschools.org
10 <sup>th</sup> Grade Counselor	Andi Tenry	andi.tenry@knoxschools.org
9 <sup>th</sup> Grade Counselor	James Michel	james.michel@knoxschools.org
College/Career Counselor	Katie King	katherine.king@knoxschools.org

# PARENT/COMMUNITY LEADERS

PTSO President	Mary Nussbaum	marynussbaum@gmail.com
Foundation Co-Presidents	Gene Perkins	LS2GTO@msn.com
	Jean Ogle	oglejean@gmail.com

# IMPORTANT PHONE AND FAX NUMBERS

Main Office	966-9775	Attendance	671-7126	(FAX: 671-7127)
Student Affairs	671-7126	Principal's Office	671-7110	(FAX: 671-7120)
Clinic	671-7118	School Counseling	671-7111	(FAX: 671-7198)

# HISTORY OF FARRAGUT HIGH SCHOOL

Named for Admiral David Farragut, a Knoxville native, Farragut High School began in 1904 as a six-room frame academic building on twelve acres of donated land at the junction of Concord Road and Kingston Pike. Professor Charles E. Koon, Farragut High School's first principal, was succeeded by Miss Amanda Stalzfus. In addition to practical agriculture, domestic science, and manual training, the curriculum included Latin, English, and science to prepare students for college entrance.

The original building was destroyed by fire on March 15, 1906 and the community raised over \$25,000 for new facilities which included a study hall that would seat 300 and a cottage for the principal. The first class was graduated in 1907 with one student awarded a diploma. Two students graduated in 1908 and five in 1909.

When the University of Tennessee's Dr. Philander P. Claxton became the United States commissioner for education in 1913, his admiration for Farragut led to the publication of Bulletin No. 49, entitled: *The Farragut School, A Tennessee Country-Life High School*. This bulletin may have helped initiate the Smith-Hughes Act of 1917 which provided funds for vocational high schools that would institute agricultural programs. Farragut High School was named the first Smith-Hughes school in the nation.

Farragut High School has undergone many additions and modifications over the years. A gymnasium was added in 1917, an elementary school building in 1923, an addition to the high school in 1932, an auditorium in 1938, a new gymnasium in 1941, a new elementary school in 1949, and the final addition to the high school on the original campus in 1959.

By 1976 Farragut had completely outgrown its original campus and was moved to a new \$10-million facility on 55 acres overlooking the Farragut community. In 2004 Farragut High School celebrated its 100<sup>th</sup> birthday. Today Farragut High School is one of the leading high schools in Tennessee; the flagship of a rapidly expanding suburban academic community. Farragut's campus includes an intermediate school as well as a middle school which equates to 5,000 students total.

## VISION

Farragut High School commits to being a world class school that builds integrity and excellence in academics, athletics, and the arts.

## GOALS

1. Maximize achievement and growth for every student.
2. Graduate every student.
3. Identify and increase professional growth opportunities.
4. Strengthen parental and community involvement.

## Bell Schedules for 2019-2020

<b>Regular</b>		<b>Advisory</b>	
7:00 Block	7:00 – 8:21	7:00 Block	7:00 – 8:21
7:30 Block	7:30 – 8:21	7:30 Block	7:30 – 8:21
1 <sup>st</sup> Block	8:30 – 10:00	1 <sup>st</sup> Block	8:30 – 9:50
Class Change	10:00 – 10:09	Class Change	9:50 – 9:55
2 <sup>nd</sup> Block	10:09 – 11:43	Advisory	9:55 – 10:05
Class Change	11:43 – 11:52	Class Change	10:05 – 10:10
3 <sup>rd</sup> Block	11:52 – 1:51	2 <sup>nd</sup> Block	10:10 – 11:43
Class Change	1:51 – 2:00	Class Change	11:43 – 11:52
4 <sup>th</sup> Block	2:00 – 3:30	3 <sup>rd</sup> Block	11:52 – 1:51
		Class Change	1:51 – 2:00
		4 <sup>th</sup> Block	2:00 – 3:30

The Pledge of Allegiance will be said daily at the beginning of 2<sup>nd</sup> Block.

<b>1<sup>st</sup> Term Lunch Schedule for 2019-2020</b>			
<b>Lunch Period</b>	<b>Wings</b>	<b>Time in Cafeteria</b>	<b>Time in Class</b>
1 <sup>st</sup>	Orange 1, Orange 2, Red	11:43-12:13	12:18-1:51
2 <sup>nd</sup>	Yellow, Green 2, AP Combined	12:18-12:48	11:52-12:18 & 12:53-1:51
4 <sup>th</sup>	Art, CTE, Driver Ed, , Music, PE, ROTC	1:20-1:51	11:52-1:20

<b>2<sup>nd</sup> Term Lunch Schedule for 2019-2020</b>			
<b>Lunch Period</b>	<b>Wings</b>	<b>Time in Cafeteria</b>	<b>Time in Class</b>
1 <sup>st</sup>	Yellow, Green 2, AP Combined	11:43-12:13	12:18-1:51
2 <sup>nd</sup>	Orange 1, Orange 2, Red	12:18-12:48	11:52-12:18 & 12:53-1:51
4 <sup>th</sup>	Art, CTE, Driver Ed, , Music, PE, ROTC	1:20-1:51	11:52-1:20

### Snow Schedule

When school starts one hour/two hours late due to inclement weather, all 7:00 classes will be canceled.

#### Snow Schedule/One Hour Late

1<sup>st</sup> Block: 9:30 - 10:34  
 2<sup>nd</sup> Block: 10:43 - 11:43  
 3<sup>rd</sup> Block: 11:52 - 1:51  
 4<sup>th</sup> Block: 2:00 - 3:30

#### Snow Schedule/Two Hours Late

1<sup>st</sup> Block: 10:30 - 11:02  
 2<sup>nd</sup> Block: 11:11 - 11:48  
 3<sup>rd</sup> Block: 11:52 - 1:51  
 4<sup>th</sup> Block: 2:00 - 3:30

# Student Code of Conduct 2019-2020

Teachers and administrators shall strive to create a school environment favorable to the development of self-discipline and self-direction. Acceptable behavior is essential to an effective school program. Each teacher is responsible for and has such authority as is necessary for the maintenance of good order within the classroom for the promotion of an environment conducive to learning. The authority to control pupil conduct extends to all activities of the school, including all athletic events and pupil performance on athletic teams, trips, excursions, and other school activities and groups.

