

Hardin Valley Academy

2017-2018

Student Handbook



**11345 HARDIN VALLEY ROAD
KNOXVILLE, TENNESSEE 37932
MAIN OFFICE (865) 690-9690
GUIDANCE (865) 690-9912
SCHOOL FAX (865) 690-9260
FRONT OFFICE EMAIL hva.frontoffice@knoxschools.org
<http://hardinvalleyac.knoxschools.org>
ADMINISTRATION**

Principal
Assistant Principal
Assistant Principal
Assistant Principal
Assistant Principal
Assistant Principal
Athletic Director

Sallee Reynolds
George Ashe
Kellie Ivens
David Combs
Mike Wise
Anita Johnson
George Ashe

sallee.reynolds@knoxschools.org
george.ashe@knoxschools.org
kellie.iven@knoxschools.org
david.combs@knoxsanitachools.org
david.wise@knoxschools.org
anita.johnson@knoxschools.org

SCHOOL COUNSELORS

STEM Academy
Health Science Academy
BLPA Academy
Liberal Arts Academy
Freshmen
Testing Coordinator
College & Career

Ashli Beeler
Rachel Scarbro
Anne Troutman
Carmen Long
Jen Beckler
Katie Coffey
Anna Graham

ashli.beeler@knoxschools.org
rachel.scarbro@knoxschools.org
anne.troutman@knoxschools.org
carmen.long@knoxschools.org
jennifer.beckler@knoxschools.org
kathleen.coffey@knoxschools.org
anna.graham@knoxschools.org

SCHOOL DEANS

STEM Academy
Health Science Academy
BLPA Academy
Liberal Arts Academy
Freshman

Rudy Furman
Sarah Price
Bryan Brown
Jenny Driskill
Meshon Crateau

rudy.furman@knoxschools.org
sarah.price@knoxschools.org
bryan.brown@knoxschools.org
jennifer.driskill@knoxschools.org
meshon.crateau@knoxschools.org

PARENT/COMMUNITY LEADERS

PTSA President
Athletic Council President
HVA Foundation President
School Board Representative

Barry Myers
Shelby Masters
Kevin Crateau
Terry Hill

STUDENT GOVERNMENT

Student Body Officers

President
Vice President
Secretary
Treasurer

Lillie Weaver
Simon Jolly
Abbey James
Garrett Rowcliffe

Senior Class Officers

President
Vice President
Secretary
Treasurer

Joey Neuman
Mikhail Lavrinovich

Junior Class Officers

President
Vice President
Secretary
Treasurer

Josh Weigand
Cassidy Gallagher
Kaia Boyd
Samantha Snyder

Sophomore Class Officers

President
Vice President
Secretary
Treasurer

Kennedy Price
Macie Giacalone
Jake Neuman
Brock Mullins

Academy Reps

STEM
Liberal Arts
BLPA
Health Sciences

Emma Gibby
Brock Mullins
Tara Love

PTSA Liaison

Bell Schedules for 2017-2018

Daily Schedule	Alternate Schedule	Flight Time First Half Day Schedule	Flight Time First Full Day Schedule
<u>1st Period</u> 8:30-9:55	<u>1st Period</u> 8:30-10:00	<u>Flight Time</u> 8:30- 9:15	<u>Flight Time</u> 8:30- 9:00
<u>2nd Period</u> 10:03-11:23	<u>2nd Period</u> 10:08-11:38	<u>1st Period</u> 9:23- 9:55	<u>1st Period</u> 9:08-10:33
<u>Flight Time</u> 11:31-12:01	<u>3rd Period</u> 11:46-1:52	<u>2nd Period</u> 10:03-10:35	<u>2nd Period</u> 10:41-12:01
<u>3rd Period</u> 12:09-2:02	<u>4th Period</u> 2:00-3:30	<u>3rd Period</u> 10:43-11:15	<u>3rd Period</u> 12:09- 2:02
<u>4th Period</u> 2:10-3:30		<u>4th Period</u> 11:23-12:00	<u>4th Period</u> 2:10-3:30
<u>Lunch</u>	<u>Lunch</u>		<u>Lunch</u>
1 st Lunch 12:10- 12:35 2 nd Lunch 12:40- 1:05 3 rd Lunch 1:10- 1:35 <u>Return to class until 2:02</u> Students are expected in class 5 min after the end of lunch.	1 st Lunch 11:50-12:15 2 nd Lunch 12:20-12:45 3 rd Lunch 12:50- 1:15 <u>Return to class until 1:52</u> Students are expected in class 5 min after the end of lunch.		1st Lunch 12:10-12:35 2nd Lunch 12:40- 1:05 3rd Lunch 1:10- 1:35 <u>Return to class until 2:02</u> Students are expected in class 5 min after the end of lunch.

