



CAREER MAGNET ACADEMY

PELLISSIPPI STATE COMMUNITY COLLEGE

Scholar Handbook 2018-19

**7171 Strawberry Plains Pike
Knoxville, TN 37914
MAIN OFFICE: (865) 622-3800**

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A letter from Ms. Hawn Executive Principal at Career Magnet Academy

Scholars,

I am so happy to welcome you back to CMA for the 2018-19 school year! The summer has been full of planning and preparing for your arrival, and I am so excited to walk through this next year with you as you learn and grow. Our goals for this year are to increase your access to, your knowledge of, and readiness for all post-secondary options.

CMA's mission is simply this: every scholar graduates with a diploma plus. Diploma plus means that when you walk across the stage and receive your high school diploma, you have also earned some type of post-secondary credit or industry certification. Through our partnerships with Tennessee College of Applied Technology and Mississippi State Community College, your options for your "plus" are endless. It is up to YOU to work hard and take full advantage of the opportunities you have. It is imperative that you are in school each day, that you remain focused on your studies, and that you exhibit positive behaviors. By developing these habits now, you are setting yourself up for success later in life.

In order to help you reach your goals, CMA is now an AVID school. AVID stands for "Advancement Via Individual Determination" and is a program designed to help students develop solid work habits and routines. AVID strategies will be used throughout the building as we work to help you become ready for the post-secondary world.

I am so grateful that you are part of our Career Magnet Academy family, and I want each of you to leave CMA having had a unique and engaging high school experience. Our expectations for your performance, both academically and behaviorally, are incredibly high, but there are caring adults all throughout the building that are here to help you meet those expectations. All you have to do is ask.

I'm looking forward to a great year with all of you!

Best,

Ms. Hawn

CMA Grade-Level Expectations

Updated 8/17

Our goal is to prepare CMA students to truly embody the title of scholar, meaning they leave us career and/or college ready. In order to help accomplish this goal, our teachers, meeting as grade level teams, have designed a system of differentiated expectations that recognize and acknowledge the changing needs of developing teens. Ultimately, these expectations seek to grow our students into more independent young adults as they progress along their journey from 9th through 12th grades.

9th Grade Expectations

Cell Phones: Cell phones should be on silent and put away into a purse or backpack during class. Phones should not be audible or visible. Cell phone use may be permitted during designated break times per teacher discretion. Phones will be taken up by the teacher if they are used during an undesignated time. Responsible use of technology is a must. Absolutely **NO** recording or photo-taking is allowed in class without the teacher's permission.

Leaving Class: Students will be assigned 4 passes to be used throughout the semester if they need to leave class. At the end of the semester, each unused pass will be exchanged for 5 points of extra credit.

When I Am Absent*....

Within 3 Days:

1. Check Canvas.
2. Email your teacher to make arrangements and/or get further instructions.

When Turning in Late Work...

- For electronic submission, notify teacher via email.
- For paper submission, submit directly to teacher for date/time stamp.

Once the due date has passed, the assignment is considered late. The penalty for late work is 10% per day for a maximum of 4 days.

*If the student is present when the due date is established, the due date remains the same. If the student is absent on the due date, the assignment is due immediately upon return.

Classroom Expectations

- Food/Drink - A small snack is permissible during break per teacher discretion.
- Breaks - Small breaks may be earned for snack, cell phone usage, and restroom.
- Tardies - **SEE TARDY POLICY**
- Computers - Computers should be fully charged upon arrival to CMA each day. The expectation is that students will bring their device and charger to school every day.
- During the presentation of information (teacher or student lead), students will remain seated and quietly attentive.
- Class will be dismissed by the teacher. Do not put away materials until instructed to do so. Please wait for the previous class to leave the room before entering.
- When a substitute teacher is present he or she should be treated with the utmost respect. Discipline reports will result in office referrals.

Attendance Policy...

- CMA expects students to attend all scheduled instructional days.
- Students in all courses may miss only a total of five (5) days each semester.
- An absence beyond this maximum makes students ineligible in dual credit courses.
- Absences from class that exceed 15 minutes will be counted as a class absence.

Consequences for Class Disturbance

1. Verbal Warning
2. Student/Team Meeting
3. Parent Conference
4. Administrative Referral

10th Grade Expectations

Cell Phones: Cell phones should be on silent and put away into a purse or backpack during class. Phones should not be audible or visible. Cell phone use may be permitted during designated break times per teacher discretion. Phones will be put in a designated area (example: a basket) if they are used during an undesignated time. Responsible use of technology is a must. Absolutely **NO** recording or photo-taking is allowed in class without the teacher's permission.