Farragut High School's discipline procedures include, but are not limited to, parent conferences, before/after school detention, lunch restriction, in-school suspension (ISS), loss of parking privileges, loss of participation in extracurricular activities, out-of-school suspension (OSS), recommendation for placement at an alternative program, and expulsion. **Failure to serve Administrative Detentions or ISS/RLC will result in further disciplinary action.** Disciplinary Hearings will be held if a student has committed or may have committed an offense which could result in a suspension of five (5) or more days. **Loss of privileges and suspensions from extracurricular activities may result with ANY disciplinary infraction (this includes prom, graduation, and etc...).**

Student behavior may be referred to the Knox County Sheriff's Department (KCSD). Students may be transported to juvenile detention facilities or jail if warranted by local law enforcement agencies with jurisdiction. **Students who attend Farragut High School that are involved in any crime will be prohibited from participating in or attending any extracurricular activity. Any student who is arrested (regardless of time, location, in/out of school) will be immediately suspended from ALL EXTRACURRICULAR ACTIVITIES,** pending an investigation by school officials. **Loss of privileges may result with ANY disciplinary infraction. Extra-curricular activities and graduation requirements include, among other things, an approved record of attendance and conduct. Extra-curricular activities and graduation requirements include, among other things, an approved record of attendance and conduct. Students who are suspended are subject to restriction from participation in any student activities, this includes walking at graduation and/or participating in end of the year senior activities. Additionally, PTSO may revoke privileges to baccalaureate and graduation celebration due to disciplinary actions.**

## 1. ATTENDANCE INFRACTIONS

- A. **7:00 and 7:30 CLASSES** – 7:00 and 7:30 classes are a privilege for students. Students must sign an attendance contract on the first day of class. Excessive absences or tardies may result in loss of the privilege to enroll in early classes.
- B. **TARDY TO CLASS TARDY TO SCHOOL** — 1 to 6 tardies lunch restriction; 7 to 10 tardies Administrative detentions; 11<sup>th</sup> tardy one day ISS; 12<sup>th</sup> tardy parent meeting. Loss of privileges may occur at any point. Students tardy to school must sign in at the 1<sup>st</sup> Floor Office for attendance purposes.  
**Excused tardies:** parent note (limit 5); doctor notes; court documents; emergency (parent contacts grade level administrator).

## 2. DISRUPTIVE INFRACTIONS

- A. **CAFETERIA MISCONDUCT** — (Discipline: lunch restriction, RLC, Administrative Detention, or OSS, restitution). Each student is responsible for disposing of his/her own trash. Failure to do so will result in discipline by the administration.
- B. **TECHNOLOGY MISCONDUCT/DISRUPTION** – (Discipline: Behavior contract, ISS, Administrative Detention, ISS, OSS, or Disciplinary Hearing, restitution, refer to KCSD) **STUDENTS MAY NOT TAKE ANY ELECTRONIC OR REGULAR PHOTOGRAPHS WITHOUT THE INDIVIDUAL'S WRITTEN PERMISSION. STUDENTS UNDER THE AGE OF 18 MUST HAVE WRITTEN PARENT PERMISSION FOR ALL PHOTOGRAPHS.**  
**The student shall:**
  - a. Not participate in electronic plagiarism.
  - b. Not take, disseminate, transfer, or share any obscene, pornographic, lewd, defamatory, inciting, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.). This may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, defamatory, inciting or otherwise illegal images, photographs or language will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender lists.

- c. Use the electronic information system for educational purposes only.
  - d. Agree not to submit, publish, display or retrieve/download any inappropriate material, including but not limited to material that is offensive, abusive, obscene, contains profane language, sexually explicit, sexually threatening, racially offensive or illegal.
  - e. Not attempt to harm, modify, gain unauthorized access to district systems or data, destroy software, or interfere with system security. (this includes but is not limited to usage of or installation of file sharing (swapping) software, instant messaging (IM) software. Voice over internet protocol (VOIP) software, or any unauthorized usage of bandwidth).
  - f. Not use the network in a way that would disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, text or other) in violation of copyright laws.
  - g. Understand that e-mail should **not** be considered absolutely secure or private.
  - h. Not use electronic network or computer resources in any manner that is in violation of any state, federal or municipal ordinance.
  - i. Not use profanity or inappropriate language
  - j. Understand that computer activities may be monitored and tracked
  - k. Not reveal personal student information
  - l. Not use the system to make any unauthorized purchases or to conduct any non-approved business
  - m. Abide by all copyright, trademark and license restrictions
  - n. Tell an adult in charge if information accessed makes the user feel uncomfortable and/or is not appropriate
  - o. Follow Knox County School Policy IFABC
- C. **UNAUTHORIZED AREAS** – Students are not allowed in off limit areas. (Discipline: ISS, OSS, or Disciplinary Hearing)
- a. Parking Lots - No loitering once you have arrived at school.
  - b. Automobiles or other vehicles parked on campus without administrative approval. **Students may not move their vehicle during school day.**
  - c. Any rooms set aside for staff only (except by invitation).
  - d. At lunchtime: all instructional areas, behind buildings, parking lots, Memorial Garden, band wing, and CTE Building.
  - e. Loitering behind wings/buildings.
  - f. **Campus buildings after 3:30 p.m. unless under the direct supervision of a faculty member. Students waiting in the commons for transportation until 4:15. All doors will be locked at 4:30!!!**
  - g. The outdoor classroom area unless accompanied by a teacher.
  - h. Gymnasium prior to the start of school, during lunch, and after school unless attending class or school activity.
  - i. The walkway between the school and Sonja Drive and the surrounding wooded areas.
- D. **UNCOOPERATIVE IN ISS/RLC** – Class disruption violation of school rules in ISS/RLC. (Discipline: OSS for the remainder of ISS term).

### 3. DISCIPLINARY INFRACTIONS

- A. **DRUG PARAPHERNALIA** – (Discipline: Disciplinary Hearing, referral to KCSD, Expulsion). Any student, who furnishes, uses, possesses a simulated look-alike substance, or any drug paraphernalia other than that medically prescribed, will be subject to disciplinary action. **This is in effect for all school activities on and off campus.**
- ZERO TOLERANCE BEHAVIOR** — (Discipline: Disciplinary Hearing) In order to ensure a safe and secure learning environment free of drugs, synthetic drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to removal from school for a period of not less than one (1) calendar year. Zero-tolerance acts are as follows:
- a. Any student who while on a school bus, on school property or while attending any school event or activity:
    1. Unlawfully possesses a legend drug or any other controlled substance; or
    2. Knowingly possesses a firearm as defined in TCA
    3. Commits a battery on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County Schools property or other employee of the school system.
    4. Possession of explosive or incendiary device.

Students shall not use, possess, or distribute illegal drugs or alcoholic beverages or any tobacco products or electronic cigarette devices or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Students shall not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials, if appropriate, and the student shall be subject to suspension.