One Hour Late Schedule	Two Hour Late Schedule	Half Day Schedule	
<u>1st Period</u> 9:30-10:45	<u>1st Period</u> 10:30-11:30	<u>1st Period</u> 8:30- 9:18	
<u>2nd Period</u> 10:53-12:08	<u>2nd Period</u> 11:38-12:38	<u>2nd Period</u> 9:27-10:12	
<u>3rd Period</u> 12:16- 2:06	<u>3rd Period</u> 12:46- 2:21	<u>3rd Period</u> 10:21-11:06	
<u>4th Period</u> 2:14- 3:30	<u>4th Period</u> 2:29- 3:30	<u>4th Period</u> 11:15-12:00	
<u>Lunch</u>	<u>Lunch</u>		
1 st Lunch 12:20-12:45 2 nd Lunch 12:50- 1:15 3 rd Lunch 1:20- 1:45 <u>Return to class until 2:06</u> Students are expected in class 5 min after the end of lunch.	1 st Lunch 12:50- 1:15 2 nd Lunch 1:20- 1:45 3 rd Lunch 1:55- 2:21 <u>Return to class until 2:21</u> Students are expected in class 5 min after the end of lunch.		

Aug 7 *Flight Time First, Half Day Schedule*
 Aug 8- Aug 11 and Jan 9 *Flight Time First, Full Day Schedule*
 Aug 14 and Jan 10 *Begin Daily Schedule*

SCHOOL COUNSELING SERVICES

The Hardin Valley Academy School Counseling Department offers a comprehensive program of services and informational resources to students, parents, community, and staff. Major emphasis is placed on the individual student and his/her needs. The Guidance Department consists of five counselors and two secretaries. The guidance secretaries are responsible for all student records and transcripts. All freshmen will have the same counselor to assist in the transition from middle school to high school. Sophomore year the student body is divided into four sections by academy. A counselor is assigned to one academy section to provide all academic planning and scheduling services to that group. With this plan, counselors follow their students from sophomore year through their senior year. This approach has two major advantages: a continuity of services and a greater understanding of each student. Additionally, we have a College & Career counselor and a testing coordinator. The counselor assignments are:

STEM	Ashli Beeler
Health Science	Rachel Scarbro
Business, Law & Public Affairs	Anne Troutman
Liberal Arts	Carmen Long
Freshmen	Jen Beckler
College & Career	Anna Graham
Guidance Secretary	Carolyn Carter
Registrar	Pam Degges
Testing	Katie Coffey

The services provided through the School Counseling Department include: individual counseling, small and large group guidance, freshman orientation, new student orientation, scheduling, assistance with post-secondary education, career development, college information (scholarships, financial aid, vocational programs, colleges, application processes) and testing. The counselors work as a team in cooperation with faculty, administration, support staff, parents, and community volunteers to provide these services.

The College and Career Center is a new addition to HVA this year. It is dedicated to providing opportunities for college and career exploration to all students. Through individual and group meetings, classroom lessons, college visits and workshops, and parent meetings, our goal is for every student to understand the steps to take to be college and career ready.

Information on testing, schedules, college and career fairs, scholarship availability, financial aid, and employment opportunities is provided to the student body on a regular basis by way of announcements, the school counseling webpage, school messenger and the school counseling twitter account.

LIBRARY/MEDIA SERVICES

Our Mission Statement: “Knox County Library Media Specialists foster an environment that enables users to appreciate reading and to access and evaluate information by providing resources and experiences that contribute to life-long learning.”

We Believe the library should

- Be an integral part of the instructional program
- Stimulate an appreciation for reading
- Provide access to quality information in a variety of formats
- Enable students to be critical thinkers

Our Hours:

7:30 am – 4:00 pm Monday through Friday

Online Resources are available 24/7

WHAT TO DO IF.....

...you want to leave school early...