Leaving Class: No students will be able to leave during instruction time. Students assigned 3 passes per 9 weeks if they need to leave class. There will be a raffle at the end of the 9 weeks & students will use bathroom passes as their tickets.

Date: October 6th

Plan Raffle: Jamie Scott, Hailey Murdock, Cindy Brown & Jessie Hamilton

When I Am Absent*....**Within 3 Days:**

1. Check Canvas or Teacher's make-up work bin.
2. E-mail your teacher to make arrangements and/or get further instructions.

When Turning in Late Work...

- For electronic submission, notify teacher via e-mail.
- For paper submission, submit directly to teacher for date/time stamp.

Once the due date has passed, the assignment is considered late. The penalty for late work on papers and projects is 10% per day for a maximum of 4 school days. Tests & quizzes must be scheduled to be made up within 4 school days of return. Homework & daily grade policy is teacher discretion.

*If the student is present when the due date is established, the due date remains the same.

If the student is absent on the due date, the assignment is due immediately upon return.

Classroom Expectations

- Food/Drink -No eating or drinking in any labs. Students responsible for cleaning up after themselves. Individual teacher discretion.
- Tardies - Tardies - **SEE TARDY POLICY**
- Computers - Computers should be fully charged upon arrival to CMA each day. The expectation is that students will bring their device and charger to school every day.
- During the presentation of information (teacher or student lead), students will remain seated and quietly attentive.
- Class will be dismissed by the teacher. Do not put away materials until instructed to do so. Please wait for the previous class to leave the room before entering.
- When a substitute teacher is present he or she should be treated with the utmost respect. Discipline reports will result in office referrals.

Attendance Policy...

- Career Magnet Academy at Pellissippi State expects students to attend all scheduled instructional days.
- Students in all courses may miss only a total of five (5) days each semester.
- An absence beyond this maximum makes students ineligible in dual credit courses.
- Absences from class that exceed 15 minutes will be counted as a class absence. Send to Mr.Riley for lunch detention.

Consequences for Class Disturbance

1. Verbal Warning
2. Student/Teacher meeting- input from other teachers
3. Parent Conference
4. Administrative Referral

11th and 12th Grade Expectations

Cell Phones: Teachers promote appropriate cell phone use with discretion as to the context of each situation and provide reasoning for any stipulations. For example: Anytime someone is addressing the class, the student is not to be on their phone because this is the cultural expectation in both the workplace and in higher educational settings.

Leaving Class: Teachers promote appropriate bathroom use with discretion as to the context of each situation and provide reasoning for any stipulations. Additionally there will be a “20-20 rule” meaning that students will not be allowed to leave the room during the first or last 20 minutes of class.

Absences Policy:

- **Expectations for absent students:**
 - Check Canvas
 - Check with assigned TA
- **Expectations for TAs:**
 - Collect all class materials for absent students in their group

- Take notes as necessary
- Fill in absent students on whatever they missed
- TAs will receive extra credit weekly no matter the workload
- In order to be a TA, student must meet teacher criteria
- TA assignment may rotate at teacher discretion (suggested one per table group)

Late Work

- No late work accepted without an extension (teacher discretion for exceptions)
- Extension requests must be turned in using the designated google form by 4:30 the day before assignment is due

*If the student is absent on the due date, the assignment is due immediately upon return.

Classroom Expectations

- Tardies - Teacher discretion. If tardies get in the way of instruction or student learning, teacher has the option to email Mr. Riley resulting in lunch detention.
- Computers - Computers should be fully charged upon arrival to CMA each day. The expectation is that students will bring their device and charger to school every day.
- Class will be dismissed by the teacher. Do not put away materials until instructed to do so. Please wait for the previous class to leave the room before entering.

Attendance Policy...

- Career Magnet Academy at Pellissippi State expects students to attend all scheduled instructional days.
- Students in all courses may miss only a total of five (5) days each semester.
- An absence beyond this maximum makes students ineligible in dual credit courses.
- Absences from class that exceed 15 minutes will be counted as a class absence

MEAL PRICES

Students:		Faculty:	
Breakfast, Reduced	\$0.30	Breakfast	\$2.00
Breakfast, Paid	\$1.75	Lunch	\$3.25
Lunch, Reduced	\$0.40	Visitor:	
Lunch, Paid ES	\$2.50	Breakfast	\$2.25
Lunch, Paid MS/HS	\$2.75	Lunch	\$3.75

Free & Reduced Application

We are slowly moving away from paper applications for Free & Reduced. This year we will begin to offer a limited number of paper applications in order to offer more efficient and speedier application processing. To apply, go to lunchapplication.com.