### ***Bus Rules***

1. Obey the bus driver; follow bus driver's first request; driver is authorized to assign seats.
2. No loud, rude, abusive, or profane language.
3. No eating or drinking allowed; keep the bus clean.
4. Keep hands and head inside the bus; no throwing objects in or out of the bus.
5. Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
6. Parents will be fiscally responsible for any act of vandalism.
7. Students requesting permission to ride a different bus must bring in a parent note and request permission from an administrator.
8. Bus riding is a privilege that may be revoked at any time.

### ***Dress Code – School Board Policy 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. Students are expected to dress in a manner that is neat and appropriate for school or work. In matters of opinion, the judgment of the principal/designee shall prevail.

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses, and shorts must be beyond mid-thigh length.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. 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 students not attired in accordance with the foregoing policy who cannot make a correction shall be subject to disciplinary action.**

## DISCIPLINARY TERMS AND DEFINITIONS

**Confiscation:** Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the office. These items may be returned to the student or parents at the Administrator's discretion. (Note: beepers, cell phones, etc. may be turned over to Knox County Security.)

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

**In School Suspension (I.S.S.):** I.S.S. is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for at least one-half day with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

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

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

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

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

**Hearing Notification** (Includes Administrator and Student + Parent/Guardian)

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

### **I.E.P. Team**

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

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

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

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

## ZERO TOLERANCE POLICY

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year.<sup>1</sup> The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

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

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

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

Reference KCS Board Policy [J-194 - Zero Tolerance Offenses](#)

## RESTRICTED AREAS

Students are not allowed in the following areas:

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

## HARASSMENT, INTIMIDATION, AND BULLYING OR CYBER-BULLYING

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

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

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

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



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

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

**Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable.**

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

Reference [KCS Board Policy J-210 - Harassment of Students](#) and [J-211 - Harassment, Intimidation and Bullying or Cyber-Bullying](#)

## GUIDELINES FOR MEDICATION

No medication of any kind shall be self-administered by students, even with the assistance from school nurses or other school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medications must comply with the following regulations:

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

- All medication must be in appropriate containers that 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.

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

Reference [KCS Board Policy J-352 - Medication](#)

## ATTENDANCE

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

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

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

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

An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and fifteen (15) minutes per school day. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

Reference [KCS Board Policy J-120 - Attendance](#)

## BUS CONDUCT 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 Guidance Office or the Knox County Transportation Office.

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

### BUS DISCIPLINE CODE (Handled by Administration)

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

## DRESS CODE

KCS Board Policy [J-260 - Dress Code](#)

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

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

- Pants must be worn at the waist. No sagging allowed.
- Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
- Head apparel, except for religious or medical purposes, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor and outdoor activity.
- 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.
- Skirts, dresses, and shorts must be beyond mid-thigh length.
- Sleepwear, pajamas, and/or blankets cannot be worn in school.

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."

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students.

Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.

## RELATIONSHIPS

- **No** pushing, scuffling, or horseplay
- **No** harassing, or name-calling
- **No** P.D.A (public display of affection)
- **No** Fighting (unacceptable)

## GUIDELINES FOR STUDENT MESSAGES, PACKAGES, FLOWERS

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. Deliveries such as flowers, balloons, etc. will be distributed to students at the end of the school day. The school will not accept deliveries on high volume days – i.e. Valentine's Day.

## CAFETERIA GUIDELINES AND RULES FOR FOOD AND DRINK

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

## PERSONAL CELL PHONES AND OTHER ELECTRONIC DEVICES

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

student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

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

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

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

**Reference [KCS Board Policy J-240 - Use of Personal Communication Devices in School](#)**

**GRADE REPORTING AND GRADING SCALE**

All class grades are cumulative, representing all class work from beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations and other classroom assignments during the entire 22, 45, 67, or 90 days covered by the report. Progress reports and report cards will be distributed within 5 days of the end of the grading period.

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

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

**EQUAL OPPORTUNITY NOTICE**

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

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

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

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

**UNSAFE SCHOOL CHOICE NOTICE**

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

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

**Reference [KCS Board Policy J-290 - Unsafe School Choice](#)**

**KNOX SCHOOLS STATEMENT OF COMPLIANCE**

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

KCS will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participant's 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.

- Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

## Knox County Board Of Education

### Reference KCS Board Policy [B-230 - Civility Code](#)

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

### EXPECTATIONS

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

- Treat one another with courtesy and respect at all times.
- Take responsibility for one's actions.
- Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
- 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.

- 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.
- 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.
- An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

1 faculty shall use these guidelines for responses to behavior. Responses and interventions are at the  
 2 discretion of the school principals. Suspension is required if the behavior is a Level 5, Zero Tolerance  
 3 Offense.

4 Administrators may consider an extended suspension (suspension over 45 days) when a student's  
 5 behavior or culmination of behaviors pose an on-going safety concern to the school, staff, and/or students.  
 6 Administrators must notify a KCS Grade Level Director (GLD) prior to an extended suspension  
 7 assignment.  
 8

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	A,B,C	Yes	No
Obscene Material	A,B,C	Yes	No
Possession of Prescription or Non-Prescription Medication	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)	B,C	Yes	No
Leaving School Grounds without permission	B,C	Yes	No
Inappropriate Use of Electronic Device	B,C	Yes	No

	<b>Behaviors</b>	<b>Intervention Response</b>	<b>Suspension Out of School (under 10 days)</b>	<b>Extended Suspension Out of School (over 10 days)</b>
5	<b>Level 3 Behaviors (continued)</b>			
6	Tamper-Fire Alarm	B,C,D	Yes	No
7	Possession or Use of Fireworks	B,C,D	Yes	No
8	Vandalism/Damage of Property	B,C,D	Yes	No
9	Threat Class 1	B,C,D	Yes	No
10	Fighting	C,D,E	Yes	Yes
11	Bullying	C,D,E	Yes	Yes
12	Cyberbullying	C,D,E	Yes	Yes
13	Harassment	C,D,E	Yes	Yes
14	Sexual Harassment	C,D,E	Yes	Yes
15	Possession of Drug Paraphernalia	C,D,E	Yes	Yes
16				
17	<b>Level 4 Behaviors</b>			
18	Repeated violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
19	Theft of Property (over \$1,000)	D,E	Yes	Yes
20	Breaking/Entering	D,E	Yes	Yes
21	Gang Activity	D,E	Yes	Yes
22	Threat Class 2	D,E	Yes	Yes
23	Under the Influence	D,E	Yes	Yes
24	Possession, Use or Distribution of Alcohol	D,E	Yes	Yes
25	Sexual Misconduct	D,E	Yes	Yes
26				
27	<b>Level 5 Behaviors</b>			
28	Repeated violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
29	Assault of Staff	D,E	Yes	Yes
30	Assault of Student	D,E	Yes	Yes
31	Aggravated Assault of Student	D,E	Yes	Yes
32	Sexual Battery (Assault)	D,E	Yes	Yes
33	Possession of Weapon other than Firearm (A lesser disciplinary response may be used following school-based investigation)	E	Yes	Yes
34	Bomb Threat	E	Yes	Yes
35	Felony Behavior	E	Yes	Yes
36	Possession, Use or Distribution of Illegal Drugs	E	No	(ZT) Yes*
37	Aggravated Assault and Battery of Teachers or Staff	E	No	(ZT) Yes *
38	Possession of Explosive or Incendiary Device	E	No	(ZT) Yes*
39	Possession of Handgun, Rifle or Shotgun	E	No	(ZT) Yes*
40				
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42				
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50	*Mandatory 180 School Days)			