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

1. Students who need to be dismissed from school early must bring a note signed by a parent, stating the reason for leaving. The note must include telephone numbers for a parent for verification by the office. **Notes for early dismissal must be brought to the office between 8:00 and 8:30 a.m.** The failure of a student to bring this note by 8:30 places an unnecessary hardship on the staff to verify the note in a timely manner and puts the request in jeopardy. In such cases, a parent has the choice of coming in to sign the student out or having the student remain at school. Leaving school without approval and proper office sign-out will result in disciplinary action. Faxes with a parent signature and phone number will be accepted.
2. It is required that a parent/guardian come into the office to check out any student who does not bring a note. In case of emergencies, other adults sent by parents to check a student out of school **must** be included in the student's emergency information. **Student release by phone or email is NOT an option!** The office staff is allowed to take requests for your child to leave the school premises early with a phone call(865-690-9690) followed by a fax (865-690-9260) which includes a parent/guardian signature and phone number or followed by an email(hva.frontoffice@knoxschools.org) that includes a phone number and a parent/guardian signature (signed and scanned).

Note: The office should be notified of any special circumstances regarding access to a student.

3. Students who are 18 years of age may be permitted to sign themselves out pending contact to inform the parent or guardian! Eighteen year-olds are advised to bring an early dismissal note as outlined in #1 above to avoid delays in the check-out process. Since eighteen year-old checkouts are a privilege, not a system requirement, abuse or misuse of this opportunity may result in loss of individual privileges at administrative discretion.
4. To minimize class interruptions, early dismissals should be planned so that students leave school during class changes, rather than during classes. Absence from class for more than 15 minutes will be counted as a class absence for incentive purposes.
5. Students being checked out by a parent/guardian should remain in class until the parent/guardian arrives and the student is called to the office.
6. Forged communication will result in disciplinary action.
7. When bad weather poses the possibility of hazardous road conditions, parents are advised not to call the school to ask for students to be dismissed early to drive home.

...you are late to school...

A student arriving after the 8:30 bell must report to the main office prior to entering class. The student will sign in, receive a note from the office to give to his/her teacher, and then report to the classroom. If a student is late due to a medical appointment or court, a note from the doctor's office or from court will serve as a valid excuse.

Note: Students on campus, but not in class or in the office, are considered cutting class.

...you get sick at school...

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

contact is made for transportation, the student should return to class and stay under the teacher's supervision until the office sends for him/her, or remain in the office if the student is too ill to return to class. Failure to follow this procedure exactly will result in a class cut and/or other disciplinary action.

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

...you miss class work and want to make it up...

Work can be made up when a student has been absent; however, it is up to the student to request the make-up work immediately upon returning to school. Failure to request make-up work within three (3) days of returning to school may result in the lost opportunity for credit for the missed work. It is understood that all requested work must be completed and turned in within the timeframe set forth by the classroom teacher. In cases of prolonged illness, teachers will set a reasonable time limit for completion of the work

If students are absent for at least three (3) days, parents may call the front office to request make-up work. The office and teachers must have 24 hours to gather necessary assignments. The student is more than welcome to email his/her teacher when absent and request work.

Note: Make-up work should be completed before or after a regular school day, not during class time.

...you are asked to go on a school sponsored field trip...

Students who participate in school-sponsored field trips are requested to turn in a notarized Knox County Medical Release Form. One form will cover all field trips for the entire year. If the student is under the age of 18, the parent must sign the form in the presence of the notary public.

Absences for Special Events

There are times during the school year when special events arise in which a student wishes to participate. These may include a wedding, an educational/leadership conference or trip, etc. In such circumstances, parents should send a letter of request to the principal for approval at least ten (10) days in advance of the event. With administrative approval, the student may then request academic materials from teachers, although some work (tests, special lessons, etc.) may be impossible to make-up or plan for in advance.

Note: Requests must be avoided during scheduled final examinations.

Absences for Out-of-School Suspension

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

Absences for College Visits

To encourage and support student efforts to continue their education after high school, two (2) College Visit Days are permitted to juniors and seniors without the absence counting against attendance incentives. Additional days will be considered on a case-by-case basis. To take advantage of this option, students must complete the college visit approval form (available in the Guidance Office) at least 5 days in advance of the day of the visit. The form is to be turned into the office upon return from the visit, signed by a college representative.