- A letter with more information will be sent to you. If you have not received a letter, please contact your student's school office for one.
- If your student attends a school participating in the Community Eligibility Program, you will not have to fill out a traditional Free & Reduced application as you have in prior years. If you have a student attending a non-participating school, you will need to complete a Free & Reduced application.

BELL SCHEDULE (Regular Day)

1st Period 9:25 – 10:50
2nd Period 10:55 – 12:15
3rd Period 12:20 – 2:10

Lunch 1 12:15 – 12:40
Lunch 2 12:45 – 1:10
Lunch 3 1:15 – 1:40
Lunch 4 1:45 – 2:10

Advisory 2:15 – 3:00
4th Period 3:05 – 4:30

BELL SCHEDULE (1 Hour Delay)

1st Period 10:25 – 11:25
2nd Period 11:30 – 12:30
3rd Period 12:35 – 2:25

Lunch 1 12:30 – 12:55
Lunch 2 1:00 – 1:25
Lunch 3 1:30 – 1:55
Lunch 4 2:00 – 2:25

Advisory 2:30 – 3:15
4th Period 3:20 – 4:30

BELL SCHEDULE (2 Hour Delay)

1st Period 10:25 – 11:20

2nd Period 11:25 – 12:25

3rd Period 12:30 – 2:25

Lunch 1 12:25 – 12:50

Lunch 2 12:55 – 1:25

Lunch 3 1:30 – 1:55

Lunch 4 2:00 – 2:25

Advisory 2:30 – 3:15

4th Period 3:20 – 4:30

BELL SCHEDULE (Field Experience Days – Fall)

1st Period 9:25 – 10:25

2nd Period 10:30 – 11:30

3rd Period 11:35 – 1:25

Lunch 1 11:30 – 11:55

Lunch 2 12:00 – 12:25

Lunch 3 12:30 – 12:55

Lunch 4 1:00 – 1:25

4th Period 1:30 – 2:25

Club/Study Hall Time 2:30 – 3:25

Student Interest Hour 3:30 – 4:30

BELL SCHEDULE (1/2 Day)

1st Period 9:25 – 10:05

2nd Period 10:10 – 10:50

3rd Period 10:55 – 11:35

Advisory 11:40 – 12:15

4th Period 12:20 – 1:00

Administrator Roles/Responsibilities

Ms. Hawn will handle all 11th and 12th Grade Discipline, 504's, Parent Conferences, S-Team Meetings and IEP Meetings.

Mr. Riley will handle all 9th and 10th Grade Discipline, 504's, Parent Conferences, S-Team Meetings and IEP Meetings.

Early Dismissals

Student dismissals from school before the end of the school day should be avoided whenever possible. However, when leaving early is necessary, it is essential that parents make a written request for early dismissal. The release of scholars without a WRITTEN PARENTAL REQUEST could place the school in a legally compromising position should there be a scholar injury or other problems arising from the early dismissal of a scholar. Therefore, parents and scholars must adhere to the following:

1. Students who need to be dismissed from school early must bring a note signed by a parent, stating the reason for leaving. The note must include telephone numbers for a parent for verification by the office. Notes for early dismissal must be brought to the office between 9:00 and 9:25 a.m. Leaving school without approval and proper office sign-out will result in disciplinary action. Faxes with a parent signature and phone number will be accepted, and that number is 865-622-3799.
2. Parents/guardians must come into the office to check out any scholar who does not present a written or faxed note in some form with proper phone numbers for verification. In case of emergencies, other adults sent by parents to check a scholar out of school must be included in the scholar's emergency information. Student release by phone is NOT an option. PLEASE DO NOT ASK FOR EXCEPTIONS. Note: The office should be notified of any special circumstances regarding access to a scholar.
3. To minimize class interruptions, early dismissals should be planned so that scholars leave school during class changes, rather than during classes. Absence from class for more than 15 minutes will be counted as a class absence for incentive purposes.
4. Students to be checked out by a parent/guardian should remain in class until the parent/guardian arrives and the scholar is called to the office.
5. Forged communication will result in disciplinary action.
6. When bad weather poses the possibility of hazardous road conditions, parents are advised not to call the school to ask for scholars to be dismissed early to drive home.

Early Dismissal Due to Illness

Any scholar who becomes ill during the school day must notify his/her classroom teacher and ask for permission to go to the office. The scholar must report directly to the office. A parent/guardian (or someone who is listed on his/her emergency card) must come into the school to have the scholar signed out.