## 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 parent/guardian notified.
- Teacher or designated staff has restorative conversation with 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 opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/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, administrator 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 student to PIT as an intervention in Response B.

### Intervention Response C

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/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, administrator 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.
- 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 student to PIT as an intervention in Response C.

### Intervention Response D

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/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, administrator may assign five (5) to ten (10) days of out of school suspension.
- Restorative conference 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 opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/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, administrator may assign eleven (11) to forty-five (45) days of out of school suspension.
- Restorative conference 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.<sup>4</sup>

**Legal References:**

1. T.C.A. § 49-6-4107.
2. T.C.A. § 49-6-4001 through 49-6-4105.
3. T.C.A. § 49-2-303
4. T.C.A. § 49-6-3401.
5. T.C.A. § 49-6-3402.

KCS Behavior Definitions Table is attached and included in this policy.

Approved as to Legal Form 6/5/2018

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director

KNOX COUNTY SCHOOLS BEHAVIOR DEFINITIONS		
Code	Behavior	Definition
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.

Code	Behavior	Definition
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
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.

Code	Behavior	Definition
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 bongos, roach clips, miniature spoons and pipes used to consume illegal drugs.
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	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	Possessing, transmitting, or using a weapon, including: A knife, razor blade, box cutter, or other similar instrument utilizing a razor blade Ammunition, chains, nun-chucks, brass knuckles, or Billy clubs An electric weapon or device, such as a Taser Capsicum (Pepper spray) Weapons similar to those listed above capable of causing serious bodily injury Any weapons found on school grounds or at school functions will be confiscated and turned over to the appropriate authorities.
70	Possession or Use of Fireworks	Possessing or use of fireworks (firecrackers, bottle rockets, smoke bombs or other similar devices)

Code	Behavior	Definition
50	Possession or Use of Tobacco Products (including Electronic Cigarettes)	Possessing or using any tobacco products, including but not limited to, cigarettes, cigars, vapor or e-cigarettes, or chewing tobacco.
17	Possession, Use or Distribution of Illegal or Prescription Drugs	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.
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.

Code	Behavior	Definition
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.
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.

## ***Personal Relations***

- A. **TOWARD SCHOOL STAFF** — Students are expected to cooperate fully with and to obey all instructions from any personnel assigned to our school. The staff includes: teachers, custodians, cafeteria workers, clerks, security officers, bus drivers, substitute teachers, interns, secretaries, principals, and other school personnel. Students are to address all staff members with a respectful tone of voice. Students are to respond to all staff at all times while on campus or while attending school activities/events here or at other schools. The school staff has supervisory responsibilities in all areas of the campus at all times and at school activities/events on other campuses.
- B. **TOWARD OFFICIAL VISITORS** — Official visitors, whether observers, speakers, entertainers, or parent/community volunteers are considered to be honored guests and will be treated with courtesy and respect.
- C. **TOWARD FELLOW STUDENTS** — Students are to address all other students respectfully. Students will treat other students with courtesy and respect at all times.

## **Farragut High School Attendance Policy**

- 1. In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. Students who attend less than three (3) hours and thirty (30) minutes per school day shall be recorded and reported as absent on any and all attendance records.
- 2. Students participating in school-sponsored activities whether on or off campus shall not be counted absent.
  - A. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.
  - B. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.
- 3. Acceptable (excusable) conditions for students being absent from school include: (For attendance purposes not Incentive purposes)
  - A. Personal illness or illness in the family temporarily requiring help from the child.
  - B. A death in the family/verifiable family emergency.
  - C. Recognized religious holidays observed by persons of the student's faith.
- 4. Senior Privilege  
Senior who have no more than two absences per class during the semester and a minimum of an "80" average may opt out of the class's final exam (This exam cannot be a state, IB, or AP exam). This choice would allow for seniors to be exempt from exams **both semesters. EXCUSED ABSENCES not Impacting Incentives: School-sponsored fieldtrips; two pre-approved college visits for Seniors**
- 5. Excuses for absences must be made in writing or in person to the Student Affairs office by a parent or guardian. Written excuses must be submitted within five (5) days of the student's return to school. All absences, absence corrections and/or changes must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.
- 6. If parents want to appeal an unexcused absence, they should communicate with the principal. The principal's decision will be final at the school level.
- 7. **MAKING UP ASSIGNMENTS** – If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days, upon returning to school he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within three (3) days after returning from the absence. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment. Quizzes and tests may not be made up during the regular class period. Make-up sessions will be held before and after school. Students must check with their teachers to schedule makeup sessions.
  - a. Work missed because of field trips or school-sponsored activities must be made up according to this schedule.
  - b. Behavior in make-up sessions and all alternative learning situations is to be the same as in the regular classroom
- 8. **CLASS ASSIGNMENTS WHEN ILL** – When it becomes necessary for a student to be out of school from 3 - 10 days, assignments may be sent home. Teachers must have 24-hour notice to prepare this material. Students with extended absences due to illness should contact the School Counseling Office for homebound information.



9. **CLASS ASSIGNMENTS WHEN SUSPENDED OR EXPELLED** – Students that are suspended or expelled from school for more than ten (10) days shall be offered placement in the Alternative School Program for the duration of the suspension or expulsion, unless the student is considered to be a danger to the school community. Students that refuse Alternative School placement or are dismissed from the Alternative School Program early for any reason, or have been considered a danger to the school community shall not be given the opportunity to request make-up assignments. Students that are denied the opportunity to receive make-up assignments may appeal to the School Attendance Review Committee, then to the Superintendent and Board.
10. Students must be present at least 75 minutes to be counted as present in a class. After 15 minutes a tardy to class will be counted as an absence. Parents of students who have excessive early dismissals will be contacted by the classroom teacher. If a student never appears in class and is not on the daily absence bulletin, he/she should be turned in on the unreconciled form at the end of the day.
11. All students will be required to take final exams at the end of each term. The final exam will be 15% of the final grade. Final exams may not be taken early.

