



Hardin Valley Middle School

Student Handbook

2021-2022

Attendance

Absences:

- Please reference the [KCS School Board Attendance Policy](#) for information related to excused/unexcused absences & the progressive truancy intervention plan.
- In order to be counted present, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. In order for students to participate in school sponsored activities (practices, games, concerts, etc.) they must be counted present that 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.
- When a student is absent, the parent will be notified by School Messenger.
- Our building opens for car riders & walkers at 7:30 am. All students must be picked up by 4:00.
- If a student is absent from school he/she shall be given the opportunity to make up assignments that were missed. The student must request make-up assignments within three (3) days after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

Early Dismissals:

- If a student must leave during the school day, a parent/guardian must come to the school office to check the student out. The person checking the student out must be listed in Aspen & must present identification. Phone calls or emails will not be accepted for early dismissals.
- Due to the demands of afternoon dismissal, we will be unable to call students for early dismissal after 2:45pm.
- When checking out your student, please be aware of their schedule, including PA time/lunch. It can take longer to retrieve students during certain times of the day, so please allow extra time when you are checking them out for appointments.

Tardies:

- Students must sign in at the office upon entering the building. Parents are not required to escort the student into the building.

Activities

- Many activities are planned each year to enrich the middle school experience for our students. These activities include assemblies, field trips, guest speakers, sanctioned sports, spring field days, celebrations, dances, club activities, 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 may be imposed on students who fail to conduct themselves appropriately in classes or at previous activities. Students serving OSS are automatically excluded from all school activities during that time.

Athletics

- Knox County sanctions the following sports: Girls/Boys Basketball, Cheerleading & Track. Please refer to the HVMS website for updated information related to Athletics. All KCS and HVMS 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.
- Please be aware that community teams (soccer, baseball, softball, football, volleyball, golf, dance, etc.) ARE IN NO WAY SPONSORED, APPROVED, GOVERNED OR CONTROLLED BY HARDIN VALLEY MIDDLE OR KNOX COUNTY SCHOOLS. Any and all concerns regarding these teams should be made to the coaches involved or the Knox County Recreation Department.

Bus Information

- Please reference the [KCS Transportation website](#) for information related to bus stop location, eligibility, contact information, etc.
- Please reference the [KCS School Board Bus Conduct Policy](#) for disciplinary expectations related to transportation.
- 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 must submit notes to the front office by 8:45 a.m. for administrator approval. Students will not be allowed on an alternative bus without the signed note. Administration has the right to refuse requests based on space or student conduct.

Cafeteria Guidelines

- Outside food is NOT permitted to be brought in to students.
- 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. Visitors are not permitted in the cafeteria during lunch periods.
- Each student is to use his/her personal cafeteria number only. 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.

Civility Code

- Please reference the [KCS School Board Civility Code](#) for expectations within our school community.
- Please note that any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such a person does not immediately and willingly leave, law enforcement may be called.

Communication with students/forgotten items

- Due to the large number of students at HVMS, the office is unable to relay messages to students during the school day. Students may get permission to use the office phone.
- Only emergency packages (forgotten homemade lunches) will be accepted for distribution at school. Outside food is NOT permitted. Parents/visitors are not allowed to eat lunch with students.

Devices

- Please reference the [KCS School Board Cell Phone Policy](#) for information related to student use of cell phones.
- Students may possess cell phones/earbuds/airpods while on school property. Those devices may be used before and after school unless students are given permission by a teacher or administrator.
- *HVMS is not responsible for any lost or stolen items, including cell phones, headphones/earbuds, other electronic devices, any items brought from home, etc. In addition, if a student chooses to bring items not issued by KCS to school, HVMS will not be obligated to investigate loss/theft/damage.*
- Improper use of electronic devices may result in confiscation of the device until it can be released directly to a student's parents/guardians. A student in violation of this policy is subject to related disciplinary action. Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school sponsored events.

Discipline

- Please reference the following KCS School Board Policies related to student discipline:
 - a. [KCS Disciplinary Options](#)
 - b. [Student Suspension](#)
 - c. [Zero Tolerance Offenses](#)
 - d. [Interrogations & Searches](#)
 - e. [Harassment, Intimidation, Bullying](#)
 - f. [Bus Conduct](#)
 - g. [Dress Code](#)
 - h. [Care of School Property](#)
- Administration will determine the consequences for behavior incidents, based on KCS policy.

The school administration reserves the right to use administrator discretion with all disciplinary options. This includes assigning additional/increased consequences, preventing the student from attending activities/sports/etc. Please be advised that students serving OSS are automatically excluded from any school event/ activity.

- The following consequences will be used for *minor* infractions entered in Aspen:
 1. Parent contact by teacher/warning
 2. Parent contact by teacher/ 1 period RLC
 3. Parent contact by teacher/3 periods RLC/Silent Lunch
 4. Parent contact by teacher/Full day RLC
 5. Beyond 4th entry & all infractions not determined as minor by administration:
Admin discretion

Dress Code

- Please reference the [KCS School Board Dress Code Policy](#).
- In matters of opinion, the judgment of the principal/designee shall prevail.

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, ball games, cheerleading expenses, etc. Please reference [KCS School Board Policy Student Fees](#) for more information.

Grading Scale

- A (93 - 100) / B (85 – 92) / C (75 – 84)/ D (70 – 74) / F (60 - 69)

Honor Roll

- *1st Honor Roll:* All As at each grading period (progress/quarter)
- *2nd Honor Roll:* All As/Bs at each grading period (progress/quarter)
- *The cut off date for 4th quarter grades will be the 4th quarter progress report (4 ½ weeks.)*

Medication

- Please reference the [KCS School Board Policy Medication Policy](#).
- 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 medications are included in these regulations.
- 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.

Textbooks

- Students are responsible for any textbooks, workbooks, etc. issued to them and are responsible for the replacement cost in the event of theft, loss, or damage.

Visitors

- All visitors to HVMS must report to the main office immediately upon entering the building.

