



AUSTIN-EAST MAGNET HIGH SCHOOL

ACADEMIC EXCELLENCE

All Austin-East students will graduate career-ready and college-prepared.

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Austin-East Magnet High School Mission Statement

At Austin-East Magnet High School, we will *Educate, Equip, and Empower* our students to achieve academically, thrive socially, dream limitlessly, and serve their community with purpose and pride.

This handbook belongs to:

Name: _____

Academy: _____



STUDENT SERVICES DEPARTMENT (Counseling)

The Austin-East High School Student Services (Counseling) Department works with school staff and various agencies to assist students in recognizing and solving educational, career, and personal problems. Counselors will meet in individual conferences or large groups with students to review and discuss courses of study, post-secondary plans, scholarship information, and other areas of concern. Parents are encouraged to communicate with the grade level counselor whenever they have questions or concerns. Services that may be offered include personal and academic counseling, orientation and registration assistance, college counseling, testing programs, and records maintenance.

COLLEGE VISITS: The student must present a parent note at least one week before the visit. The note must include the college that will be visited and the date of the visit. The student must then pick up a College Visit Verification Form in the counseling office and take it to their classes for each teacher to sign. This form must then be completed by a college official during the visit and returned to the main office when the student returns to school.

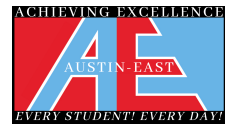
CHANGE OF ADDRESS: All students should inform the main office of any change of address, telephone number, or guardianship.

TRANSCRIPT REQUEST: Students and former students are to request transcripts online at the following site - <https://www.knoxschools.org/Page/14197>.

GRADUATION REQUIREMENTS: A diploma shall be awarded to students who have earned the prescribed **28** credits and have a satisfactory record of attendance and discipline.

CORE SUBJECTS:

| Subject | Credits | Description |
|-----------------------|-----------|--|
| English | 4 | English I, II, III, IV |
| Mathematics | 4 | Algebra I, Geometry, Algebra II, and one higher level math |
| Science | 3 | Biology, Chemistry or Physics, and one additional lab science |
| World History | 1 | Taken 9 th or 10 th grade |
| US History | 1 | Taken 11 th grade |
| US Government | ½ | Taken 10 th grade |
| Economics | ½ | Taken 12 th grade |
| Physical Education | 1 ½ | Lifetime Wellness taken in 9 th grade plus one additional ½ credit in PE* |
| Elective Focus | 3 or 6 | Student's choice; must be one "cluster" of related electives; if not choosing "university admissions" six credits are required, two elective focuses** |
| University Admissions | 3 | Two units of a foreign language plus one unit of fine/performing arts |
| Total | 28 | |



* The additional ½ credit in Physical Ed. may be met by completing a Physical Education course (in addition to Wellness) or by substituting a documented and equivalent time (minimum 65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics and other areas pre-approved by the board of education.

** The elective focus may be CTE (3 courses in the same CTE program area), science and math, humanities, fine arts, AP/IB, or other areas approved by the board of education. Additional information on graduation requirements and types of diplomas can be found in the school counseling office.

CLASSROOM PROCEDURES AND GRADING: Please refer to the teacher's syllabus and classroom policy procedures for individual teacher guidelines.

GRADING POLICIES:

| | | | | | |
|---------------|-----------|----------|----------|----------|---------|
| Grade Scale | A: 90-100 | B: 80-89 | C: 70-79 | D: 60-69 | F: 0-59 |
| Quality Point | 4 | 3 | 2 | 1 | 0 |

Dual Enrollment (core classes only), Dual Credit and AP classes: One (1) additional quality point will be added. For example, an A in an AP or Dual Enrollment (core classes only) class is a five (5) point A rather than a four (4) point A.

AP classes only: If the student sits for the AP exam, an additional five (5) percentage points will be added to grades to calculate the semester average.

Dual Credit: an additional four (4) percentage points will be added to grades to calculate the semester average. An additional 0.75 quality point will be added.

Weighting for Honors Courses includes the addition of three (3) percentage points to grades used to calculate the semester average.

Assigning additional quality points above 4.0 for honors or AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships. Grades will be distributed within five (5) days of KCS grading period dates. All grade reports will be distributed at school except for the end of term reports, which will be accessed on Aspen.

STUDENTS IN UNAUTHORIZED CLASSES: Students will not be allowed to be in any classes that they are not scheduled for in Aspen. They should be in their scheduled classes and not in any unauthorized areas which includes classes that are not on their schedule.

2023-2024 Knox County Schools Calendar

(approved by Knox County Board of Education May 4, 2022)

