

Bearden Middle School Student Handbook 2020-2021



An International Baccalaureate World School

Executive Principal: Michael Toth
6th Grade Principal: Amanda Edsell
7th Grade Principal: David Bailey
8th Grade Principal: Tenisha Marchbanks

School Counselors:
6th Grade: Jimmy Cannington
7th Grade: Ruth Dyer
8th Grade: Marianne Lesler

“Building Many Strengths”

Bearden Middle School
100 Francis Road
Knoxville TN 37909
Office (865) 539-7839
Fax (865) 539-7851

WELCOME TO BEARDEN MIDDLE SCHOOL.

The faculty and administration at Bearden hope that your time here will be a positive and productive experience. We encourage students and parents to become involved in BMS academic, extracurricular, and social activities. Parental involvement is encouraged through the PTA and the school program. The policies and procedures contained in this handbook are the result of a collaborative effort between the faculty and administration. The policies and procedures outlined in the handbook are intended to provide you with a readily available reference of our expectations and goals. Please review this information with your parent(s)/guardian(s).

School Mission Statement

Bearden Middle School promotes and nurtures a supportive, dynamic learning environment, by challenging every child to meet high expectations and therefore succeed in a diverse society.

School Vision Statement

Learning Today, Lead Tomorrow

This handbook belongs to:

Name: _____

Address: _____

Phone: _____ Student ID: _____

I have reviewed the policies and procedures within the Bearden Middle School's Handbook.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

The BRUIN Way:

Be Responsible

Respect All

Understand Your Role

Inspire Others

Never Stop Trying

2020-2021 KNOX COUNTY SCHOOLS CALENDAR

August 3 (Monday)	First Day for Teachers - In-service (Building)
August 4 (Tuesday)	In-service Day (PreK - 12 System-wide)
August 5 (Wednesday)	Administrative Day (Teacher Work Day)
August 6 (Thursday)	In-service Day (1/2 day-School based); Administrative Day (1/2 day-Teacher Work Day)
August 7 (Friday)	Administrative Day (Teacher Work Day)
August 10 (Monday)	Inservice (School-based)
August 11 (Tuesday)	Inservice (School-based)
August 12 (Wednesday)	Inservice (School-based)
August 13 (Thursday)	Inservice (School-based) Orientation for 6 th and 9 th graders
August 14 (Friday)	Inservice (School-based)
August 17 (Monday)	First Day for Students (1/2 day for students)
September 7 (Monday)	Labor Day – Holiday
September 17 (Tuesday)	Constitution Day (Students in school)
October 9 (Friday)	End First 9-weeks Grading Period (44 days)
October 12-16 (Monday-Friday)	Fall Break
November 3 (Tuesday)	In-service Day (PreK-12 System-wide) (Student Holiday)
November 25-27 (Wednesday-Friday)	Thanksgiving Holidays
December 18 (Friday)	1/2 day for students; End Second 9-weeks Grading Period (41 days); End First Semester (85 days)
December 21-January 1 (10 Days)	Winter Holidays
January 4 (Monday)	In-service Day (1/2 day--School-based); Administrative Day (1/2 day-Teacher Work Day); (Student Holiday)
January 5 (Tuesday)	First Day for Students after Winter Holidays
January 18 (Monday)	Martin Luther King, Jr. Day – Holiday
February 15 (Monday)	In-service Day (Building); (Student Holiday)
March 12 (Friday)	End First 9-weeks Grading Period (Third 9-weeks Grading Period) (47 days)
March 15-19 (Monday-Friday)	Spring Break
April 2 (Friday)	Holiday
April 5 (Monday)	In-service Day (Building); (Student Holiday)
May 25 (Tuesday)	Last Day for Students (1/2 day for students); End Second 9-weeks Grading Period (Fourth 9-weeks Grading Period) (45 days) End Second Semester (92 days)
May 26 (Wednesday)	Administrative Day (Teacher Work Day) – Last Day for Teachers

Calendar Summary

177 Instructional Days (excludes days earned through extended hours)
 4 Scheduled Administrative Days
 2 Unscheduled In-service Days
 1 Unscheduled Parent-Teacher Contact Hours (formerly Teacher-Parent Conference Day)
 6 Scheduled In-service Days
 10 Vacation Days

200 Days Total



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Attendance

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

For these reasons, the Knox County Board of Education has adopted the following policy on student absences: Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness
2. Illness in family temporarily requiring help from the student
3. Death in family
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency
6. For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following

excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:

An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country. In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored", the activity must be school planned, school directed, and teacher supervised.