ATTENDANCE INCENTIVE

Tardies affect Attendance Incentive

TYPE OF CLASS	MAXIMUM # OF ABSENCES	MINIMUM CLASS AVERAGE	INCENTIVE
SEMESTER	2	80%	DROP THE LOWEST 100 POINT GRADE ADDITIONALLY, 2 ND SEMESTER SENIORS MAY DROP THE LOWEST 100 POINT GRADE OR OPT OUT OF TAKING A NON-STATE REQUIRED E.O.C.
45 DAYS	1	80%	DROP THE LOWEST 100 POINT GRADE
FULL YEAR	2 per semester	80%	DROP THE LOWEST 100 POINT GRADE

TARDY DISCIPLINE GUIDE

Tardies are cumulative. The following applies for every tardy to every class.

1 ST – 6 th	Student will serve a lunch detention
3 RD	Parent will be contacted
7+	Student will serve after school detention or restorative learning center
7 th	Parent conference
10 th +	Loss of parking for 2 weeks per tardy

Note: The following relates to tardies per class:

- 3 Tardies to one class will result in 1 absence towards the attendance incentive
- 6 Tardies to one class will result in the loss of attendance incentive for that class

Fees, Textbooks, and Materials

1. **TEXTBOOKS:** Textbooks are assigned to students for most classes. In a few cases, it is necessary to use “class sets” of books or digital media. All textbooks issued to students must be returned or replaced at the end of the semester.
2. **MATERIALS:** Materials and equipment necessary for classes are normally provided for students. There may be some situations where it is advisable to purchase certain items in order to experience the full benefit of classroom instruction and/or activities. In these cases, a note of explanation is sent to parents.
3. **FEES:** To provide adequate supplies for specified scholastic offerings, it is necessary to charge a fee to offset costs for supplies, materials, etc. Each student is given a Fee List that gives details of these charges and procedures for collection by the staff.

MEDIA AUTHORIZATION/RELEASE TO PUBLISH

Hardin Valley Academy will not authorize media to release pictures or information about your child without your written consent. Please refer to the information and signature page in your child’s back to school folder. If these are acceptable, please sign the release statement and have your child turn it in to his/her Flight Time teacher.

PARKING AND TRAFFIC INFORMATION

Hardin Valley Academy strives to provide a safe and secure campus for its students and for all vehicles on its property. To accomplish this, it is necessary for students who drive and park on campus to adhere closely to the following rules and regulations. Parents or others who drive on campus also need to acquaint themselves with campus traffic patterns, speed limits, parking areas, and other guidelines to avoid confusion and to assure

the continued safety of HVA students. **Parents are not permitted to drop off or pick up students in the student parking lot or behind the school.**

Because of the limited parking spaces available, campus parking permits will be sold to seniors first and then to others on a space available basis. The upper parking lot, closest to Hardin Valley Road, will be used as the band practice area until the end of football season. No students will be permitted to park in this area until that time. The administration will sell additional parking passes when these spaces open.

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

Parking a vehicle on school grounds entitles the principal or designee to search that vehicle upon reasonable suspicion that school policy or Knox County law has been violated.

HVA is not financially responsible for vehicular damage or theft that may occur while the vehicle is on campus. However, a sheriff's officer can complete an accident report that the student can submit to the student's automobile insurer. The administration will administer appropriate disciplinary action if vehicle damage is the result of campus safety or rule violations.

Hardin Valley Academy Plagiarism Policy

The community of Hardin Valley Academy expects you to behave with academic integrity and to exhibit responsibility. This means you should complete original work and perform to the best of your ability. Plagiarism and cheating clearly violate this expectation.

Definitions of Plagiarism and Cheating:

Plagiarism is the unauthorized use of someone else's work. This includes claiming work from friends, parents, and tutors as your own. Information from websites, books, or other resources without citation is also plagiarism. Cheating includes copying another's work or allowing your work to be copied.

The following are examples of plagiarism:

Copying another student's paper from a school computer or from a printed copy

Using online translators in a World Language course

Copying programming code

Copying the analysis portion of a lab report in science class

Taking key words or phrases or facts from an electronic source without properly citing the source

Using key words or phrases from a source without placing those words in quotation marks and without placing an in-text citation in the paper at the end of each sentence containing such quotes

Placing a citation at the end of a passage in your paper without making clear which of the preceding sentences contain(s) the information taken from the source

Documenting only quoted material, but not documenting paraphrased or summarized material

Turning in a paper without proper in-text citations or without a Works Cited page

Failing to cite a fact that is not common knowledge (if you are in doubt about whether or not an item is common knowledge, ask your instructor. If your instructor is unavailable, cite the item)

Downloading a paper from the internet

Consequences for Plagiarism or Cheating:

1. Teacher will call the parent and write the student up for cheating.
2. Student will receive zero credit on assignment. Zero credit cannot be made up, but student must complete an alternate assignment to be graded and averaged in with zero for plagiarized work for a maximum of 50% of the total points attainable on the assignment.
3. The student and an administrator will have a conference and the plagiarism/cheating will be documented.
4. Any additional report of plagiarism or cheating will result in further consequences including but not limited to a parent/teacher/student/administrator conference.