| | |
|-----------------------------------|--|
| August 1 (Tuesday) | First Day for Teachers – In-service (School-based) |
| August 2 (Wednesday) | In-service Day (PreK-12 System-wide) |
| August 3 (Thursday) | Administrative Day (Teacher Workday) |
| August 4 (Friday) | In-service Day (1/2 day -- School-based); Administrative Day (1/2 day – Teacher Workday) |
| | Orientation for 6 th and 9 th graders |
| August 7 (Monday) | Administrative Day (Teacher Workday) |
| August 8 (Tuesday) | First Day for Students (1/2 day for students) |
| August 16 (Wednesday) | Early Release Day for Students |
| August 29 (Tuesday) | In-service Day (School-based) (Student Holiday) |
| September 4 (Monday) | Labor Day – Holiday |
| September 8 (Friday) | End 4½-weeks Grading Period (22 days) |
| September 17 (Sunday) | Constitution Day |
| September 20 (Wednesday) | Early Release Day for Students |
| October 6 (Friday) | End First 9-weeks Grading Period (42 days) |
| October 9-13 (Monday - Friday) | Fall Break |
| November 7 (Tuesday) | In-service Day (PreK-12 System-wide) (Student Holiday) |
| November 15 (Wednesday) | End 4½-weeks Grading Period (22 days); Early Release Day for Students |
| November 22-24 (Wednesday-Friday) | Thanksgiving Holidays |
| December 20 (Wednesday) | ½ day for Students |
| | End Second 9-weeks Grading Period (44 days) |
| | End First Semester (86 days) |
| December 21 – January 2 (9 days) | Winter Holidays |
| January 3 (Wednesday) | In-service Day (1/2 day -- School-based); Administrative Day (1/2 day – Teacher Workday) (Student Holiday) |
| January 4 (Thursday) | First Day for Students after Winter Holidays |
| January 15 (Monday) | Martin Luther King, Jr. Day – Holiday |
| January 24 (Wednesday) | Early Release Day for Students |
| February 5 (Monday) | End 4½-weeks Grading Period (22 days) |
| February 14 (Wednesday) | Early Release Day for Students |
| February 19 (Monday) | In-service (PreK-12 System-wide) |
| March 5 (Tuesday) | Holiday (Presidential Primary Election) |
| March 8 (Friday) | End Third 9-weeks Grading Period (44 days) |
| March 11-15 (Monday-Friday) | Spring Break |
| March 20 (Wednesday) | Early Release Day for Students |
| March 29 (Friday) | Holiday |
| April 1 (Monday) | Holiday |
| April 19 (Friday) | End 4½-weeks Grading Period (23 days) |
| May 23 (Thursday) | Last Day for Students (1/2 day for students) |
| | End Fourth 9-weeks Grading Period (47 days) |
| | End Second Semester (91 days) |
| May 24 (Friday) | Administrative Day (Teacher Workday) – Last Day for Teachers |
| June 19 (Wednesday) | Juneteenth |

AE Roadrunner WIN (What I Need) Wednesdays Structure:

- District Days (1:30pm dismissal): 8/16, 9/20, 11/15, 1/24, 2/14, 3/20
- **AE Days** (2:00 pm dismissal): 8/23, 8/30, 9/6, 9/13, 9/27, 10/4, 10/18, 10/25, 11/1, 11/8, (pause early release for testing), 1/10, 1/17, 1/31, 2/7, 2/21, 2/28, 3/6, 3/27, 4/3, 4/10, (pause early release for testing)
- **Early Release Bell WED Schedule for AE Days**
 - 4: 8:30-9:24 (54m)
 - 3: 9:30-10:24 (54m)
 - 2: 10:30-11:24 (54m)
 - 1: 11:30-1:25 (90m+ 25m lunch)
 - Advisory: 1:30-2:00
- Teachers, Counselors, Admin, and support staff attend Academy Meetings from 2:15-3:30
- Students will qualify and participate in one of the following AE Win Wed activities:
 - REWARD/REMOTE off campus WIN Time - (off-campus):
 - Remote WIN Time (enrichment)- Early Dismissal at 2pm for students passing all classes with 70 or above and with parent permission.
 - Buses will come at regular dismissal time (3:45) on AE (early release days).
 - RESIDE On Campus WIN Time (not eligible for 2pm dismissal and MUST remain at school until 3:45) and participate in:
 - Tutoring Support Opportunities
 - Required for students with a D or F in 1 or more classes (69 or below); or
 - Students- can self refer to get tutoring support if they need/ want it
 - RESTORE (RLC)- WIN Time -- RLC consequence option for level A referrals for behaviors of cell phone, tardies, etc. 1:1 restorative/ reflection Check in support, etc.
 - If students do not report for their Restore WIN Time, the student will be assigned a full day of RLC
 - RUNNERS WIN (Enrichment options in school environment) - those who do not have transportation and prefer to remain at school may engage in enrichment activities that enhance, support college/ career goals

2023-2024 Regular Bell Schedule

****6 minute transition between classes, 5 minutes between lunch**

*****There will be a 1 minute warning bell before each class block and WIN Time.**

| TIME | ACTIVITY |
|---|-----------------------------------|
| 8:15 | Bell to release Students to Class |
| 8:29 | 1st Block Warning Bell |
| 8:30 - 9:54 | 1st Block |
| 9:59 | 2nd Block Warning Bell |
| 10:00 - 11:24 | 2nd Block |
| 11:29 | 3rd Block Warning Bell |
| 11:30 - 1:25 <u>1st Lunch:</u> Lunch 11:30 - 11:55 Transition 11:55 - 12:00 Class 12:00 - 1:30 <u>2nd Lunch:</u> Class 11:30 - 12:00 Lunch 12:00 - 12:25 Transition 12:25 - 12:30 Class 12:30 - 1:30 <u>3rd Lunch:</u> Class 11:30 - 12:30 Lunch 12:30 - 12:55 Transition 12:55 - 1:00 Class 1:00 - 1:30 <u>4th Lunch:</u> Class 11:30 - 1:00 Lunch 1:00 - 1:25 | 3rd Block + Lunch |
| 1:30 | Advisory Warning Bell |
| 1:31 - 2:16 | Advisory & WIN Time (What I Need) |
| 2:21 | 4th Block Warning Bell |
| 2:22 - 3:45 | 4th Block |

KCS 1:30 Early Release Schedule

This schedule will be used on the following KCS Early Release Days: 8/17, 9/21, 11/16, 1/25, 2/15, 3/22