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

Guidelines for Medication

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

- The school system has 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, the dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.

- A parent / guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers 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 of the school year.

To view this policy (JGCB) in its entirety visit www.knoxschools.org. Failure to follow the medication policy may result in a Zero Tolerance offense.

Guidelines for Student Messages, Packages, Flowers, Balloons, 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. Deliveries such as flowers, balloons, etc will be distributed to students at the end of the day. The school will not accept deliveries on high volume days (ie. Valentines Day)

Cafeteria Guidelines and Rules for Food and Drink

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

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.

1. Pants must be worn at the waist. No sagging.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and must have sleeves. Shirts or tops must cover the waistband of the pants, shorts or shirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any tops that expose cleavage are prohibited.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity. No house shoes or slippers may be worn.
5. 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 (i.e, alcohol, tobacco, and illegal drugs)
6. Skirts, dresses and shorts must be beyond mid thigh in length. (At or below the fingertips) There can be no holes above the knee.
7. Sleepwear, pajamas, and/or blankets cannot be worn at school.
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes, and (4) skin-tight outer materials such as spandex.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances or occasions such as holiday 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.

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 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 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, may constitute a crime under state 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.

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

Restricted Areas: Students are not allowed in the following areas:

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

BMS Academic Program

Classes: Bearden Middle School follows TN Education Standards and Programming in Accordance with the International Baccalaureate Middle Years Program . Students will have classes in language arts, mathematics, social studies, and science. Elective Classes will be offered in the following areas: Band, Chorus, general music, art, STEM, World Language, Physical Education, and Health. Additional programs include interventions and special education programs.

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

Grading scale:

A 93-100

B 85-92

C 75-84

D 70-74

F 0-69

The Tennessee Comprehensive Assessment results will compose a portion of the second semester grades in math, language arts, science, and social studies for students in grades 3-8.

Equal Opportunity Notice The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and the 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 in employment opportunities or benefits. Anyone who believes that Knox County Schools has discriminated against them or another individual, may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540. Complaints of discrimination on the basis of disability sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and / or the following:

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

Unsafe School Choice Notice Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under TCA 40-38-11(g), or the attempt to commit one of these offenses as defined under TCA 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.

Knox Schools Statement of Compliance Knox County Schools is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. KCS will not discriminate or limit access to any educator, principal, student or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants if/ when unique situations and circumstances occur. Support services include but are not limited to hearing, speech, vision services, physical access managements, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for

students. The Knox County Schools continue to be committed in its support of all equity statutes as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

Knox County Board of Education Civility Code It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. The policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facilities. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. **To view this policy (B-230) in its entirety visit: www.knoxschools.org**

Expectations

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

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. 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.

1. 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.
2. A parent, guardian, 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.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or

any type of written communication is demeaning, abusive, threatening, or obscene the employee is not obligated to respond.

4. Any visitor on school district property who has breached the 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.

Discipline Summary Policy/Terms

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

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

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

Out of School Suspension (OSS): This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance.

Students who receive OSS are subject to the following rules:

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

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

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

Hearing Notification (includes administrator, student and 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.

Fighting: A Disciplinary Hearing will be held in the event of physical aggression that constitutes fighting. 1st Fight = Up to 10 days OSS, 2nd Fight = Up to 20 days OSS, 3rd Fight = Up to 45 days OSS All fights are cumulative through middle school. A student receiving a 10 day or longer suspension is eligible to receive their education in an alternative setting for the duration of the suspension.