Note: Correct home and emergency telephone numbers are critical in emergencies! Students/parents must keep these updated at all times. Medical emergency conditions must also be listed.

Make-Up Work Policy

In accordance with Knox County Schools' policy, work can be made up when a scholar has been absent; however, it is up to the scholar to request the make-up work immediately upon returning to school. Failure to request makeup work within three (3) days of returning to school may result in the lost opportunity for credit for the missed work. It is understood that all requested work must be completed and turned in within 3 days of receiving the assignment OR by teacher arrangement. In cases of prolonged illness, teachers will set a reasonable time limit for completion of the work.

Students who miss class should contact their teachers via e-mail and consult CANVAS for makeup work. If a scholar does not have internet access and is absent for more than 3 days, he/she should contact the school counselor.

Late Work Policy

Please see the above grade-level expectations that vary slightly as students age and mature.

Field Trips/Experiences

Students who participate in school-sponsored field trips must turn in a notarized Knox County Medical Release Form. One form will cover all field trips for the entire year. If the scholar is under the age of 18, the parent must sign the form in the presence of the notary public. A permission slip must be turned in two days in advance of all trips in order for scholars to be allowed to attend. Students who are not in good academic standing or who have disciplinary issues may not be permitted to go on field experiences. Administrator discretion will be used on these decisions.

Absences for Out-of-School Suspensions

Students who are out of school for disciplinary suspension are permitted to make-up the work missed; however, it is the scholar's responsibility to get assignments from teachers while suspended or to initiate the make-up work as soon as he/she returns to school. Suspension days DO count as class absences and will count against any attendance incentive. A suspended scholar is not permitted to participate in extracurricular activities including athletic practices and competitions and is not allowed on any KCS campus or sponsored event through the duration of the suspension.

Absences for College Visits

To encourage and support scholar efforts to continue their education after high school, two (2) College Visit Days are permitted to seniors without the absence counting against attendance incentives. To take advantage of this option, scholars must complete the college visit approval form (available in the Guidance Office) at least 5 days in advance of the day of the visit. The form is to be turned into the office upon return from the visit. Please see Mrs. Orpurt in her Guidance office.

TARDY POLICY:

Tardies to School

Scholars are expected to establish a habit of punctuality to school and all classes. A scholar arriving late to school will need to stop at the main office and sign-in with front office staff at the main desk. **Those scholars who are tardy without doctor/court note(s) to school will serve silent lunch for that day.**

Tardies to Class

Once the school day starts, tardies to class will be handled in the following manner:

- CMA Administration Staff will sweep the hallways and will assign scholars a lunch detention for that tardy.
- Students will serve one lunch detention for **each** tardy to class.
- Excessive tardies will result in further disciplinary action.

FEES, DUES, TEXTBOOKS, AND MATERIALS:

1. **TEXTBOOKS:** Textbooks are assigned to scholars for most classes. In a few cases, it is necessary to use “class sets” of books or digital media. All textbooks issued to scholars must be returned or replaced at the end of the semester.
2. **MATERIALS:** Materials and equipment necessary for classes are normally provided for scholars. There may be some situations where it is advisable to purchase certain items in order to experience the full benefit of classroom instruction and/or activities. In these cases, a note of explanation is sent to parents. Basic needs, such as paper and pencil are not provided.
3. **FEES & DUES:** To provide adequate supplies for specified scholastic offerings, it is necessary to charge a fee to offset costs for supplies, materials, etc. It is requested that each scholar pay a one-time \$15 general fee and a \$15 technology fee once per semester to offset these costs. Additionally, teachers of certain content areas may request approved fee amounts depending on their content areas, and these will be communicated by each teacher individually. A letter detailing this information will be sent home with students during the first week of school.
4. **CHROMEBOOKS:** Chromebooks will be assigned to each scholar at the beginning of the semester. All Chromebooks must be returned in good working order. Any damage to the computers will be the financial responsibility of the scholar and their family. The use of this device is a privilege. Misuse or abuse of the device will result in loss of access on some level, depending on the severity of the infraction.

PARKING AND TRAFFIC INFORMATION:

Parents may drop off students at the front of the CMA entrance; however, parents may not pick up scholars in front of CMA due to bus traffic and safety concerns. Rather, parents picking up their students should park in the rear parking lot of the PSCC Strawberry Plains campus. This rule only applies to 4:30 dismissal time.