THINGS YOU SHOULD KNOW

- Students who bring personal items including but not limited to cell phones, electronics or large amounts of money should secure items at all times. It is strongly recommended that these items remain on their person.
- Recharging electronics is not allowed.
- HVA administration is not responsible for items lost, stolen or damaged at school. (Insurance on cell phones is not a bad idea.)
- Dismissal for off campus lunch is prohibited!

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. *HVA will not accept fast food deliveries for students from local businesses . **Only** a student's parent or guardian may bring him/her a lunch from a fast food restaurant.*

Get Involved in Your School!



Hardin Valley Academy offers many clubs and extra-curricular activities to its students. Any student who is interested in starting a club must secure a club form from the office and complete it in its entirety. The student must find a faculty member who is willing to sponsor the organization and develop a purpose and mission statement for the club. The administration will review the form, talk with the sponsor, and determine if the activity fits in with the mission and vision of the school.

ATHLETIC OPPORTUNITIES

ATHLETIC WEBSITE: www.hardinvalleyacademyathleticcouncil.org

Objectives

1. To develop self-confidence and a positive self-concept.
2. To set and work toward accomplishment of goals.
3. To grow socially, emotionally, and physically in a nurturing environment.
4. To learn teamwork and cooperation.
5. To develop a desire to excel.
6. To learn to treat others as we would have others treat us.
7. To receive self-satisfaction of accomplishment and enjoyment of participation.
8. To develop an awareness and respect for a high degree of physical fitness through exercise and good health habits.

Eligibility

1. A student athlete must have earned at least 6 term credits the preceding school year or 3 term credits the preceding term.
2. A student athlete must not be nineteen years of age on or before August 1.
3. A student athlete is permitted eight terms of eligibility beginning with the ninth grade.
4. A student athlete must be taking at least three subjects per term.
5. A student athlete must have a medical examination before he/she participates in a practice or game.
6. A student athlete must have his/her parent/guardian complete the parent consent form. (Athletic participation and/or weight training.)
7. A student athlete must comply with all eligibility rules as set forth by T.S.S.A.A.

ATHLETIC TEAMS

All students wishing to participate in athletics must have a sports' physical before tryouts or practice begin. You can obtain the form from the HVA office or the HVA Athletic Council website.

Baseball

Coach: Joe Michalski

The baseball program consists of two teams – varsity and junior varsity. The roster size for each team may vary. The total number of players in the program will range from 35-45 players. The varsity schedule is limited to 30 games per year by the T.S.S.A.A. The junior varsity team will play 25-30 games. There is a possibility of fielding a freshman team. Workouts for both teams will be held prior to school starting in the fall just before the start of the football season. All potential baseball players are encouraged to tryout in the fall but are welcome to participate in other fall and winter sports. There will be a secondary tryout period at the beginning of the spring season in February for players that were unable to tryout in the fall. All players wishing to tryout are required to have a current physical examination prior to trying out.

Basketball**Head Coaches: Shane Chambers & Jennifer Galloway**

The HVA basketball program fields at least five (5) and possibly six (6) teams. Three boys teams (varsity, junior varsity, and freshman) and two girls teams (varsity and junior varsity) will compete. A girls freshman team will be formed in years when numbers so warrant. Try-outs are held in the spring in conjunction with spring practice for previously enrolled students and in late October for transfers and in-coming freshman. Pre-season conditioning begins shortly after Labor Day. All new candidates must show proof of a current physical examination before participating.

Bowling**Coach: Terry Disney**

The HVA bowling program began in 2014-15 and consists of both a boys and a girls team.

Cheerleading**Coach: Julie Gunter**

Cheerleading is an exciting and challenging sport, which promotes school spirit and infuses fan loyalty for HVA and its athletic programs. Tryouts are held for one week in the spring and requires attendance at a parent and participant meeting. We will choose a varsity team and a Mascot. The team will cheer for all varsity football and basketball games and participate in several events throughout the year. The mascot will make appearances at the home varsity football and basketball games. All members will make appearances as needed at other athletic or community events. Practices will be held during the summer and after school.