****6 minute transition between classes, 5 minutes between lunch**

*****There will be a 1 minute warning bell before each class block, and NO WIN time**

| TIME | ACTIVITY |
|---|---|
| 8:15 | Bell to Release Students to Class |
| 8:29 | 4th Block Warning Bell |
| 8:30 - 9:24 | 4th Block |
| 9:29 | 3rd Block Warning Bell |
| 9:30 - 10:24 | 3rd Block |
| 10:29 | 2nd Block Warning Bell |
| 10:30 - 11:24 | 2nd Block |
| 11:29 | 1st Block Warning Bell |
| 11:30 - 1:30 <u>1st Lunch:</u> Lunch 11:30 - 11:55 Transition 11:55 - 12:00 Class 12:00 - 1:30 <u>2nd Lunch:</u> Class 11:30 - 12:00 Lunch 12:00 - 12:25 Transition 12:25 - 12:30 Class 12:30 - 1:30 <u>3rd Lunch:</u> Class 11:30 - 12:30 Lunch 12:30 - 12:55 Transition 12:55 - 1:00 Class 1:00 - 1:30 <u>4th Lunch:</u> Class 11:30 - 1:00 Lunch 1:00 - 1:30 | 1st Block + Lunch ***Students will be released at 1:30 to go home*** |

AE Roadrunner WIN 2:00 Early Release Schedule

This schedule will be used on the following AE RR WIN Days:

First Semester: 8/23, 8/30, 9/6, 9/13, 9/27, 10/4, 10/18, 10/25, 11/1, 11/8

Second Semester: 1/10, 1/17, 1/31, 2/7, 2/21, 2/28, 3/6, 3/27, 4/3, 4/10

****6 minute transition between classes, 5 minutes between lunch**

*****There will be a 1 minute warning bell before each class block, and NO WIN time**

| TIME | ACTIVITY |
|--|-----------------------------------|
| 8:15 | Bell to Release Students to Class |
| 8:29 | 4th Block Warning Bell |
| 8:30 - 9:24 | 4th Block |
| 9:29 | 3rd Block Warning Bell |
| 9:30 - 10:24 | 3rd Block |
| 10:29 | 2nd Block Warning Bell |
| 10:30 - 11:24 | 2nd Block |
| 11:29 | 1st Block Warning Bell |
| 11:30 - 1:30 <u>1st Lunch:</u> Lunch 11:30 - 11:55 Transition 11:55 - 12:00 Class 12:00 - 1:25 <u>2nd Lunch:</u> Class 11:30 - 12:00 Lunch 12:00 - 12:25 Transition 12:25 - 12:30 Class 12:30 - 1:25 <u>3rd Lunch:</u> Class 11:30 - 12:30 Lunch 12:30 - 12:55 Transition 12:55 - 1:00 Class 1:00 - 1:25 <u>4th Lunch:</u> Class 11:30 - 1:00 Lunch 1:00 - 1:25 | 1st Block + Lunch |
| 1:29 | Advisory Warning Bell |
| 1:30-2:00 | Advisory |

One Hour Delay Schedule

****6 minute transition between classes, 5 minutes between lunch**

*****There will be a 1 minute warning bell before each class block, and NO WIN time**

| TIME | ACTIVITY |
|---|-----------------------------------|
| 9:15 | Bell to Release Students to Class |
| | 1st Block Warning Bell |
| 9:30 - 10:48 | 1st Block |
| 10:53 | 2nd Block Warning Bell |
| 10:54 - 12:12 | 2nd Block |
| 12:17 | 3rd Block Warning Bell |
| <p>12:18-2:07</p> <p><u>1st Lunch:</u></p> <p>Lunch 12:12-12:37</p> <p>Transition 12:37-12:42</p> <p>Class 12:42 - 2:07</p> <p><u>2nd Lunch:</u></p> <p>Class 12:18-12:42</p> <p>Lunch 12:42 - 1:07</p> <p>Transition 1:07-1:12</p> <p>Class 1:12-2:07</p> <p><u>3rd Lunch:</u></p> <p>Class 12:18-1:12</p> <p>Lunch 1:12-1:37</p> <p>Transition 1:37 - 1:42</p> <p>Class 1:42 - 2:07</p> <p><u>4th Lunch:</u></p> <p>Class 12:18-1:42</p> <p>Lunch 1:42 - 2:07</p> | 3rd Block + Lunch |
| 2:12 | 4th Block Warning Bell |
| 2:13 - 3:45 | 4th Block |

Two Hour Delay Schedule

****6 minute transition between classes, 5 minutes between lunch**

*****There will be a 1 minute warning bell before each class block, and NO WIN time**

| TIME | ACTIVITY |
|--|-----------------------------------|
| 10:15 | Bell to Release Students to Class |
| 10:29 | 1st Block Warning Bell |
| 10:30 - 11:18 | 1st Block |
| 11:23 | 2nd Block Warning Bell |
| 11:24 - 12:12 | 2nd Block |
| 12:17 | 3rd Block Warning Bell |
| 12:18-2:07 <u>1st Lunch:</u> Lunch 12:12-12:37 Transition 12:37-12:42 Class 12:42 - 2:07 <u>2nd Lunch:</u> Class 12:18-12:42 Lunch 12:42 - 1:07 Transition 1:07-1:12 Class 1:12-2:07 <u>3rd Lunch:</u> Class 12:18-1:12 Lunch 1:12-1:37 Transition 1:37 - 1:42 Class 1:42 - 2:07 <u>4th Lunch:</u> Class 12:18-1:42 Lunch 1:42 - 2:07 | 3rd Block + Lunch |
| 2:12 | 4th Block Warning Bell |
| 2:13 - 3:45 | 4th Block |