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

Disciplinary Hearing (For Special Ed if not a manifestation, and all regular Ed) *To determine guilt or innocence *To determine the appropriate consequences for the violation.

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

Zero Tolerance Policy: According to Knox County Board Policy JCCC2: 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. The Director of Schools has the authority to modify this suspension requirement on a case by case basis.

Zero Tolerance Acts are as follows: Any student who while on a school bus, on school property or while attending any school event or activity:

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

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

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

"Cyber-bullying" means bullying undertaken through the use of electronic devices (i.e. telephones, cellular phones or other wireless communication devices, PDAs, computers, electronic mail, instant messaging, text messaging and websites.)

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

1. 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.

a. Knowingly placing a student or students in reasonable fear or physical harm to the student or damage to

the student's property; b. Causing emotional distress to a student or students c.

Physically harming a child or damaging a student's property. d. Creating a hostile educational environment; or

2. If the act takes place off school property or outside of a school-sponsored activity, it is directed

specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Consequences and appropriate remedial action for the students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

To view this policy (JCADA) in its entirety, visit: www.knoxschools.org

These are guidelines. The final decision for action to be taken will be made by the Principal or Grade Level Principal..The Principal/Grade Level Principal’s decision may be in accordance with but **will not be limited** to the following:

POLICY VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Insubordination/ Disrespect	Administrator Discretion RLC/OSS	Administrator Discretion/OSS	Disciplinary Hearing
Repeated Classroom Disturbance	Administrator Discretion/RLC/OSS	Administrator Discretion/OSS	Disciplinary Hearing
Personal Electronic Devices including cell phones	Confiscate Bring to the office Submit referral Student will pick up at the end of the school day.	Confiscate Bring to the office Submit referral 1-3 days RLC Only a parent/guardian may pick up a student’s cell phone	Confiscate Bring to the office Submit referral 1-3 days OSS with a parent/admin conference prior to return to school. Phone is returned at the time of the parent meeting.
School issued devices	Administrator Discretion/RLC	Administrator Discretion/RLC/Day User	Administrator Discretion/RLC/Loss of Privileges
Major Horseplay	Administrator Discretion/ 1-2 days RLC	1 Day OSS	3 days OSS
Dress Code	Student conference with administrator Correcting dress (may include t-shirt provided by the school or parent bringing clothing) *The student will stay in RLC until the dress is corrected	Correcting dress (may include t-shirt provided by the school or parent bringing clothing) will remain in RLC 1 additional day of RLC	Correcting dress (may include t-shirt provided by the school or parent bringing clothing) will remain in RLC Parent Conference

Class Cutting	Administrator Discretion	Administrator Discretion	Admin Discretion/Disciplinary Hearing
Out of Area	Administrator Discretion	Administrator Discretion	Admin Discretion/Disciplinary Hearing
Leaving Campus Without Permission	1-2 Days OSS	Disciplinary Hearing Referral to Juvenile	Disciplinary Hearing
Public Display of Affection (PDA)	Administrator Discretion Parent contact	1 Day RLC	1-3 Days of OSS
Inappropriate Sexual Activity	Disciplinary Hearing	Disciplinary Hearing	Disciplinary Hearing
POLICY VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Pornography: Possession and Distribution	Administrative Discretion RLC-4 days OSS Referral to KPD	1-4 days OSS Referral to KPD	Disciplinary Hearing Referral to KPD
Profanity directed toward another student	1-3 days RLC	1-3 days OSS	Disciplinary Hearing
Profanity directed towards a teacher or staff member	1-3 days OSS	Disciplinary Hearing	
Fighting (Instigator included) (cumulative middle school- 3 years)	4-10 Days OSS Parent/Administrator Conference required for students to return to class.	Disciplinary Hearing Minimum of 10 days	Disciplinary Hearing Minimum of 30 days
Bullying: Verbal, Physical, and Cyber (Instigator included)	RLC up to 4 Days OSS Parent/Administrator Conference required for students to return to class.	Disciplinary Hearing	Disciplinary Hearing Minimum of 30 days
Harassment: Verbal, Physical, and Cyber (Instigator included)	1-3 Days RLC	3 Days OSS	Disciplinary Hearing
Sexual Harassment	1 to 4 Days OSS	Disciplinary Hearing	Disciplinary Hearing
Assault/Battery	Disciplinary Hearing		
Physical Assault of Staff	Disciplinary Hearing		
Over the counter Medications	Confiscation Discretion of school administrator may include RLC- Long term suspension	Disciplinary Hearing	

