

# Hardin Valley Middle School



2280 Steele Rd Knox, TN 37932

Phone: (865) 539-7827

[www.knoxschools.org/hardinvalleymms](http://www.knoxschools.org/hardinvalleymms)

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Hardin Valley Middle School Parents/Guardians & Students,

I would like to welcome everyone to Hardin Valley Middle School. Our mission at HVMS is to provide a well rounded educational experience that prepares students for high school, college and life. Our goal in publishing this handbook is to inform you about our policies and procedures in order to operate as smoothly and successfully as possible during the school year. Please review these policies and procedures with your children. Again, the staff and I are committed to providing your children with the finest educational experience possible.  
Thank you,

Dr. Cory A. Smith

**This 2018-2019 Agenda belongs to:**

**Name** \_\_\_\_\_

**Locker Number** \_\_\_\_\_ **Homeroom Teacher** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Bus Number:** \_\_\_\_\_ **Walker or Car Rider (Circle One)** \_\_\_\_\_

*Students and Parents:* Please sign below indicating that you have read and understand all policies of Knox County Schools and procedures of Hardin Valley Middle as outlined in this agenda.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### General Information

#### Administration

Principal: Cory Smith [cory.smith@knoxschools.org](mailto:cory.smith@knoxschools.org)  
Assistant Principals: Melissa Glover- Last names A-K [melissa.glover@knoxschools.org](mailto:melissa.glover@knoxschools.org)  
Wendy Newton- Last names L-Z [wendy.newton@knoxschools.org](mailto:wendy.newton@knoxschools.org)

#### School Hours & Contact

School Hours are from 8:30 a.m.-3:30 p.m.

\*Doors will open at 7:45 a.m. for students UNLESS your student has a 7:30 a.m. class. Students who have an early class will be issued a pass for early entrance.

School Office Hours are from 7:45 a.m. - 4:00 p.m.

School Telephone Number- (865) 539-7827

## 2018-2019 Knox County Policies

### Disciplinary Terms & Definitions

- Confiscation: Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the office. These items 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 & 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)

#### *LEVEL I VIOLATIONS*

- Eating or drinking on the bus
- Failure to remain seated
- Improper boarding/departing procedures
- Refusing to obey driver
- Loud, rude, or abusive behavior
- Profane language/obscene gestures
- Any behavior jeopardizing safety
- Other

#### *LEVEL II VIOLATIONS*

- Third violation of Level I behavior
- Tampering with bus equipment
- Fighting/pushing/tripping
- Bringing articles aboard the bus of injurious or objectionable nature
- Destruction of property (Principal to determine if parent/guardian is responsible for damages and the appropriate amount.)

- Possession and/or use of tobacco products
- Profane language/obscene gestures
- Throwing objects in or out of bus
- Hanging out bus window
- Other

### ***LEVEL III VIOLATIONS***

- Third violation of Level II behavior
- Physical assault/verbal threat directed to bus driver
- Attempting to set fire to seat, hair, clothing, etc.
- Possession and/or use of alcohol, drugs, or drug paraphernalia
- Possession of weapon
- Use of chemical substance with intent to do bodily harm
- Unapproved use of emergency exits on bus
- Other

### ***CONSEQUENCES – LEVEL I VIOLATIONS***

- Written reprimand (maximum 1 warning)
- Bus riding suspension (3 to 5 days)
- Out-of-school suspension
- Assigned seating

### ***CONSEQUENCES – LEVEL II VIOLATIONS***

- Bus riding suspension (minimum 5 school days)
- Repeat occurrence of Level II violation (minimum 15 school days bus riding suspension)
- Out-of-school suspension

### ***CONSEQUENCES – LEVEL III VIOLATIONS***

- Bus riding suspension (minimum 30-maximum 180 school days)

- Out-of-school suspension
- Action by the Board of Education (up to and including expulsion)
- Appropriate legal action

### **Middle School 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 RCS 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 statues as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns.

Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

### **Knox County Board Of Education 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.
- 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 SCHOOLS CALENDAR 2018-19

August 1 (Wednesday) First Day for Teachers – In-service (Building)

August 2 (Thursday) In-service Day (PreK-12 System-wide)

August 3 (Friday) Administrative Day (Teacher Work Day)

August 6 (Monday) Administrative Day (Teacher Work Day)

August 7 (Tuesday) In-service Day (1/2 day--School-based); Administrative Day (1/2 day-Teacher Work Day)

August 8 (Wednesday) First Day for Students (1/2 day for students)

September 3 (Monday) Labor Day – Holiday

October 5 (Friday) End First 9-weeks Grading Period (42 days)

October 8-12 (Monday-Friday) Fall Break

November 6 (Tuesday) In-service Day (PreK-12 System-wide) (Student Holiday)

November 21-23 (Wednesday-Friday) Thanksgiving Holidays

December 21 (Friday) 1/2 day for students End Second 9-weeks Grading Period (46 days) End First Semester (88 days)

December 24 – January 4 (10 days) Winter Holidays

January 7 (Monday) In-service Day (1/2 day--School-based); Administrative Day (1/2 day-Teacher Work Day); (Student Holiday)

January 8 (Tuesday) First Day for Students after Winter Holidays

January 21 (Monday) Martin Luther King, Jr. Day – Holiday

February 18 (Monday) In-service (Building) (Student Holiday)

March 15 (Friday) End First 9-weeks Grading Period (Third 9- weeks Grading Period) (47 days)

March 18-22 (Monday-Friday) Spring Break

April 19 (Friday) Holiday

April 22 (Monday) In-service Day (PreK-12 System-wide) (Student Holiday)

May 23 (Thursday) Last Day for Students (1/2 day for students) End Second 9-weeks Grading Period (Fourth 9-weeks Grading Period) (42 days) End Second Semester (89 days)

May 24 (Friday) Administrative Day (Teacher Work Day) – Last Day for Teachers Calendar

## 2018-2019 HVMS Student Policies & Procedures

### Absence Make-up Work

Missed work can be made up; you must ask teachers for make-up work immediately upon returning to school. Work must be completed and returned within 3 days of receiving the assignment. Failure to request missed work within three days of returning may result in lost opportunity for credit. In cases of prolonged illness, teachers will set a reasonable time limit for completion of student work. If you are absent for at least three days, your parents may call the office to request make-up work. The office and teachers must have 24 hours to gather necessary assignments. Please note that make up work should be completed before or after the regular school day, not during class time.

### Activities/Exclusion

Many activities are planned each year to enrich the middle school experience for our students. These activities include assemblies, field trips, guest speakers, special television broadcasts, intramural sports, interscholastic basketball, track, cheerleading, spring field days, cookouts, dances, clubs, etc. **These activities are considered privileges, and student participation/attendance is based on the demonstrated ability to properly conduct one's self.** Exclusion from certain or all activities for some period of time may be imposed by staff or administration on student who fail to conduct themselves appropriately in classes or at previous activities. Please be advised that students serving OSS are automatically excluded from all school activities during that time.

### Athletics/ Athletic Events

Knox County sanctions the following sports: Basketball, Cheerleading, Track. Basketball team members, cheerleaders, and track team members must have and maintain a "C" average in

order to remain eligible for participation. Please refer to the HVMS website for updated information related to Athletics.

All KCS and school policies will be enforced at athletic events. Students suspended from school are **NOT** allowed to attend after school functions. If late pickup is a problem, students may be prohibited from attending future after school events.

**Attendance**

When a student is absent, the parent will be notified by School Messenger. Students with 5 unexcused absences from school may receive a letter from Juvenile Court warning of potential court action. Each student has up to 10 parent notes. After 10 unexcused absences, student and parent may be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences.

Excused absences (personal or family illness, hardship in family, death in family, court, religious holidays, school sponsored field trips) do not count toward those reported to Juvenile Court if documentation is submitted within 5 days of absence. Any notes turned in after the 5 days will be unexcused. Please see Knox County School Board Policy J120 for more specific information.

**Bus Note**

If a student is riding a different bus, they must have a note dated and signed by the parent/guardian with the bus number. The student should submit notes to the front office no later than 8:45 a.m. for administrator approval. Students will not be allowed on an alternative bus without the signed note.