**Principals are to stress to students that they are not to visit other schools including elementary and middle schools. They will be suspended and may be charged with trespassing.**

12. **PROCEDURE FOR EARLY DISMISSAL** — Students are to turn in their early dismissal requests to the First Floor Office before 11:00. The request must contain the student's name, student I.D. number, grade, time for dismissal, and telephone number where the parent/guardian can be reached, and a parent/guardian signature. Parents will be called to verify the request. The student must return to the First Floor Office to receive an "Early Dismissal" note before he/she leaves campus. If a student did not bring a note for early dismissal and it becomes necessary for him/her to leave during the school day, a parent or his/her designated representative must go to the First Floor Office to sign the student out. **Students who leave campus without following this procedure will be disciplined for leaving campus without permission.** ANY EARLY DISMISSAL TURNED IN AFTER 11:00 MUST BE APPROVED BY THE GRADE-LEVEL PRINCIPAL. **Eighteen-year old students living with parents or guardians will be expected to follow early dismissal guidelines.**
13. **DUAL ENROLLMENT STUDENTS** – **Students who are enrolled in off campus Dual Enrollment courses must either leave campus or report to the library during their Dual Enrollment block. They are prohibited from loitering in the parking lots or on campus and may be subject to disciplinary action.**
14. Students arriving prior to the 8:05 a.m. bell should report to the Commons or designated areas in front of the main building. After the 8:05 a.m. bell, students may go to their lockers or attend to other business. **Again, once a student arrives on campus, he/she may not leave without properly checking out.** There is a warning bell at 8:25 a.m. and classes begin promptly at 8:30 a.m. Students waiting for a late ride after school hours should go to the commons or designated areas in front of the main building. All doors will be locked at 4:30.
15. **DRIVER'S LICENSE ATTENDANCE POLICY** — **Tennessee State Law** states that the attendance teacher or the superintendent shall provide documentation of enrollment status and satisfactory academic progress [**a passing grade in at least three full unit subjects each semester**] on a form (SP-1010) to any student fifteen (15) years of age or older upon request, who is properly enrolled in a school under the jurisdiction of the official for presentation to the Department of Safety on application for or reinstatement of an instruction permit or license to operate a motor vehicle. Whenever a student fifteen (15) years of age or older withdraws [for the purposes of this section, "withdrawal" means more than ten (10) consecutive or 15 (fifteen) days total unexcused absences during a single semester, or the student fails more than 1 of 4 subjects in a semester], the attendance teacher or superintendent shall notify the Department of Safety of such withdrawal. Within five (5) days of receipt of such notice to the licensee that the license will be suspended under the provisions of title 55, chapter 50, on the thirtieth day following the date the notice was sent unless documentation of compliance with the provisions of this section is received by the Department, before such time. This attendance policy applies only toward driver's license laws and does not affect makeup policy of schoolwork at Farragut High School.
  - A. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester render a student ineligible to retain a driver's license or to obtain such if of age.
  - B. The principal shall be responsible for notifying in writing the superintendent and the parents of the student of any action taken by the school.
  - C. After ten (10) consecutive or fifteen (15) total reported absences (excused or unexcused) by the student during any semester, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has met attendance requirements that will allow him/her to retain or obtain a driver's permit or license.

**16. ILLNESS AT SCHOOL** – Students who become sick at school must go to the clinic or First Floor Office to report the condition. Reporting elsewhere may be considered a CLASS CUT. In case the student is unable to continue functioning at school, the parent/guardian will be notified to come for the student. If time is of the essence and the parents cannot be reached, the Principal will handle the emergency immediately. Parent/Guardian should make certain that any information concerning an unusual medical situation is placed on the permanent record in the School Counseling Office (i.e. diabetes, heart condition, insect allergies, and other potential medical emergency information). **All medications needed to be taken during the school day must be left with the school nurse in the clinic. The clinic is located on the second floor between the green wing and the red wing.**

## Media Center

The Media Center is located on the second floor and is open Monday - Friday from 7:30 a.m. until 4:00 p.m. Students may go to the Media Center from class on a pass from the teacher, at lunchtime, and/or before and after school.

More than 30,000 items (books, magazines, newspapers) are available for research and general interest. A variety of electronic databases may also be utilized. Several word processing programs are available to type papers. With a Student ID card, books may be checked out for 2 weeks with renewals. Each overdue book incurs a fine of 10¢ per day with a maximum fine of \$5.00. Reserved books, reference books, and magazines may be checked out overnight. Reserve items have a fine of 25¢ per day.

All materials checked out are the responsibility of the student. Overdue notices are sent on a regular basis. Photocopies and printer copies are 10¢ per page. Lost books are the cost of the replacement book. Students must have an approved Internet Usage form on file in order to use the Internet. Improper internet usage will result in disciplinary action.

## School Counseling

1. **SCHEDULE CHANGES** - Due to the FHS in-depth registration process, the number of students and limited alternatives, changes in the students' schedules will not be permitted after the date published during the summer. A schedule change request **does not** guarantee a changed schedule. Changes will be made **ONLY** for the following reasons:
  - A. Receiving credit in summer school
  - B. Incorrect level placement
  - C. Student needs to repeat a class
  - D. Administrative prerogative

Students' schedules are distributed in the summer and students should take care of any schedule change requests during the summer. Schedules are final on the first day of school.

2. **WITHDRAWAL FROM SCHOOL** - A student who finds it necessary to withdraw from Farragut High School should notify his/her counselor immediately. At this time, the student's records are brought up-to-date, and his/her plans for the immediate future discussed. Parental consent is necessary prior to the withdrawal if the student is under the age of 18. Students must clear their records (return books and other school property, pay fines, return parking tags, etc.) before withdrawal is complete.