Student Drivers: All scholar drivers are expected to adhere to specific parking/traffic guidelines and to sign a contract agreeing to do so. Violations of these guidelines will be taken very seriously since the safe and efficient operation of the school may be affected. Driving privileges are subject to academic progress, discipline issues, attendance/punctuality, and safety to be determined by administrative staff at our discretion. Please adhere to the following:

1. **Dual-Enrollment students:** Those registered for Pellissippi State classes may park in any spaces available for PSCC students, on a first-come, first-served basis. CMA and Pellissippi State do not guarantee any parking availability for those spaces.
2. **CMA students who are NOT enrolled in PSCC classes:** Park **ONLY** in the row designated for CMA. This is currently the last row in the back of PSCC’s parking lot. There are currently 28 spaces available.

3. Students should exit their vehicles immediately upon arrival and enter CMA. Please remember that we share grounds with a college and adult college students. In the interest of safety, it is imperative that scholars not loiter in parking areas.
4. Parking a vehicle on school grounds or on PSCC campus entitles the principal or designee to search that vehicle upon reasonable suspicion that school policy or Knox County law has been violated. □
5. CMA is not financially responsible for vehicular damage or theft that may occur while the vehicle is on campus. However, an officer can complete an accident report that the scholar can submit to the scholar's automobile insurer. The administration will administer appropriate disciplinary action if vehicle damage is the result of campus safety or rule violations.

PLAGIARISM POLICY:

The community of Career Magnet Academy expects academic integrity and responsibility. This means original work. Plagiarism and cheating clearly violate this expectation.

Definition of Plagiarism

Plagiarism is the unauthorized use of someone else's work. This includes claiming work from friends, parents, and tutors as your own. Improperly documented information from websites, books, or other resources also constitutes plagiarism. Possible forms include:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another scholar.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web.

Consequences for Plagiarizing

- Under-documentation/unintentional plagiarism: Parent phone call and redo assignment for reduced credit at teacher's discretion.
- Intentional copying of another scholar's, parent's or tutor's work; copying from a textbook or internet resource:
 - First Offense
 - Teacher will call the parent and write the scholar up for cheating.
 - Student will receive zero credit on assignment. Zero credit cannot be made up, but scholar must complete an assignment (assigned at teacher discretion) to be graded and averaged in with zero for plagiarized work for a maximum of 50% of the total points attainable on the assignment.
 - Student forfeits the ability to earn dual credit for a dual credit course.
 - Second Offense and beyond
 - Steps one through three above will be followed.
 - Administrative conference.
 - Possible disciplinary hearing.

All instances of academic dishonesty are noted on a scholar's academic record. The academic record, including all instances of academic dishonesty, will be evaluated before a recommendation for transition to Pellissippi State is made.

BE AWARE of the FOLLOWING:

- Students who bring personal items including but not limited to cell phones, electronics or large amounts of money should secure items at all times.
- The use of technology is a privilege. Misuse or abuse of the technology provided will result in loss of access on some level, depending on the severity of the infraction.
- The expectation is that all scholars will charge their devices overnight and be prepared with their chargers for the following school day.
- CMA administration is not responsible for items lost, stolen or damaged at school.
- Parents may contact the teacher through email or by calling the school and leaving a message. Electronic communication is recommended for the most timely response.

Section J:	Knox County Board of Education		
Students	Descriptor Term: Misbehaviors and Disciplinary Options	Descriptor Code: J-191	Issued: 7/95
		Reviewed: 5/18	Revised: 6/18

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	<p>The behavior code addresses the language used by students, respect for all school employees, fighting, threats, weapons on school property or at school functions, damage to the property of person or others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes and on school buses. A teacher, principal, school employee or school bus driver may use reasonable force in in compliance with Tennessee law to enforce discipline and protect students.^{1,2}</p>
	<p>In accordance with T.C.A. § 49-10-1305, a teacher, principal, school employee may: use a physical holding restraint for a brief holding of a student in order to calm or comfort; the minimum contact necessary to physically escort a student from one area to another; assist student in completing a task or response if the student does not resist, or resistance is minimal in intensity or duration; or may hold a student for a brief time in order to prevent any impulsive behavior that threatens the student's immediate safety or to prevent bodily harm or death to another person.</p>
	<p>When students are disruptive or act inappropriately, school staff and principals are expected to respond logically, appropriately, and consistently to ensure a safe orderly school environment for all students. The Knox County Schools Discipline Guidelines describe five levels of behavior, increasing in seriousness from a Level 1 Behavior to a Level 5 Behavior (see chart below). The KCS Student Support Guidelines will be utilized in addressing discipline consequences. The use of Restorative Practices shall be used to the greatest extent practicable in schools where the training has been completed.</p>
	<p>The KCS Discipline Guidelines also include levels of possible responses to inappropriate behavior (Response A through E). Each behavior is assigned to one or more of these levels of response. Principals and school staff should use the levels suggested for each behavior. If a behavior is assigned to two or more levels of response, the lowest level of intervention should generally be used first. Behaviors are defined in the KCS Behavior Definitions Table attached to this policy.</p>
	<p>When choosing a higher-level response within the range of possible responses, an administrator should consider:</p> <ul style="list-style-type: none"> the student's age, health, disability, decision-making ability and prior discipline history the student's willingness to repair the harm the seriousness of the act the potential to cause harm or the harm caused, including any injuries caused the extent of actual disruption to the learning environment whether the act was intentional
	<p>The administration will document in the discipline referral the reasons for using the selected response. In each case, KCS administrators and staff will ensure consequences applied will minimize the amount of instructional time lost and ensure a safe and orderly learning environment. It is the duty of school principals to administer and implement the school behavior and discipline code.³ Principals and school</p>