Activity Schedule

****6 minute transition between classes, 5 minutes between lunch**

*****There will be a 1 minute warning bell before each class block, and NO WIN time**

| TIME | ACTIVITY |
|---|-----------------------------------|
| 8:15 | Bell to Release Students to Class |
| 8:29 | 1st Block Warning Bell |
| 8:30 - 9:53 | 1st Block |
| 9:58 | 2nd Block Warning Bell |
| 9:59 - 11:21 | 2nd Block |
| 11:26 | 3rd Block Warning Bell |
| 11:27 - 1:16 <u>1st Lunch:</u> Lunch 11:21- 11:46 Transition 11:46 - 11:51 Class 11:51 - 1:16 <u>2nd Lunch:</u> Class 11:27 - 11:51 Lunch 11:51 - 12:16 Transition 12:16 - 12:21 Class 12:21 - 1:16 <u>3rd Lunch:</u> Class 11:27 - 12:21 Lunch 12:21 - 12:46 Transition 12:46 - 12:51 Class 12:51 - 1:16 <u>4th Lunch:</u> Class 11:27 - 12:51 Lunch 12:51 - 1:16 | 3rd Block + Lunch |
| 1:21 | 4th Block Warning Bell |
| 1:22 - 2:50 | 4th Block |
| 2:50-3:45 | Activity Period |



KNOX COUNTY SCHOOLS POLICIES

ATTENDANCE/TRUANCY: Attendance at Austin-East High School is recorded in each class daily. If students miss (arrive late or check out early) more than 15 minutes of a class, they are counted absent in that class for that day. Per 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.

Students with five (5) unexcused absences from school will receive a letter from Knox County Schools warning of potential court action. At ten (10) unexcused absences, the student and the parent may be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades. Students are expected to be in class at all times. The Parent/guardian will be notified when a student is absent.

DOCUMENTATION: In order for an absence to be recorded as “excused”, proper documentation must be provided by the parent (this can be done via the student) to the attendance office within five school days upon return from the absence. Notes must be taken to the attendance office prior the morning warning bell or upon arriving during the school day. Documentation from parents should clearly state the days the student has been absent and the reason the student has been absent or will be absent. Notes from professionals should clearly state the period of time the child was or will be required to be absent from school and not simply that the child was seen in the office or place of business.

Documentation must be submitted within five (5) days of returning from absence(s). The following are acceptable forms of documentation:

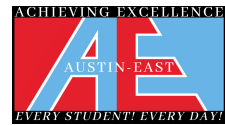
- Personal illness accompanied by a medical note
- Hardship in family temporarily requiring assistance from the student
- Death in family accompanied by an obituary
- Court with documentation
- Recognized religious holidays
- Up to 10 days may be covered with a parent note

FORGED NOTES OR OFFICIAL DOCUMENTS: Austin-East High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware that forging a note for you or for anyone else is a serious offense and with serious offenses come serious consequences. Any student who is in possession of official school documents without permission will be subject to, but not limited to, suspension out of school.

CHECKING OUT: Check-outs should be kept to a minimum. **Students are not to be checked out of school after 3:00pm.** Persons signing-out a student must show a valid picture ID and must be listed as an emergency contact for the student.

Students who become sick during the school day must report to the main office/school nurse before they call home. The main office will assist the student and permit the student to call home. The student will remain in the main office or with the school nurse until he/she receives permission to go home or until he/she is picked up by a parent/guardian. Students are not allowed to check out at any time during state or semester exams.

DRIVER'S PERMIT REQUIREMENTS: For further information and forms, see the attendance secretary.



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

- Treat one another with courtesy and respect at all times.
- Take responsibility for one's actions.
- Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
- Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

RESPONSE TO UNCIVIL BEHAVIOR: The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

- A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
- A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.

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.

SCHOOL EXPECTATIONS

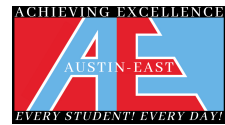
BEFORE AND AFTER SCHOOL: Students may enter the main entrance doors beginning at 7:30 each morning. Students may enter through the back bus/science doors beginning at 7:45. Students are to report to either the cafeteria or main auditorium when they enter the building. Students should be picked up by 4:15 pm after school unless supervised by a teacher or coach. Adult supervision cannot be guaranteed after 4:15.

TARDINESS: Students are expected to be on time for school and for class. At any time, a student may lose privileges for being habitually tardy. Habitual tardiness will be subject to disciplinary action.

Students that continue to violate tardy policy are subject to progressive discipline.

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.

- Pants must be worn at the waist. No sagging is 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. There are to be no holes in pants, shorts, skirts, etc. that show skin above the knee.
- Head apparel, except for religious or medical purposes, must not be worn inside the school building or in the breezeway.



- 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) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy: such as alcohol, tobacco, and illegal drugs.
- Skirts, dresses and shorts must be beyond mid-thigh length.
- Sleepwear, pajamas, and/or blankets cannot be worn in school.
- Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes (4) skin-tight outer materials such as spandex, and (5) bandanas of any color or kind.

Shorts, skirts, pants, or dresses must be worn over ALL leggings or tights and cover the student's posterior.

The school administration reserves the right to determine whether the student's attire is within KCS School Board Policy J-260. The principal may allow exceptions in special circumstances.

SCHOOL SECURITY: School safety is shared by all and in order to maintain a safe learning environment, the following policies have been enacted:

- All persons entering the building after 8:30 a.m. and before 3:50 p.m. can enter through the main entrance only and check in with the front office staff. Students who either open a locked exterior door for someone else or students who come in a locked exterior door will be suspended out of school for two days.
- **Students are not to open or prop open the external doors of the building for anyone, student, faculty, or otherwise. Failure to abide by this policy will result in disciplinary action.**
- Students are not allowed to leave from any door unless being checked out by a parent from the front office or with a staff member. Students who leave without permission from those exits will be deemed "off campus without permission" and will result in disciplinary action.

RESTRICTED AREAS: Students are not allowed in the following areas:

- Any areas blocked or designated as off limits.
- Parking lots or vehicles during school hours without administrative permission.
- Rooms or areas designated "Staff Only".
- Instructional Areas during the lunch periods.
- Any unsupervised area during classes without permission.
- In the building or on campus after 4:15 pm without staff supervision for a school activity. In the building before the designated time in the morning without staff supervision.
- Building-specific locations including the roof, Performing Arts backstage stairwell, behind the main auditorium, behind the gym or any other off-limits/restricted area.