### **3. GRADING POLICY -**

<i>Grades</i>	<i>Descriptor</i>	<i>Percent Scale</i>	<i>Grade Pts</i>
A	Excellent	93-100%	4
B	Good	85-92%	3
C	Average	75-84%	2
D	Below Average	70-74%	1
F	Failure	Below 70	0

*Students desiring to receive recovery credit, dual credit, or e-learning credit must be pre-approved to do so. See your School Counselor for details and grading procedures.*

**\* EXCUSED ABSENCES not Impacting Incentives: School sponsored fieldtrips; two pre-approved college visits for Seniors**

ADVANCED COURSE LEVEL DESIGNATION	ADDITIONAL GPA QUALITY POINT GUIDE	PERCENTAGE POINTS ADDED TO FINAL GRADE
HONORS	Additional .5 quality point used for GPA calculation	Three (3) points added to student's Final Grade
ADVANCED PLACEMENT	Additional 1 quality point used for GPA calculation	Five (5) points added to Final Grade for students who sit for AP Exam
NATIONAL INDUSTRY CERTIFICATION	Additional .5 quality point used for GPA calculation	Four (4) points added to Final Grade for students who sit for the identified Industry Certification Exam
DUAL ENROLLMENT	Additional 1 quality point used for GPA calculation	
STATE-WIDE DUAL CREDIT	Additional .75 quality point used for GPA calculation	Four (4) points added to Final Grade for students who sit for State Challenge Exam

**4.DUAL ENROLLMENT** - A "Core" dual enrollment course is defined as one which is the curriculum equivalent to, or one that exceeds an Advanced Placement course (as defined by The College Board) or is a college level course that would be listed in the High School Curriculum Guide under the heading of English, Mathematics, Science, Social Studies or World Language. These core subject dual enrollment classes will be granted 5 additional points to the student's final class average. All other dual enrollment classes will **NOT** be weighted.

**5.TESTING** - Beginning in the 2015-2016 school year and for school years thereafter, an LEA shall also disseminate the testing information to parents by placing the information in each school's student handbook, or other standard or policy guidebook that contains the policies and procedures of the school and is distributed annually.

## **Parking and Traffic**

Farragut High School strives to provide a safe and secure campus for its students, staff, and visitors. To accomplish this, it is necessary for everyone who drives and parks on campus to adhere closely to traffic rules and regulations. These include, but are not limited to, maintaining a speed of no more than 10 mph in the circle or parking areas, following the correct traffic patterns, yielding to the officers, **stopping when the busses have the Stop arm extended**, stopping for people crossing the roads, and adhering to all Knox County safety and traffic laws.

**EFFECTIVE FALL 2019: only Seniors and Juniors in good standing may park on campus with the purchase of a parking permit.** Sophomores will not be permitted to park on campus.

**Parking on campus is a privilege which may be revoked at any time.** Students who purchase a parking permit will be given a complete list of parking rules. Parents and students must sign the parking rule contract before a permit will be issued. Unauthorized areas include staff parking, visitor parking, handicapped parking, parking in the grass, parking outside a designated student parking space (curb), and behind the gymnasium. Violations of parking procedures may result in loss of privilege and are subject to disciplinary action. **Parking fees are non-refundable.** Parking tags are the property of Farragut High School. They may not be sold, loaned or transferred to another student without permission from the school. **Early graduates and students who withdraw must turn in any parking tags assigned to them before they leave.**

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

## **General Information**

1. **ACCIDENT INSURANCE** - is available for students on an in-school or twenty-four-hour-a-day basis. Applications are issued in Advisory Period on the first day of school. This insurance covers all sports except Varsity Football. It should be noted that the school system assumes no responsibility for the performance of the contract between the insured and the insurance company.
2. **ATHLETICS** - Farragut High School is a member of the TSSAA and participates in the larger school division in all sports. Eligibility requirements of TSSAA athletic participation are:
  - A. The student must pass at least 6 courses the previous school year.
  - B. Each student must complete a physical examination for the sport in which participating and he/she must be insured.
  - C. **Boys Sports include:** Baseball, Basketball, Football, Golf, Tennis, Track, Wrestling, Cross Country and Soccer.
  - D. **Girls Sports include:** Softball, Basketball, Golf, Tennis, Track, Volleyball, Cheerleading, Cross Country and Soccer.
  - E. **Club sports include:** Rugby, Lacrosse, Swimming, Dance
3. **ATHLETIC EVENT GUIDELINES** -
  - A. The student body, players, and cheerleaders are reminded that an attitude of good sportsmanship is to be maintained at all athletic events. Students shall be respectful of our opponents, fans, and officials.
  - B. The student body will not be allowed on the playing surface after an event either in celebration or protest.
  - C. Students are not to engage in any dress or conduct which would incite others or would be offensive to our opponent. The judgment of the administration or the security officer will prevail
  - D. Any student removed from an athletic event for unsportsmanlike conduct will face disciplinary action by the administration with consideration given for suspension from school and losing the privilege of attending any athletic events for the remainder of the year.
    - E. Students are not to gather in the parking lot in any threatening manner toward our opponents and fans. Harassment or fighting any time on school grounds warrants immediate suspension from school.
  - E. Food and drink from outside of the facility are not to be brought into the stadium or gym.
4. **BOOKSTORE**- located in the Lower Green Wing and is open before school, and during lunch. The store has general school supplies, jackets, shirts, gym bags, FHS mugs, umbrellas, and school related materials.
5. **CAFETERIA** - The cafeteria is a non-profit service located in the Commons for the convenience of all students and teachers who may wish to purchase all or part of their lunches or breakfasts. The cafeteria prices are established by the Board of Education. This is the students' cafeteria and their cooperation is needed to maintain a clean and pleasant environment while eating. Free Lunch applications can be found on line or from the cafeteria manager. No charges are allowed. Students must have a cafeteria ID number to purchase food.
6. **No restaurant/fast food delivery services to students is allowed. Any persons bringing lunch to a student at Farragut High School MUST check in the first floor office.**
7. **CLASS FEES** - are approved by the Board of Education and are charged for some supplies. Students will be informed of these fees at the beginning of each school year.
8. **CLOSED CAMPUS** - Farragut High School is a closed campus. Parents, community members, business people, etc., must check-in the 1st floor office. Farragut High School students are prohibited from bringing a visitor for all day/partial day without prior approval by administration.
9. **EMERGENCY DRILLS** -
  - a. **Fire Drill:** In accordance with the Tennessee State Law, fire drills are required to be held. The signal to leave the building is sounding the siren. In case it should be out of order, the students will be given three (3) short bells or instructions over the public address system. The signal to return from the fire drill will be initiated by one long bell. Students must leave the building quickly and orderly from whatever room they are in

WITHOUT GOING TO LOCKERS. Some students may be asked to assist the teachers with some responsibilities for the classroom. Following instructions and maintaining order is essential.

- b. **Tornado Drill:** Upon receipt of a "severe weather alert", each member of the faculty will be notified immediately. Teachers and students should be prepared to act instantly upon receipt of a tornado warning. The principal will notify everyone over the public address system, and they will go to prearranged locations where they will remain until an "all clear" signal is given over the P.A. System. In the event of a power failure, these signals will be given with a "bull horn" or by runners. Care will be taken to avoid glassed areas and those areas with long suspended roofs such as auditorium and gymnasium.
- c. **Lockdown Drill:** All areas are secured, gates and doors are locked. Bells will be turned off. If the bells ring ignore them. Assigned areas are checked for suspicious persons. If you find anything suspicious, report to administration or security. Students are not allowed to use messaging equipment without authorization. No student should leave the classroom or designated area during a lockdown drill. All areas are to remain secure until given the "all clear" signal.