Cross Country**Coach: Bryan Brown**

HVA offers cross-country in the fall for both boys and girls. Training begins in June. The season runs from August to November.

Football**Head Coach: Wes Jones**

The main objective of the football program at HVA is to promote a commitment to excellence in every phase of the student-athlete's life—spiritual, social, academic, and physical.

Football is a unique sport in that there is a place for practically everyone who is willing to make the time and workout commitments. No one will be cut from the team because of a low ability level. HVA schedules games for three different teams—varsity, junior varsity, and freshman. Every athlete will have the opportunity to compete for playing time.

Golf Team**Coach: Lucas Forstrom**

Hardin Valley Academy offers golf to both boys and girls. Competition occurs during the fall with tournaments at the district, region, and state levels. Student tryouts are held during the summer. Participants are required to have an athletic physical and pay the small insurance fee required for all athletes.

Soccer**Head Coach: Nick Bradford**

The soccer program fields four teams: girls junior varsity, girls varsity, boys junior varsity, and boys varsity. The girls season is in the fall and the boys play in the spring. Varsity teams play approximately 15 regular season games followed by district and regional tournaments. Tryouts are in late May for girls and early February for boys. Soccer emphasizes player development while promoting team commitment, discipline, winning, and sportsmanship.

Softball**Head Coach: Whitney Cruze**

The girls fast-pitch softball program at HVA is an exciting addition to all of the other girls' sports offered. The sport requires that the participants be dedicated and willing to work hard on the field as well as in the classroom. The off-season program starts in mid-January. During this pre-season time, the girls are required to sharpen their running skills, strength, and agility. The coaching staff expects the girls to be dedicated to the "team" concept and to strive to represent themselves, their families, and HVA with the utmost integrity. The coaching staff strives to teach the principle that hard work is the key to success, and that there are no shortcuts to winning, not only on the field of play, but also in the game of life.

Tennis**Head Coach: Seth Rayman**

Hardin Valley Academy has both a girls and boys tennis team. Team practices begin in mid-February with the season running from mid-March to mid-May.

Track and Field**Head Coaches: Bryan Brown**

Hardin Valley Academy will field a girls and boys track team. The track team begins winter workouts (for those not in winter sports) in January. Daily practice begins in mid-February. Track involves basic athletic movements - running, jumping, and throwing - and is a great benefit to athletes in other sports.

Volleyball**Head Coach: Mitzi McCurry**

Girls varsity volleyball is open for grades nine through twelve. Tryouts begin 3 days after school is out with pre-season conditioning until the middle of June. Before beginning tryouts or conditioning, a signed physical examination form is required to be turned into the coach. The season lasts from approximately August 1 to October 31. Practices are held every

day after school, except on competition days. Most matches are played on Tuesday and Thursday nights. When the team plays away from home, the students generally leave after school and return to school around 9:00 p.m.

Wrestling

Head Coach: Marc Giles

The wrestling program offers a sport for everyone regardless of weight or stature. Practice begins with early conditioning and weight training. Mat practice begins November 1 and concludes with the state wrestling tournament held in Chattanooga in the middle of February.

CLUB SPORTS

Dance Team

Coach: Meshon Crateau

The purpose of the dance team is to provide a school spirit program that supports HVA's athletic programs and promotes the school itself. The dance team is expected to plan and execute routines to be performed at athletic and community events, competitions, pep rallies, etc. The primary obligations of the team are to provide entertainment for the fans who support the school and to positively represent our school in regional and national competitions. Tryouts are held in the early spring for the upcoming school year. Tryouts consist of a mandatory parent meeting where rules and financial obligations are explained and a clinic that prepares the dancers for judging. Practices are held year round. There is a break from practice schedules in the early spring and late summer. Being a Dance Team member is exciting and fun, but it requires a lot of hard work, time, talent, and dedication.