TELEPHONES: The school telephone is used by students only with the permission of a staff member.

VISITORS: All visitors must report and check in with the school office upon entering the school. Guest passes will be issued.

AUTOMOBILES: Driving an automobile to school is a privilege, not a right. All vehicles must be properly parked in a designated parking space with parking hang tags properly displayed. Knox County Schools is not responsible for any damages that may occur while on school property. Parking passes are available for purchase from Mr. Jeff Black for \$40 per year and \$20 for semester. Students must park, lock, and

exit their vehicle immediately upon arrival to school. No student may return to his/her car without permission from principals. Automobiles are subject to search by school authorities. Illegally or unlawfully parked vehicles will be issued a parking citation and/or towed at the owner's expense. Failure to follow all parking/driving guidelines will result in loss of all parking privileges (no money will be refunded), car could be towed/booted, and/or student's driving privileges may be suspended.

DELIVERIES TO SCHOOL: Only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted. No other deliveries will be accepted (including holiday deliveries).

LOCKERS: Students may request a locker from their Academy administrators and they will be held responsible for the upkeep and contents of that locker. A student may only use the locker to which he/she has been assigned. Money or other valuables should not be left in lockers. Lockers that do not have locks on them will be emptied and resealed. Students must provide their own combination or keyed lock for securing lockers. The school reserves the right to inspect student lockers at any time.

PERSONAL BELONGINGS: Students should not bring personal belongings to school due to the risk of loss or theft. Knox County Schools are not responsible for items that are lost or stolen.

HALL PASSES: Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. No student is to be in the hallway during the first and last 15 minutes of class.

CAFETERIA/ FOOD AND DRINK POLICY: All food and drinks must be consumed in the cafeteria, unless by special permission. Eating areas are to be left clean and trash-free. **There are to be NO outside food deliveries to students on campus during school hours. Students found to be ordering food or opening a door for a delivery will be suspended. Visitors are not permitted in the cafeteria during lunch periods without administrative approval.**

All school behavior guidelines should be followed during lunch. **Students must remain in the cafeteria, or in the courtyard during lunch periods. Students should not be in instructional or unsupervised areas.** No food and drink (except water) are permitted in classrooms or other instructional areas except by special permission. Students that fail to meet expectations will be subject to discipline.

GUIDELINES FOR MEDICATION: No medication of any kind shall be self-administered by students while at school. Students are not allowed to have over the counter (O.T.C.) medications in their possession while on school property. Any student who is required to take medications must comply with the following regulations:

- Written orders must be provided by a medical health care provider and are given directly to the school nurse. 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 is to be listed per medical release form and the forms must be renewed each school year.
- A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult. Students may not carry medication 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.

LIBRARY MEDIA CENTER: The Library Media Center (LMC) at Austin-East High School is available to all students to read for pleasure, to do research and/or to use audio-visual materials and computers. The main area of the library is designed for students who need a place that provides an atmosphere for individual work or reading pleasure. Other areas in the complex may be scheduled for group work.

The library is normally open from 8:00 am until 4:00 pm, Monday through Friday. Sometimes special scheduling can be provided before or after school. All students using the library between the hours of 8:00 am and 4:00 pm must have a pass from their teacher unless coming as part of a class and accompanied by a teacher. Students may also use the library before and after school.

SIGNS AND ADVERTISEMENTS: Before signs or advertisements are displayed in the school, an administrator must give permission.

ACADEMIC EXPECTATIONS

HALL PASSES: In order to maximize learning, students are not to be in the hallway during the **first and last 15 minutes of class**. Students are not permitted in the halls during class periods unless they have a hall pass from an authorized staff member.

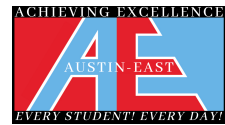
MAKE-UP WORK: Students with excused absences have the responsibility for arranging make-up work with all teachers immediately upon their return to school. In the case of single day absences, the student will be expected to be prepared to participate in all previously assigned classroom activities, including tests and quizzes, on the day he/she returns to class. For planned absences (doctor appointments, trips, college visits, etc.), students should consult with their teacher about completing work prior to being absent. Long-term projects, papers, and reports are due, regardless of absence, and should be sent to school if the student must be absent.

If students are absent for at least three (3) consecutive days, parents should call the main office or email teachers to request make-up work. All requested work is to be completed and returned by teacher arrangement. Allow guidance and teachers a minimum of 24 hours to gather necessary assignments.

Students not using the above make-up procedure must request make-up work immediately upon returning to school. In cases of prolonged illness, teachers will set a reasonable time for completion of the work. Failure of the student to initiate a request for make-up work may result in lost opportunity for credit of the missed work.

TEXTBOOKS/ELECTRONIC DEVICES: Students are accountable for all free textbooks and electronic devices. The Knox County Board of Education must be reimbursed for any books/electronic devices that are damaged, destroyed, or misplaced. Classroom teachers make decisions regarding book damage. The School tech team makes decisions regarding damage to electronic devices.

FEES: All fees and/or workbooks required of students have been approved by the Knox County Board of Education and will be collected in compliance with FAPE (Free Appropriate Public Education). If the financial status of your family is such that the payment of a fee produces hardship, parents should contact the school or write a note to the principal. Students who qualify for free or reduced lunch may



apply for a waiver. Fee waiver forms are in the main office.

Fees are to be paid to the individual teacher. Make checks payable to Austin-East High School. There is a \$10 service charge for returned checks. Payments should be given to the teachers in individual classes each term.