**10. LOCKERS** - are the properties of the Knox County Schools. Lockers offer minimal security, and items of unusual value should not be placed in them. The school is not responsible for lost or stolen items. It is the students' responsibility to provide his/her own lock. The Student Affairs Office can assist in the event it is necessary to arrange to have a lock cut off a locker.

**11. LOST BOOKS** - In the event a textbook or Media Center book is lost, it will be the total responsibility of the student or his/her parent/guardian to locate and return the book or pay for it. A student having not returned books at the end of the school year will: (1) not be issued books the following year; (2) be the last to register; and (3) if a senior, will not be allowed to graduate until all book problems are resolved.

**12. STUDENT GUESTS**- No student visitors will be permitted without prior approval by an administrator. If a student is bringing a guest to a Farragut High School event (such as a dance, prom, or club function) the following guidelines must be followed:

- A. Guests must complete the Guest Application for Admission form available in the 1<sup>st</sup> floor office or Student Affairs office.
- B. Guests must be enrolled in the 9<sup>th</sup>-12<sup>th</sup> grade or be a high school graduate and not older than 21.
- C. Guests must have a picture ID in order to be admitted to the event. If your guest does not have a picture ID, special arrangements must be made with the administration.
- D. Guest must agree to conform to the code of student conduct, including the student dress code.

**13. STUDENT ID CARDS**- Every student is required to have a Farragut High School Student ID and carry it on his/her person during the school day and at all school-sponsored events. ID's must be presented if requested by a member of the faculty or staff, when checking a book out of the Media Center, or if requested by the security officer. Replacement IDs cost \$5.00 and are made in the Media Center every Tuesday.

**14. TELEPHONES** - Students may not use any of the office telephones except in case of an emergency or official school business. No student will be called from class to answer a telephone call. **Student phones must be turned off and out of sight during class time and assemblies.**

**15. RESTROOM STALLS** - At no time should more than one person be in a restroom stall at the same time.

## **Where do I find information about:**

- 504 Information
  - Academic Concerns
  - Academic Testing
  - Accident Report
  - Athletic Eligibility
  - Attendance
  - Bus Information
  - Career and Vocational Opportunities
  - Change of Address
  - Claim Forms - Accident Insurance
  - Club Information
  - College Information and Recommendations
  - Daily Announcements
  - Driver License
  - Early Dismissals
  - Emergencies
  - Emergency Drill Information
  - Free and Reduced Lunch Information
  - Good Student Verification - Auto Insurance
  - Grade Questions (Ask Teacher First)
  - Graduation Requirements
  - Health Problems/Injury
  - Homebound Teachers
  - Homework for Extended Illness
  - Illness during School Hours
  - Immunization Records
  - Information about Tickets: Games, Dances, Etc.
  - Learning Center
  - Locker Assignments/Problems
  - Lost and Found
  - Master Schedule
  - Parent-Teacher Conferences
  - Parking Permits
  - Post-Secondary Planning
  - Recovery Credit /ELearning
  - Registration Information/Schedule Changes
  - Report Cards
  - Report Unacceptable Behavior
  - School Zone Information
  - Scholarships/Financial Aid
  - Seized Items
  - Special Education Concerns
  - Specific Graduation Events
  - Student Government
  - Student ID
  - Summer School
  - Tardies
  - Textbook Information/Lost Textbooks
  - Theft Report
  - Transcript Requests
  - Transfers
  - Tutoring
  - Visitors Passes
  - Withdrawal Forms
- School Counseling Office  
Curriculum Office  
School Counseling Office  
Curriculum Office  
Student Affairs Office  
Student Affairs Office  
1<sup>st</sup> Floor Office  
School Counseling Office  
School Counseling Office  
1<sup>st</sup> Floor Office  
Student Affairs Office  
School Counseling Office  
1<sup>st</sup> Floor Office  
1<sup>st</sup> Floor Office  
1<sup>st</sup> Floor Office  
See Any Staff Member  
Student Affairs Office  
Cafeteria Manager  
School Counseling Office  
School Counseling Office  
School Counseling Office  
Clinic/Nurse's Office  
School Counseling Office  
School Counseling Office  
Clinic/Nurse's Office  
School Counseling Office  
1<sup>st</sup> Floor Office  
School Counseling Office  
Student Affairs Office  
1<sup>st</sup> Floor Office  
Curriculum Office  
School Counseling Office  
Student Affairs Office  
School Counseling Office  
School Counseling Office  
School Counseling Office  
School Counseling Office  
School Counseling Office  
Student Affairs Office/Curriculum Office  
School Counseling Office  
School Counseling Office  
Student Affairs Office  
Curriculum Office  
Curriculum Office  
Advisor/Yellow Wing/Curriculum Office  
School Counseling Office  
School Counseling Office  
1<sup>st</sup> Floor Office  
Library/School Counseling Office  
Student Affairs Office  
School Counseling Office  
School Counseling Office  
School Counseling Office  
1<sup>st</sup> Floor Office  
School Counseling Office

## **Public 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 II of the Genetic Information Nondiscrimination Act of 2008, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

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

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to Melissa Massie, Director of Special Education, Room 909 of the Andrew Johnson Building, telephone number (865) 594-1540. All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should be directed to Rebecca Owens, Title VI, Title IX and ADA and OCR Coordinator, Room 1612B of the Andrew Johnson Building, telephone (865) 594-1686.

**and/or**

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

## **Safe Schools Choice Notice**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

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

# Farragut High School

## Cell Phone Policy

Infractions are not per class and will start over at the semester:

1 <sup>st</sup> Offense	Teacher contacts parent and notifies grade level principal of contact
2 <sup>nd</sup> Offense	Teacher writes up student and grade level principal contacts parents to notify that next offense is a 1 block RLC
3 <sup>rd</sup> Offense	Teacher writes up student and grade level principal will assign RLC for the block in which the incident took place and notify parents
4 <sup>th</sup> Offense	Teacher writes up student and grade level principal will assign RLC for the entire school day and notify parents
5 <sup>th</sup> Offense	Teacher writes up student and grade level principal will assign RLC (1-3 days) and schedule a parent meeting to create a plan that will include loss of cell phone privilege for the student
6 <sup>th</sup> Offense	Teacher will write up student and grade level principal will have option of suspension and/or schedule a Disciplinary Hearing (DH)
7 <sup>th</sup> Offense	Teacher will write up student and grade level principal will schedule a DH
DH	Disciplinary Hearing which could result in long term suspension



# Farragut High School Academic Integrity Policy

This policy applies *only* to **major assignments, projects, and key assessment items** within the class. Issues concerning academic integrity with homework, daily activities, and smaller coursework will be managed by the classroom teacher.