Swimming

Coach: Larry Hough

Swimming is offered as a club at Hardin Valley Academy. The sport of swimming is not sanctioned by the T.S.S.A.A.; however, the competition at the local and state level is coordinated through the K.I.S.L. and T.I.S.C.A. Team expenses such as coaches, pool rental, bus transportation, entry fees, etc. are paid from swimmer fees. Sign-ups begin at the beginning of school and run through September just prior to the start of the swim season. All students who have an interest in competitive swimming and a desire to participate in practices and meets are welcome. Workouts will provide instruction in all four strokes, turns and developing endurance. Practice workouts begin in early October. A meeting of all interested students and their parents will be held in late August or September. Listen for this announcement. Fees, practice and meet schedules, policies, and parent involvement will be discussed at this meeting. The season continues thru February, ending with the State competition in Nashville for those who qualify.

Ultimate Frisbee

Coach:

Ultimate Frisbee is offered as a club at Hardin Valley Academy. Ultimate is a non-contact team sport played with flying disc. Ultimate Frisbee is played in the spring.

Climbing

Coach: Ben Eng

Climbing is offered as a club sport at Hardin Valley Academy. Sport climbing is a form of rock climbing that relies on permanent anchors fixed to a rock wall.

ATHLETIC POLICIES

The administration of Hardin Valley Academy and the T.S.S.A.A. expect all spectators and athletes to conduct themselves in a positive manner, promoting sportsmanship and class at all times. When we witness any behavior contrary to expectations, spectators will be asked to leave and could possibly be banned from attending future events. Athletes will be disciplined and could possibly be removed from the competition or the team.

Academic

Participation is dependent on adequate academic progress and behavior. As per T.S.S.A.A., all students must pass 6 of their most recent 8 credits in order to be eligible for athletic participation. Coaches will progress monitor throughout the year.

Conduct

Student athletes are to maintain good sportsmanship, give respectful attention to classroom activities, and show respect for other students and faculty. Athletes will have many opportunities to represent their parents, their school, community, and their team. As members of an athletic team, students are expected to be properly groomed. Appearance, expression, and actions are important attributes of an athlete. Student athletes are not to use tobacco, alcohol or other drugs. Athletic director may remove athletes at any time due to misconduct.

Attendance

Student athletes are expected to be in class at all times. An athlete must be in school 3 hours and 16 minutes to participate that day in a game or practice. Student athletes may not participate in practice or in competition while serving an out of

school suspension. Being a student/athlete at HVA says the athlete can responsibly juggle classroom demands as well as coaches' expectations. Remember, the grades must be the priority.

Physicals

All athletes must have a current physical examination prior to trying out for a team. KOC (Knoxville Orthopedic Clinic) provides \$10 physicals for teams in the late spring.

Facilities

The student/athlete must play a role in caring for the facilities. Athletes should never damage fields, locker rooms or weight room and should always help keep these areas clean.

Practice

Practice schedules are determined by the individual coaches of each sport. A student athlete should never miss practice without consulting the coach and should only miss for serious reasons.

Equipment

Equipment issued to the student athlete remains the property of Hardin Valley Academy. When equipment is loaned to the student athlete, all effort of care must be insured. Any loss of equipment is the financial responsibility of the student athlete. All equipment and uniforms must be returned to the coach in good condition.

Travel

Student athletes must travel to and from out of town contests in transportation arranged by the athletic department. (An athlete may travel with his/her parent with the coach's permission.) Parents providing transportation to athletes of other families accept the liability for these children.

Letters and Awards

Athletic letters are awarded in each sport to athletes designated by the coach. Each sport has certain criteria which qualifies the student athlete for his/her sport. Qualifications for lettering will be discussed by each coach during the pre-season. Bars and sport insignia will be given after the first letter has been awarded. Letter jacket representatives will come to the school after each sport season.

Athletic Insurance

Coverage for Hardin Valley Academy is a secondary coverage that covers only after parents have filed on their insurance plan. This insurance is not optional and must be paid prior to participation as per Knox County Policy.

Team Fees

Athletics are considered extra-curricular and not funded through the school system. Each sport will determine athletic fees needed for participation in the program. Fees may vary based on equipment needs, transportation, officials and expectations of programs. Most programs also support themselves through organized fundraising.

Privilege - Not a Right

The athletic department encourages participation in athletics as an extracurricular activity; participation is a privilege. No one is guaranteed a place on a team. The student must be ready to meet the standards established by the school or have the possibility of being dismissed as a member of that team.

The better one's talent, the better one's chance is of making the team. Rarely, however, will talent be the sole criteria. Other factors such as attitude, desire, cooperation, and self-discipline will play important parts. Remember, always come to your coach physically fit. Fitness is the one area completely within your control. The coach can teach you the game. Do not force him/her to waste valuable practice time to get you in shape.