Tobacco: Possession and/or use	2 days OSS with KPD citation	4 days OSS with KPD citation	Disciplinary Hearing: With KPD citation
Possession of E-Cig	2 days OSS with KPD citation	4 days OSS with KPD citation	Disciplinary Hearing: With KPD citation
Alcohol: Possession, Distribution, Consumption	Confiscate Disciplinary Hearing 30 Days OSS (Possession) Disciplinary Hearing 45 Days OSS (distribution)	Disciplinary Hearing 45-90 Days OSS	
POLICY VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Under the influence of unauthorized substance	Disciplinary Hearing		
Possession of Drug paraphernalia	Confiscation Disciplinary Hearing		
Possession of Prescription Drugs	Confiscation Discretion of school administrator may include OSS- Long term suspension	Disciplinary Hearing	
Stealing	Restitution Discretion of school administrator may include RLC- Long term suspension Possible referral to KPD		
Theft of School Property	Restitution Disciplinary Hearing Possible referral to KPD	Disciplinary Hearing	
Possession of a dangerous weapon	Disciplinary Hearing		
Possession of a dangerous weapon with intent	Disciplinary Hearing		
Fire Alarm	Disciplinary Hearing	Disciplinary Hearing	Disciplinary Hearing
Vandalism	Restitution Disciplinary Hearing	Restitution Disciplinary Hearing	Restitution Disciplinary Hearing
Arson, Bomb Threat, Pyrotechnics	Disciplinary Hearing	Disciplinary Hearing	Disciplinary Hearing
Failure to serve Silent Lunch	1 day RLC	3 days RLC	3 days OSS

Refusal to serve RLC or misbehavior in RLC	2 days OSS	4 days OSS	Disciplinary Hearing
Continuation of Level I and Level II Offenses	Disciplinary Hearing		

****Suspensions may be shortened or lengthened within reason, based on the end of the term, circumstances, and/or student discipline history.***

Bus Conduct and Expectations

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

<p>Level 1 Violations</p> <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 • Other 	<p>Level 2 Violations</p> <ul style="list-style-type: none"> • Third violation of Level 1 behaviors • Tampering with bus equipment • Fighting /pushing / tripping • Bringing articles aboard the bus of injurious or objectionable nature • Destruction of property • Possession and / or use of tobacco products • Profane language / obscene gestures • Throwing objects in or out of bus • Hanging out bus window • other 	<p>Level 3 Violations</p> <ul style="list-style-type: none"> • Third violation of Level 2 behavior • Physical assault / verbal threat directed to bus driver <ul style="list-style-type: none"> • Attempting to set fire to seat, hair, clothing, etc. <ul style="list-style-type: none"> • Possession and / or use of alcohol, drugs, or drug paraphernalia • Possession of weapon • Use of chemical substance with intent to bodily harm • Unapproved use of emergency exits on bus • other
<p>Consequences Level 1</p> <ul style="list-style-type: none"> • Written reprimand (max. 1 Warning) • Bus riding suspension (3-5 days) • Out of school suspension • Assigned seating 	<p>Consequences Level 2</p> <ul style="list-style-type: none"> • Bus riding suspension (min. 5 school days) • Repeat occurrence of Level 2 (min. 15 days bus suspension) • Out of school suspension 	<p>Consequences Level 3</p> <ul style="list-style-type: none"> • Bus riding suspension (min. 30 days max 180 days) • Out of school suspension • Action by the Board of Education • Appropriate legal action