**Discipline Policy**

| Violation      | 1st Offense  | 2nd Offense  | 3rd Offense  | 4th Offense   |
|----------------|--|--|--|---|
| Bullying       | -Counselor referral<br>-Admin<br>Discretion: Parent Contact/<br>Warning/<br>Contract/RLC<br>/OSS | -Counselor referral<br>-Admin<br>Discretion: Parent Contact/<br>Warning/<br>Contract / RLC<br>/OSS | -Counselor referral<br>-Admin<br>Discretion: Parent Contact/<br>Warning/<br>Contract / RLC<br>/OSS | -Counselor referral<br>-Admin<br>Discretion: Parent Contact/<br>Warning/<br>Contract / RLC /OSS |
| Bus Misconduct | -Admin<br>Discretion: Parent Contact/  | -Admin<br>Discretion: Parent Contact/  | Admin<br>Discretion: Parent Contact/   | Admin Discretion: Parent Contact/<br>Warning/ Contract/   |

|   |  |  |   |   |
|---|--|--|---|---|
|   | Warning/<br>Contract/ RLC<br>/OSS/ Bus<br>suspension | Warning/<br>Contract/ RLC<br>/OSS/ Bus<br>suspension | Warning/<br>Contract/ RLC<br>/OSS/ Bus<br>suspension        | RLC /OSS/ Bus<br>suspension                                 |
| <b>Cafeteria Misconduct</b>                                       | Minors<br>Log/Parent<br>Contact by<br>teacher        | Minors Log/<br>Parent Contact<br>by teacher          | Minors<br>Log/Parent<br>Contact by<br>teacher               | Admin referral/ RLC   |
| <b>Cell Phone Violation</b>                                       | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher                 | Admin referral/ RLC   |
| <b>Cheating</b>   | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher                 | Admin referral/RLC  |
| <b>Class Disruption</b>   | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher                 | Admin referral/RLC  |
| <b>Dress Code</b>   | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher                 | Admin referral/RLC  |
| <b>Fighting/ Physical<br/>Altercation</b>                         | 4 Days OSS   | Disciplinary Hearing                                 | Disciplinary Hearing  | Disciplinary Hearing  |
| <b>Forged Note/<br/>Document</b>                                  | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher                 | Admin referral/RLC  |
| <b>Horseplay</b>  | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher                 | Admin referral/RLC  |
| <b>Inappropriate Display<br/>of Affection</b>                     | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher                 | Admin referral/ RLC   |
| <b>Inappropriate<br/>Language / Comment/<br/>Gesture /Actions</b> | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher                 | Admin referral/ RLC   |
| <b>Insubordination</b>  | Minors Log/<br>Parent Contact<br>by teacher          | Minors Log/<br>Parent Contact<br>by teacher          | -Admin Discretion:<br>Parent Contact/<br>Warning/ Contract/ | -Admin Discretion:<br>Parent Contact/<br>Warning/ Contract/ |

|  |   |   |  |  |
|--|---|---|--|--|
|  |   |   | RLC /OSS                                     | RLC /OSS                                 |
| Out of Area  | Minors Log/<br>Parent Contact<br>by teacher           | Minors Log/<br>Parent Contact<br>by teacher           | Minors Log/<br>Parent Contact<br>by teacher  | Admin referral/ RLC                      |
| Profanity toward Staff                                   | 1 day OSS   | 3 days OSS  | DH   | DH                                       |
| Possession/Use of tobacco (including e cigarettes/vapes) | 1 day RLC   | 2 days RLC  | 1 days OSS                                   | Disciplinary Hearing                     |
| Tardy to Class   | 3 tardies: Minors<br>Log/Parent Contact<br>by teacher | 4 tardies: Minors<br>Log/Parent Contact<br>by teacher | 5 tardies: Admin<br>referral/RLC             | 6 tardies:Admin<br>referral/ RLC         |
| Theft of personal/school property                        | Admin Discretion:<br>RLC/OSS/Restitution              | Admin Discretion:<br>RLC/OSS/Restitution              | Admin Discretion:<br>RLC/OSS/Restituti<br>on | Admin Discretion:<br>RLC/OSS/Restitution |
| Threat to Others   | Admin Discretion:<br>RLC/OSS/Restitution              | Admin Discretion:<br>RLC/OSS/Restitution              | Admin Discretion:<br>RLC/OSS/Restituti<br>on | Admin Discretion:<br>RLC/OSS/Restitution |
| Vandalism/Destruction of property                        | Admin Discretion:<br>RLC/OSS/Restitution              | Admin Discretion:<br>RLC/OSS/Restitution              | Admin Discretion:<br>RLC/OSS/Restituti<br>on | Admin Discretion:<br>RLC/OSS/Restitution |