Section J:	Knox County Board of Education		
Students	Descriptor Term: Misbehaviors and Disciplinary Options	Descriptor Code: J-191	Issued: 7/95
		Reviewed: 5/18	Revised: 6/18

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

In accordance with T.C.A. § 49-10-1305, a teacher, principal, school employee may: use a physical holding restraint for a brief holding of a student in order to calm or comfort; the minimum contact necessary to physically escort a student from one area to another; assist student in completing a task or response if the student does not resist, or resistance is minimal in intensity or duration; or may hold a student for a brief time in order to prevent any impulsive behavior that threatens the student's immediate safety or to prevent bodily harm or death to another person.

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

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

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

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

The administration will document in the discipline referral the reasons for using the selected response. In each case, KCS administrators and staff will ensure consequences applied will minimize the amount of instructional time lost and ensure a safe and orderly learning environment. It is the duty of school principals to administer and implement the school behavior and discipline code.³ Principals and school

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

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

Behaviors	Intervention Response	Suspension Out of School (under 10 days)	Extended Suspension Out of School (over 10 days)
Level 1 Behaviors	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
Level 2 Behaviors			
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
Level 3 Behaviors			
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

Behaviors	Intervention Response	Suspension Out of School (under 10 days)	Extended Suspension Out of School (over 10 days)
Level 3 Behaviors (continued)			
Tamper-Fire Alarm	B,C,D	Yes	No
Possession or Use of Fireworks	B,C,D	Yes	No
Vandalism/Damage of Property	B,C,D	Yes	No
Threat Class 1	B,C,D	Yes	No
Fighting	C,D,E	Yes	Yes
Bullying	C,D,E	Yes	Yes
Cyberbullying	C,D,E	Yes	Yes
Harassment	C,D,E	Yes	Yes
Sexual Harassment	C,D,E	Yes	Yes
Possession of Drug Paraphernalia	C,D,E	Yes	Yes
Level 4 Behaviors			
Repeated violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
Theft of Property (over \$1,000)	D,E	Yes	Yes
Breaking/Entering	D,E	Yes	Yes
Gang Activity	D,E	Yes	Yes
Threat Class 2	D,E	Yes	Yes
Under the Influence	D,E	Yes	Yes
Possession, Use or Distribution of Alcohol	D,E	Yes	Yes
Sexual Misconduct	D,E	Yes	Yes
Level 5 Behaviors			
Repeated violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
Assault of Staff	D,E	Yes	Yes
Assault of Student	D,E	Yes	Yes
Aggravated Assault of Student	D,E	Yes	Yes
Sexual Battery (Assault)	D,E	Yes	Yes
Possession of Weapon other than Firearm (A lesser disciplinary response may be used following school-based investigation)	E	Yes	Yes
Bomb Threat	E	Yes	Yes
Felony Behavior	E	Yes	Yes
Possession, Use or Distribution of Illegal Drugs	E	No	(ZT) Yes*
Aggravated Assault and Battery of Teachers or Staff	E	No	(ZT) Yes *
Possession of Explosive or Incendiary Device	E	No	(ZT) Yes*
Possession of Handgun, Rifle or Shotgun	E	No	(ZT) Yes*
*Mandatory 180 School Days)			

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

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: http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf
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 bongs, 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.

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 assigned office. These items may be returned to the student or parents at the Administrator's discretion. (Note: cell phones, etc. may be turned over to Knox County Security.)

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

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 designated classroom with an authorized staff member. Students are expected to complete regular academic assignments and follow the schedule and guidelines outlined by the staff member in charge.

OUT OF SCHOOL SUSPENSION (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 at any time on any Knox County School property.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.