CHEATING/PLAGIARISM: Personal integrity is valued by the members of the community. Most cheating will be dealt with at the classroom level. Cheating may have associated consequences up to expulsion. Cheating or possession of any electronic device during a local, state, or district mandated exam will result in administrative intervention and will nullify the student's test score.

ACADEMIC EXCELLENCE: During the school year, all students will have the opportunity within the school day for remediation or enrichment as needed.

SEMESTER EXAMS: 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. There are no exceptions made for county or state level TNReady exams. TNReady examinations will be given on English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. TN Ready weighted results will be determined by the Tennessee State Department of Education. KCS final exam results will be calculated as 15% of the final grade. Students will not be required to pass the examination, but instead must achieve a passing score for the final cumulative grade.

ATTENDANCE INCENTIVES: Attendance incentives are to be determined by the district at a later date.

BEHAVIOR EXPECTATIONS

Austin-East High School is dedicated to creating a safe and secure learning atmosphere with high expectations. In order to create a positive school environment and culture clear and consistent guidelines for behavior will be communicated. The following behavior expectations are for the 2021-2022 school year. They are defined in KCS Board Policy J-191 and follow the guidelines provided by that policy.

Disciplinary Guidelines 2023-2024

| Behavior Infraction | 1st Intervention | 2nd Intervention | 3rd Intervention | 4th Intervention |
|---|---|---|--|---------------------------------------|
| Level 1 Infractions | | | | |
| Tardies (1st referral written on 2nd tardy to individual class OR tardy to school; referral written for each tardy after 2) | Admin Conference | Restore Wednesday WIN Time | Restore Wednesday WIN Time | Restore Wednesday WIN Time |
| Over 10 tardies (cumulative to class or school) | RLC 1 day | RLC 2 days | OSS 1 day | OSS 2 days and progressive discipline |
| Dress Code Violation | No Referral. The student is directed to admin for support services. | No Referral. The student is directed to admin for support services. | The student is assigned to RLC for one class period then increases with each infraction. | Parent Conference |



| | | | | |
|--|--|--|---|---|
| Vehicle Violation | Admin Conference | The student loses parking privileges for 30 school days. | The student loses all parking privileges for the school year. | N/A |
| Public Display of Affection (PDA) | Admin Conference | RLC (1 day) | RLC (2 days) Students that continue to participate in PDA can be subject to OSS. | N/A |
| Level 2 Infractions | | | | |
| Repeated violations of a pattern of Level 1, with evidence of implemented intervention | RLC (Up to 2 days) Referral to Behavior Interventionist | RLC (Up to 2 days) Referral to Behavior Interventionist | RLC (Up to 2 days) Referral to Behavior Interventionist | N/A |
| Cell Phone Violation | Admin Conference and Phone Call Home | RLC (1 period) | RLC (1 day) | RLC (2 Days) |
| Class Cut (Missing 10 or more minutes of any class) | Admin Conference | RLC (1 period) | RLC (1 day) | RLC (2 days) |
| Unauthorized Area (A) | Admin Conference | RLC (1 day) | RLC (2 days) | Students will continue to face progressive discipline |
| Inappropriate Physical Contact | Admin Conference | RLC (1 day) | RLC (2 days) | Students will continue to face progressive discipline |
| Level 3 Infractions | | | | |
| Repeated violations of a pattern of Level 2, with evidence of implemented intervention | OSS (Up to 10 days) | OSS (Up to 10 days) | OSS (Up to 10 days) | N/A |
| RLC Non-Compliance: Student either refuses to serve RLC or is removed from RLC | OSS (1 day) and a Restorative Conference upon return | OSS (Up to 10 days) | DH | N/A |
| Obscene Material | OSS (Up to 4 days) | OSS (Up to 10 days) | DH | N/A |
| Possession of Prescription or Non-Prescription Medicine (Ex: Over the counter) | Admin Conference | RLC (1 day) | RLC (2 days) Students that continue will face | N/A |

| | | | | |
|---|---|----------------------|-------------------------|---|
| medicine or medicine prescribed to student not registered with the school nurse) | | | progressive discipline. | |
| Trespassing on School Grounds | OSS (Up to 4 days) | OSS (Up to 10 days) | DH | N/A |
| Falsify/Forgery of Records | Admin Conference | RLC (1 day) | RLC (2 days) | OSS (Up to 4 days) |
| Disruption of Class or School Environment (Multiple off-task behaviors in the same class that disrupt learning) | RLC (1 day) | RLC (2 days) | OSS (2 days) | OSS (Up to 4 days) |
| Egregious Disruption of class or School Environment *includes verbal arguments | RLC (2 days) | OSS (2 days) | OSS (4 days) | DH |
| Non-Compliance with Staff Request | RLC (1 period) | RLC (1 day) | RLC (2 days) | OSS (2 days) |
| Gambling | OSS (1 day) | OSS (2 days) | OSS (Up to 4 days) | N/A |
| Unauthorized area - Opening of exterior doors OR coming in an unauthorized door | OSS (2 days) | OSS (4 days) | DH | N/A |
| Profanity/Abusive Language Towards Staff | OSS (2 days) | OSS (4 days) | DH | N/A |
| Theft of Property (under \$1000) | OSS (Up to 4 days) | DH | DH | N/A |
| Bus Misconduct | See Student Handbook | See Student Handbook | See Student Handbook | N/A |
| Possession or Use of Tobacco Products (including Electronic Cigarettes) | OSS (2 days) and if found vaping must complete the KCS Vaping program upon return | OSS (4 days) | DH | N/A |
| Leaving School Grounds without Permission | OSS (2 days) | OSS (4 days) | DH | DH |
| Inappropriate Use of Electronic Device | RLC 1 period | RLC 1 day | RLC 2 days | OSS 1 day and then progressive discipline |
| Tamper with Fire Alarm | OSS (2 days) | DH | DH | N/A |
| Possession or Use of Fireworks | OSS (2 days) | DH | DH | N/A |
| Vandalism/Damage of Property *Student is responsible for paying for damages | OSS (2 days) | DH | DH | N/A |