**\*The school administration reserves the right to use administrator discretion with all disciplinary options. This includes preventing the student from attending field trips, assemblies, extracurricular activities, dances, club events, etc. Please be advised that students serving OSS are automatically excluded from any school event/ activity.**

**\*\*Minors Log is the HVMS discipline documentation for minor classroom incidents. The log is cleared at each semester for all students.**

**\*\*Please see Knox County School Board Policy Section J for more specific information related to discipline.**

### **Early Dismissal**

Students must be in school at least three hours and fifteen minutes in order to be counted present for the day. **Students who leave school prior to this time will be not be counted present and will not be allowed to participate in after-school activities that day.**

**No dismissals after 3:10 p.m.** A parent/guardian must come into the office to check you out. In case of emergencies, other adults sent by your parents to check you out for early dismissal must be included in your emergency information. Release by phone, fax or email is NOT an option.

### **Fees**

Students qualifying for free or reduced price meals are eligible to apply for a waiver of school fees. This waiver of school fees includes activities occurring during school hours but not optional fees such as school pictures, ballgames, cheerleading expenses, etc. Please see Knox County School Board Policy J560 for more specific information.

### **Illness at School**

If a student becomes ill during the school day, they will notify the teacher who will send them to the clinic. If they need to be sent home, a parent/guardian must check them out.

### **Items Left in Front Office for Students**

In order to minimize classroom interruptions, students will be notified by the office at a designated time during the day to pick up personal items.

### **Lockers**

Each student will be assigned a locker and will be responsible for keeping their assigned locker clean both inside and out. Only magnetic decorations on the inside of the locker are permitted. Lockers are subject to search at all times. Students should purchase a combination lock and the combination must be provided to the homeroom teacher. HVMS is not responsible for items that are lost or stolen.

### **Parent Conferences**

Conferences between administrators, teachers, and parents are encouraged and should be set up by appointment. Please call the school office to set up an appointment with a teacher, counselor, and/or administrator.

### **Recreation League Teams**

The Hardin Valley Community is fortunate to have a thriving, year round sports program run by the Knox County Recreation Department. However please be aware that these teams (soccer, baseball, softball, football, "Jr. Pro", basketball, etc.) ARE IN NO WAY SPONSORED, APPROVED, GOVERNED OR CONTROLLED BY HARDIN VALLEY MIDDLE OR KNOX COUNTY SCHOOLS. Through many of these teams use the name Hardin Valley Middle, the school or system disclaims any affiliation or responsibility for these teams and/or any problems arising from someone's participation therewith. Any and all concerns regarding these teams should be made to the coaches involved or the Knox County Recreation Department. The ONLY sanctioned sports/events in Knox County middle schools are boys' and girls' basketball, cheerleading, and boys' and girls' track.

### **Restorative Learning Center (RLC)**

If a student does not conform to school or classroom rules, the student may be assigned to RLC. The RLC program isolates students from their friends and regularly scheduled classes and activities, but at the same time allows them the opportunity to complete assignments and receive credit for the classes missed. Any day a student is in RLC for any amount of time, he/she is not allowed to participate in any extracurricular activities on that day.

### **Tardy/Late Check In**

Students must sign in at the office upon entering the building. Parents are always welcome to assist with check-ins, but not required.

### **Textbooks**

Students are fully responsible for any textbook issued to them and are responsible for replacement cost in the event of theft, loss, or damage.

### **Vandalism**

Students are expected to take care of all school property, including buses. Parents or guardians are responsible for any damage the student might do to the furniture, lockers, books, and other property of the school system. If students willfully destroy school property or a bus, suspension may be necessary in addition to payment for damages. Please see Knox County School Board Policy J270 for more specific information.

## **Visitors**

To ensure the safety of students and staff, all visitors to HVMS must report to the main office upon entering the building to obtain a visitor's pass. Persons without a pass will be approached by the staff and directed to the office.