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

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

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

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

IEP Team Meeting

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

Disciplinary Hearing (All regular Ed. & Special Ed: if not a manifestation)

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

SEARCH AND SEIZURE: According to Knox County Board Policy Handbook (JCAB), school lockers, backpacks, pocketbooks, etc. as well as vehicles parked on school grounds are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook.) [J-200 - Interrogations and Searches](#)

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 and shall be offered an alternative placement to complete school work. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis.

Zero tolerance acts are as follows:

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

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

It is the Board's intent that the Director of Schools exercise his power to modify to ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. Upon re-entry to the base school, a restorative conference shall be utilized to the extent practicable. The Director of Schools shall consider each zero tolerance case for placement in the alternative school program.

J-194 - Zero Tolerance Offenses

RESTRICTED AREAS

Students are not allowed in the following areas: Parking lots or vehicles during school hours without administrative permission.

- Rooms or areas designated "Staff Only."
- Any unsupervised area during classes without permission.
- Instructional areas during lunch periods.
- In the building or on campus after 4:00pm without staff supervision for a school activity.
- In the building before the designated time in the morning without staff supervision.

HARASSMENT, INTIMIDATION, BULLYING AND CYBER-BULLYING

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices; "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

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

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

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

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. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

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, and federal and state statutes.

J-211 - Harassment, Intimidation and Bullying or Cyber-Bullying

BUS INFORMATION AND EXPECTATIONS

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

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

BUS DISCIPLINE CODE (HANDLED BY ADMINISTRATION)

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

GUIDELINES FOR MEDICATION

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

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year.
- A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.
- School Nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.

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

[J-352 - Medication](#)

STUDENT DRESS CODE

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

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

- 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

- large, long and/or heavy chains,
- studded or chained accessories,
- sunglasses, except for health purposes,
- sleepwear, and
- 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.

J-260 - DRESS CODE

ATTENDANCE POLICIES

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

Students with 5 unexcused absences from school will receive a letter from Juvenile Court warning of potential court action. At 10 unexcused absences, student and parent will be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. Excused absences for the following reasons do not count toward those reported to Juvenile Court. Documentation must be submitted within 5 days of absence(s).

- a. Personal illness
 - b. Illness in family temporarily requiring help from the child
 - c. Death in family
 - d. Recognized religious holidays regularly observed by persons of the student's faith
 - e. Verifiable family emergency
 - f. For students with a parent or guardian who is deployed as a member of the US Armed Forces, excused shall apply provided the student furnishes appropriate documentation of the service member's deployment- An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and an excused absence for up to 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.
2. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades. (Students must go to class even if they are failing the course). Failure to attend classes for the above reasons will result in possible consequences for truancy and/or class cuts. **Dropping or adding classes is NOT an option.**
 3. Parent/guardian will be notified when a student is absent.
 4. Students who are **TRUANT** may be subject to disciplinary action.
 5. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school.
 6. **To apply for a drivers' license**, a student must submit a completed **Compulsory School Attendance Form** to the Drivers' License Bureau. This form is available in the school office. The top portion must be completed by the student and parent and then returned to the school secretary for attendance/grade verification and completion of the form.

Note: Five school days should be allowed for completion of this form by the school.

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

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

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

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

J-120 - Attendance

GUIDELINES FOR STUDENT MESSAGES, PACKAGES, FLOWERS, ETC.

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. On Valentine's Day, deliveries will not be accepted to ensure the educational process is not disrupted.

CAFETERIA RULES AND FOOD AND DRINK

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

PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES

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

Students may possess PCDs while on school property. The devices may be used before and after school. 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.

[J-240 - Use of Personal Communication Devices in School](#)

GRADUATION REQUIREMENTS

A diploma shall be awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline. [I-370 - Graduation Requirements](#)

CORE SUBJECTS	TOTAL CREDITS
English: English I, II, III, IV	4
Mathematics: Algebra I, Geometry, Algebra II, one high level math	4
Science: Biology, Chemistry or Physics, one additional Lab science	3
Social Studies: World History and Geography or AP Human Geography	1
US History and Geography	1
US Government and Civics	$\frac{1}{2}$
Economics	$\frac{1}{2}$
Physical Education	$\frac{1}{2}$
Lifetime Wellness	1
Personal Finance	$\frac{1}{2}$
Elective Focus	3
University Admissions Students must complete two units of the same world language and one unit of fine/performing arts in order to meet college/university admission requirements	3
Additional Elective Credits	6
TOTAL	28
All students are required to take the ACT or SAT to meet graduation requirements.	
A Civics test and a project-based Civics assessment are also graduation requirements.	