| | | | | |
|--|---|---|---|------------------------------|
| Threat Class 1 | OSS (Up to 2 days) | OSS (Up to 4 days) | DH | N/A |
| Fighting (Cumulative within Knox County Schools) | OSS (10 days) | OSS (20 days) | OSS (30 days) | OSS (Progressive discipline) |
| Investigation Finds the Presence of Bullying | DH Students sign no-contact contract | DH Students sign no-contact contract | DH Student sign no-contact contract | N/A |
| Investigation Finds the Presence of Cyberbullying | DH Students sign no-contact contract | DH Students sign no-contact contract | DH Students sign no-contact contract | N/A |
| Harassment | DH Students sign no-contact contract | DH Students sign no-contact contract | DH Students sign no-contact contract | N/A |
| Violation of a No-Contact Contract | DH | DH | DH | N/A |
| Sexual Harassment | DH | DH | DH | N/A |
| Possession of Drug Paraphernalia | DH | DH | DH | N/A |
| Level 4 Infractions | | | | |
| Repeated violations of a pattern of Level 3, with evidence of implemented intervention | DH | DH | DH | DH |
| Theft of Property (over \$1000) | DH | DH | DH | N/A |
| Breaking/Entering | DH | DH | DH | N/A |
| Gang Activity | Admin Conference (consequence could be greater based on school based investigation) | DH | DH | N/A |
| Threat Class 2 | DH | DH | DH | N/A |
| Under the Influence | OSS (2 days) | OSS (4 days) | DH | N/A |
| Possession, Use, or Distribution of Alcohol | DH | DH | DH | N/A |
| Sexual Misconduct | DH | DH | DH | N/A |
| Level 5 Infractions | | | | |
| Repeated violations of a pattern of Level 3, with evidence of implemented intervention | DH | DH | DH | N/A |


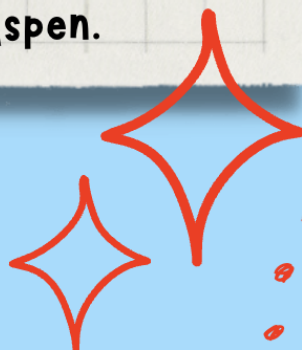

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|---|----|----|----|-----|
| Assault of Staff | DH | DH | DH | N/A |
| Assault of Student | DH | DH | DH | N/A |
| Aggravated Assault of Student | DH | DH | DH | N/A |
| Sexual Battery (Assault) | DH | DH | DH | N/A |
| Possession of a Weapon other than a Firearm (A lesser Disciplinary response may be used following school-based investigation) | DH | DH | DH | N/A |
| Bomb Threat | DH | DH | DH | N/A |
| Felony Behavior | DH | DH | DH | N/A |
| Possession, Use, or Distribution of Illegal Drugs | ZT | ZT | ZT | N/A |
| Aggravated Assault and Battery of Teachers or Staff | ZT | ZT | ZT | N/A |
| Possession of Explosive or Incendiary Device | ZT | ZT | ZT | N/A |
| Possession of Rifle, Handgun, Shotgun | ZT | ZT | ZT | N/A |
| *ZT (Mandatory 180 OSS) | | | | |

| Abbreviations | |
|---------------|-----------------------------|
| AC | Administrative Conference |
| DH | Disciplinary Hearing |
| ODR | Office Discipline Referral |
| OSS | Out of School Suspension |
| RLC | Restorative Learning Center |
| ZT | Zero Tolerance |



23-24

AE CELL PHONE POLICY

1. Verbal and written reminder given at the start of class: "Cell phones must be put away during the entire class."
 2. If a student has a phone out during class, teacher will give 1 prompt for student to put phone away: "I need you to put your phone away. If I see it again, it will be a referral."
 3. If student does not put the phone away or brings it out again, Teacher will inform the student at the end of class that they will get a referral and write the referral in Aspen.
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DISCIPLINARY TERMS AND DEFINITIONS (More definitions are available in KCS Board Policy J-191):

CONFISCATION: Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the assigned office. These items may be returned to the student or parents at the administrator's discretion.

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

RESTORATIVE LEARNING CENTER (RLC): RLC is a consequence sometimes given for inappropriate behavior. This consequence involves the placement of the student in a designated classroom with an authorized staff member. Students are expected to complete social/emotional activities, regular academic assignments and follow the schedule, and all guidelines outlined by the staff member in charge. Cell phones are not to be used in RLC and will be collected for the time the student is in RLC and placed in a secure area.

SUSPENSIONS: The principal or assistant principal is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus. Arrangements will be made for students suspended to take mid-semester and semester exams, outside the school day, if they are scheduled during the period of suspension. Suspended students will also be able to complete work assigned during the suspension. The student is responsible for obtaining and turning in all work for the period of suspension. All assignments (including tests) permitted to be turned in for credit according to the policy must be turned into the main office by the specified due date and time. Restorative Practices will be implemented when possible depending on the situation, offense, training, and resources.

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

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, a meeting will be scheduled to allow the student due process. The student and the legal parent/guardian will be given a Hearing Notification document detailing the alleged offenses and the date and time of the disciplinary hearing.

- During the hearing, the investigating administrator will present evidence, the student will present his/her side of the story, the parent/guardian may ask additional questions and the Hearing Officer will determine disciplinary action based on Knox County policy. Hearing Notification (Includes grade level administrator, student, and parent/guardian)
- Students receiving special education services will have a Behavior Manifestation meeting in order to determine if the behavior in question is a result of his/her special education certification.
- If a special education student's behavior is not a result of his/her area of certification, a disciplinary will be held.