**INFRACTIONS ARE CUMULATIVE and will not start over at the end of an academic year.** Faculty will maintain record of academic integrity concerns, and a student's offenses will stack throughout their tenure at Farragut High School.

Issues with academic integrity may include:

**CHEATING** - Using any unauthorized items/papers used for the benefit of the student's grade.

**CONTRACT CHEATING** - When a student submits classwork that has been completed by somebody else who was rewarded for doing the work.

**DECEPTION**- To misguide someone into believing in something that is true or not true, typically for their gain of an advantage over another.

**FABRICATION & FALSIFICATION** - To fake or forge documentation, data, experiment results, signatures, etc.

**PLAGIARISM** - The act of taking one's work or other ideas and passing them off as one's own.

**UNAUTHORIZED COLLABORATION** - Working with others without the specific permission of the teacher on assignments that will be submitted for a grade.

<p><b>Teacher Protocol</b></p> <ol style="list-style-type: none"> <li>1. Check Aspen for student history of cheating</li> <li>2. Have conversation with student</li> <li>3. Enter grade in Aspen with notation</li> <li>4. Contact parents, grade-level principal, and counselor</li> </ol>
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<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Teacher will put infraction into the Aspen discipline system.</li> <li>• Teacher will put a note in the online gradebook for the assignment.</li> <li>• Teacher will contact parents, administration, and guidance.</li> <li>• No formal discipline.</li> <li>• Student may earn a maximum of 50% on the assignment.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Teacher will put infraction into the Aspen discipline system.</li> <li>• Teacher will put a note in the online gradebook for the assignment.</li> <li>• Teacher will contact parents, administration, and guidance.</li> <li>• No formal discipline.</li> <li>• Student earns a zero on the assignment.</li> </ul>
<b>3<sup>rd</sup> Offense+</b>	<ul style="list-style-type: none"> <li>• Teacher will put infraction into the Aspen discipline system.</li> <li>• Teacher will put a note in the online gradebook for the assignment.</li> <li>• Teacher will contact parents, administration, and guidance.</li> <li>• Student earns a zero on the assignment.</li> <li>• Administration will discipline student in accordance with KCS policy.</li> </ul>

## **Tardy Policy 2019-2020**

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| <b>1. First - Sixth Tardies</b>   | <b>Lunch Restrictions</b>        |
| <b>2. Seventh - Tenth Tardies</b> | <b>Administrative Detentions</b> |
| <b>3. Eleventh Tardy</b>          | <b>1 Day ISS</b>                 |
| <b>4. Twelfth Tardy</b>           | <b>Parent Meeting</b>            |

***Loss of Privileges may occur at any point.***

# Knox County Schools

## 2019-20 Calendar

### AUGUST

August 1 - Administrative Day (Teacher Work Day);  
**Orientation for 6<sup>th</sup> and 9<sup>th</sup> graders**  
August 2 - In-service Day (1/2 day-School based);  
Administrative Day (1/2 day-Teacher Work Day)  
August 5 - **First Day for Students** (1/2 day for students)  
August 27 - **Student Holiday** - In-service (Building)

### SEPTEMBER

September 2 - Labor Day – **Holiday**  
September 5 - End 4 1/2-weeks Grading Period  
September 17 - Constitution Day (Students in school)

### OCTOBER

October 4 - End First 9-weeks Grading Period (43 days)  
October 7-11 - **Fall Break**

### NOVEMBER

November 5 - **Student Holiday** - In-service Day  
November 14 - End 4 1/2-weeks Grading Period  
November 27-29 - **Thanksgiving Holidays**

### DECEMBER

December 20 - **1/2 day for students** - End Second 9-weeks Grading Period (46 days) End First Semester (89 days)  
December 23-January 3 - **Winter Holidays**

2020

### JANUARY

January 6 - **Student Holiday** - In-service Day (1/2 day—School based); Administrative Day (1/2 day-Teacher Work Day); (  
January 7 - **First Day for Students after Winter Holidays**  
January 20 Martin Luther King, Jr. Day – **Holiday**

### FEBRUARY

February 7 - End 4 1/2-weeks Grading Period  
February 17 - **Student Holiday** - In-service Day

### MARCH

March 3 - **Holiday**  
March 13 - End First 9-weeks Grading Period (Third 9-weeks Grading Period) (46 days)  
March 16-20 - **Spring Break**

### APRIL

April 10 - **Holiday**  
April 13 - **Holiday**  
April 22 - End 4 1/2-weeks Grading Period

### MAY

May 21 - **Last ½ Day for Students** End Second 9-weeks Grading Period (Fourth 9-weeks Grading Period) (42 days) End Second Semester (88 days)  
May 22 - Administrative Day (Teacher Work Day) – Last Day for Teachers

## Farragut High School Calendar 2019 - 2020

rev.7.15.19

July 29	Summer Insanity
August 1	Orientation for 9 <sup>th</sup> Graders
August 5	First Day for Students (1/2 day)
August 15	PTSO Open House
September 2	Labor Day- Holiday
September 30 – 10/4	Spirit Week
October 4	Homecoming
October 1	ACT Exam for Seniors only
October 2 - 3	Mid-terms
October 4	End 9-week grading period
October 7 – 11	Fall Break
October 16	PSAT
November 5	Student Holiday –In-service Day
November 27 – 29	Thanksgiving- Holiday
December 18 – 19	High School Local EOC's
December 20	End of first term, 1/2 day for Students
December 23 – January 3	Winter Holiday (10 days)
January 6	Student Holiday – In-service Day
January 7	First Day for Students
January 16	PTSO Open House
January 20	Martin Luther King, Jr. Day – Holiday
February 17	Student Holiday – In-service Day
March 11 – 12	Mid-terms
March 13	End 9-week grading period
March 16 – 20	Spring Break
March 31	ACT Exam for Juniors
April 10	Holiday – Good Friday
April 13	Holiday
April 25	Prom
May 4 - 15	AP Testing
May 7 – 8	Senior Final Exams
May 15	Graduation Practice
May 16	Graduation
May 19 - 20	High School Local EOC's
May 21	End of second term (1/2 day for Students)

**STATE-WIDE TESTING TO BE ANNOUNCED**

**FULL SPEED AHEAD**  
**TRADITION – PRIDE – WORLD CLASS**



***Farragut High School***

***Tennessee STEM School Designation***

***State of Tennessee Reward School 2013, 2014, 2015, 2019***

***Recognized as Top American High School  
by US News & World Report, Newsweek,  
and The Washington Post for Five Consecutive Years***