GRADING SCALING

T.C.A. § 49-6-407 authorizes the State Board of Education to develop a uniform grading system for students in grades 9-12 to establish consistent grade reporting for the purposes of application for post secondary financial assistance administered by the Tennessee Student Assistance Corporation. Except where otherwise indicated, the changes outlined in this version of the policy shall become effective for students in the 2018 graduation cohort.

The KCS grading legend is aligned with the State Board of Education Tennessee Uniform Grading Scale.

A = 100 - 93
B = 92 - 85
C = 84 - 75
D = 74 - 70
F = 69 - 00

TDOE - UNIFORM GRADING POLICY

WEIGHTING OF GRADES		
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
INTERNATIONAL BACCALAUREATE	Additional 1 quality point used for GPA calculation	Five (5) points added to Final Grade for students who sit for IB 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	<i>Final Grades NOT awarded by KCS will not have additional points added</i>
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
*Excludes middle school honors which are not credit-bearing classes.		

Criteria for Graduating with Distinction or Honors:

Students may graduate with honors or distinction by meeting the criteria established for the Tennessee diploma with honors or distinction.

Honors Diploma: Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with an honors diploma. □

The ACT benchmarks are:

ACT English	18
ACT Math	22
ACT Reading	21
ACT Science Reasoning	23

Distinction: Students will be recognized as graduation with “distinction” by attaining an un-weighted B (3.0) average and completing at least one of the following:

1. Earn a nationally recognized industry certification. □
2. Participate in at least one of the Governor’s Schools. □
3. Participate in one of the state’s All State musical organization. □
4. Be selected as a National Merit Finalist or Semi-Finalist. □
5. Attain a score of 31 or higher composite on the ACT. □
6. Attain a score of 3 or higher on at least two advanced placement exams.
7. Successfully complete the International Baccalaureate Diploma Programme.
8. Earn 12 or more semester hours of transcribed postsecondary credit.

Therefore, all scholars who will potentially meet the requirements will become candidates for a diploma with honors or distinction and will be recognized at individual schools’ ceremonies. A final classification of these scholars will be done once all relevant data has been received.

GRADE REPORTING:

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

Grades will be distributed within 5 days of the dates listed below. They are also available in our scholar database system, ASPEN, at all times.

August 27th	End 3 Week Grading Period	January 31st
September 17th	End 6 Week Grading Period	February 22nd
October 5th	End 9 Week Grading Period	March 15th
November 2nd	End 12 Weeks Grading Period	April 12th
November 30th	End 15 Weeks Grading Period	May 3rd
December 21st	End 18 Weeks Grading Period	May 24th

Integration of TCAP and EOC Scores in Student Grades

See KCS Policy I-381

High school state end-of-course (EOC) exams shall be regulated by statute and State Board Policy. ³ The weight of EOC exams on students' final averages shall be 5% in the 2017-18 school year, provided the 5% raises the students' average, otherwise the weight is 0%. In the 2018-19 school year and beyond, the weight of EOC exams on students' final averages is 15%.

END-OF-COURSE TESTS

Examination dates for the entire school year are published well in advance so that families may plan accordingly to avoid conflicts on examination testing dates. Our staff will not be asked by the administration to give examinations early except in very exceptional situations

EOC examinations will be given on English I, English II, English III, Algebra I, Geometry, Algebra II, US History, Biology and Chemistry. The results of these tests will be calculated as 15% of the final grade (in accordance with TCA 49-1-302(2)). KCS final exam results will also be calculated as 15% of the final grade. Students will not be required to pass any one examination, but instead must achieve a passing score for the final cumulative grade.

EQUAL OPPORTUNITY NOTICE

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

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

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law.

Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540.

Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

The Office for Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

UNSAFE SCHOOLS CHOICE NOTICE

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

[J-290 - Unsafe School Choice](#)

2018-2019 Knox County Schools Calendar

(Board approved, 4/5/2017)

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

CAREER MAGNET ACADEMY STAFF

Name	Email	Department
Leanne Hawn	leanne.hawn@knoxschools.org	Executive Principal
Rocky Riley	rocky.riley@knoxschools.org	Assistant Principal
Cameron Molchan	cameron.molchan@knoxschools.org	Magnet Facilitator
Ann Orpurt	ann.orpurt@knoxschools.org	Guidance Counselor
Glenda Emmert	glenda.emmert@knoxschools.org	Executive Secretary
Megan Lively	megan.lively@knoxschools.org	Bookkeeper
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Jamie Pennell	jamie.pennell@knoxschools.org	Restorative Interventionist