The student is not allowed at any time on any KCS property until the DH is held.

SEARCH AND SEIZURE: According to Knox County Board Policy Handbook, any principal, or his designee, having reasonable suspicion for a search may search any student, place or thing on school property or in the actual possession of any student during any organized school activity off campus, including buses. This includes backpacks, purses, lockers, vehicles, etc. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available at knoxschools.org)

ZERO TOLERANCE: According to Knox County Board Policy Handbook, 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 will be subject to removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

- Any student who while on a school bus, on school property or while attending any school event or activity:
 - Unlawfully possesses a legend drug or any other controlled substance
 - Knowingly possesses a firearm as defined in 18 U.S.C. § 9212
 - Commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol Knox County School property or other employees of the school system.
- It is the Board's intent that the Superintendent exercise his power to modify and ensure that no student shall be out of school for more than two semesters for a zero-tolerance offense. The Superintendent shall consider each zero-tolerance case for placement in the alternative school program.

TOBACCO: Students of any age are forbidden to use or possess tobacco or any tobacco-like substitute, in any form, and/or electronic cigarettes (vapor) while at school or while participating in any school-sponsored activity, at school or away.

CARE OF SCHOOL PROPERTY: Students are responsible for the proper care of all books, electronic devices, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or in any way, damage school property or equipment will be required to pay for the damage done or replace the item. Disciplinary action will also be taken. Any unlawful activity taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension.

PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES: Personal Communication Devices (PCD) and personal electronic devices including, but not limited to, cell phones, camera, recorder, iPods, 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. 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. The school is not responsible for lost or missing PCDs. 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.

- 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.
 - Consequences
 - The cell phone or other PCD will be confiscated by Knox Police Department (KPD).
 - Appropriate school discipline will be administered in accordance with KCS Policy J-191.

To view this policy in its entirety visit: www.knoxschools.org.

CLASS CUT: Students are expected to attend class daily. Students that fail to report to their assigned class or miss at least **10 minutes** without permission will be subject to disciplinary action. Class cuts will be cumulative.

OPENING AN EXTERIOR DOOR: Students who open an exterior door or come in a locked exterior door will be suspended out of school for 2 days. This is a safety issue and puts everyone in the building at risk.

DELIVERY OF FOOD TO SCHOOL: Students are not allowed to have food delivered from an outside food vendor either by a food delivery service (UberEats, DoorDash, etc.) or their family member. If a student forgot their lunch, a packed lunch can be brought to them by their family member.

LEAVING CAMPUS: Students are not allowed to leave the school grounds under any circumstance without permission from the secretary or an administrator. This includes leaving campus prior to school starting after a student arrives either via bus/car/walking and leaving campus during early release and returning to catch a school bus. Students that leave campus without permission will be subject to disciplinary action.

FIGHTING: Any student who participates in a fight at school or any school activity will be subject to a disciplinary hearing

- First Fight: **10 days OSS.**
- Second Fight: **20 days OSS.**
- Any other additional fighting will result in **30+ days of OSS.**

Fighting consequences are cumulative over the student's time spent in high school. Any student committing an assault upon any teacher, principal, administrator, or any other employee may be suspended for one calendar year.

HARASSMENT, INTIMIDATION, BULLYING, AND CYBER-BULLYING: Knox County Schools prohibits acts of harassment, intimidation, bullying, and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision. "Cyber-bullying" means bullying undertaken through the use of electronic devices. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance.

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

- Physically harming a child or damaging a student's property

- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property
- Causing emotional distress to a student or students
- Individuals or groups of individuals participating in harassment, intimidation, or any form of threatening behavior, including but not limited to, throwing gang signs or signals and tagging;
- Creating a hostile educational environment or if the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational 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. To view this policy in its entirety visit: www.knoxschools.org.

BUS TRANSPORTATION: Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the School Counseling Office or the Knox County Transportation Office. Discipline on our school buses is a priority in order to ensure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with the driver may result in the removal of student riding privileges and/or suspension from the bus.

BUS DISCIPLINE CODE

| Level 1 | Level 2 | Level 3 |
|--|---|--|
| <ul style="list-style-type: none"> • 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 <p>Consequences</p> <ul style="list-style-type: none"> • Written reprimand (maximum 1 warning) • Bus riding suspension (3 to 5 school days) • Out of school suspension | <ul style="list-style-type: none"> • Third violation of Level 1 behavior • Tampering with bus equipment • Fighting/pushing/tripping • Bringing articles aboard the bus of injurious or objectionable nature • <i>Destruction of property (Parent/guardian fiscally responsible for damages-student will remain off the bus until damages are paid.)</i> • Possession and/or use of tobacco products • Profane language/obscene gestures • Throwing objects in or out of | <ul style="list-style-type: none"> • Third violation of Level 2 behavior • Physical assault/verbal threat directed to bus driver • Attempting to set fire to the seat, hair, clothing, etc. • Possession of weapon • Use of chemical substances with intent to do bodily harm. • Possession and/or use of alcohol, drugs, or paraphernalia. • Misuse of emergency exit on bus. <p>Consequences</p> <ul style="list-style-type: none"> • <i>Bus riding suspension (minimum 30- maximum 180 school days)</i> • Out of school suspension |

| | | |
|--|--|--|
| | bus • Hanging out bus window Consequences • Bus riding suspension (minimum 5 school days) • <i>Repeat occurrence of Level 2 violation (minimum 15 school days bus riding suspension)</i> • Out of school suspension | • Action by the Board of Education (up to and including expulsion) • Appropriate legal action |
|--|--|--|

Knox County Schools and Austin-East Magnet High School reserve the right to add, delete, or change any information within this handbook without prior notification.