CLUBS/ACTIVITIES

American Red Cross Club

The Red Cross Club promotes community service and looks for ways to serve the community through programs sponsored by The American Red Cross. Sponsor: Mrs. Sarah Price

Art Club

The Art Club is open to everyone. It allows members to create artwork and lend their talents to service projects, such as Fantasy of Trees, Dogwood Arts Festival and other community projects. Art Club meets once a week. Sponsor: Ms. Angela Dick

Book Club

The Hardin Valley Book Club meets monthly to discuss books selected and read by the club members. The club meets in the library for one hour. Anyone desiring more information concerning the HVA Book Club may check in the library. Sponsor: Mrs. Suzanne Sherman

CodeTN

CodeTN is a club devoted to coding language and computer applications. Students work in teams to develop apps that are useable in society and are challenged to compete against teams from other schools. Competition is held in January. Sponsor: Mrs Vivian West

Constitution Bowl

Students who participate in the Constitution Bowl prepare during the year for competition at Lee University. Sponsors: Ms. Andrea Guy and Mr. Mike Hicks

Cyber-Patriot Club

This club is sponsored by The United States Air Force and Lockheed Martin Aero-space, providing students competition in computer programs and national cyber-securities. Sponsors: Dr. James Sternberg and Mrs. Vivian West

DECA

DECA is an association of marketing students. DECA helps students to develop skills for successful business careers, build self-esteem, experience leadership and practice community service. DECA members create friendships with like-minded people from all over the world at career and leadership conferences and build resumes that move them to the top of the job and college application list. Sponsor: Mrs. Gloria Price

Drama Club

Sponsor: Mr. Robert Warren

E-Sports Game Club

Sponsors: Mrs. Amanda Brown and Mr. John Sides

Earth Club

The purpose for Earth Club is to moderate a recycling program at Hardin Valley Academy, design a butterfly garden of native plants on school grounds, gain community service hours and to promote stewardship of the Earth by informing HVA and the community of environmental issues. Sponsor: Mr. Knapp

Ethics Bowl

This team is comprised of six to eight students from BLPA Academy that compete in the Ethics Bowl Challenge sponsored by the University of Tennessee Philosophy Department each winter. The members of the team meet twice a week for six to eight weeks reviewing actual cases in our world and discussing the ethical issues involved. At competition, they are presented with three cases in which they have to defend their decision based on the four theories of ethics. Sponsors: Mrs. Amanda Wash and Mr. Jared Huisingh

FBLA

Future Business leaders of America is a nonprofit educational association for high school students. The purpose of FBLA is to prepare members for careers in business and to assist them in becoming better employees and citizens. FBLA helps students develop leadership abilities, prepares them for entry into business-related occupations, and offers a setting where members compete at regional, state and national levels in business and technology curriculum. Sponsors: Tammy Davis

FCA

Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, middle school and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. The FCA Mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving him in their relationships and in the fellowship of the church. FCA meets every other week and hosts many school events for everyone to attend as well as participates in summer camps. Sponsor: Rachel O'Connor

FCCLA

The FCCLA Club (Family, Career, and Community Leaders of America) is affiliated with the Family and Consumer Science Program. Members have the opportunity to learn leadership skills while being involved in local, state, and national competitions. This past year the emphasis has been placed on building a new club, fundraising projects, and service projects. Sponsor: Ms. Molen and Ms. Sherrell

French Club

The French Club meets on the 1st and 3rd Monday of each month in Mrs. Howe's room. We discuss various aspects of the French culture including food, movies, and holidays. Sponsor: Mrs. Beth Howe

Girls Who Code

HVA has the only Girls Who Code club in Knox County. The purpose is to encourage females to develop skills in coding. The corporate sponsor is Accenture. Sponsor: Mrs. Vivian West

Gradient – GSA

Every student has a right to an education in an environment that is free from harassment, violence, and intimidation. The gay-straight alliance brings together students of all orientations to work toward creating a HVA climate of safety, equality, and acceptance. Sponsors: Mr. Landon Harless and Ms. Peggy Jones

HOSA

HOSA (Health Occupations Students of America) is a national student organization endorsed by the U.S. Department of Education and the Health Science Technology Education of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSTE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in HSTE programs. HOSA is 100% health care. Sponsors: Mrs. Swann and Mrs. Begnaud

Hilted Talons

The Hilted Talons participate in larping (live action role play) where the participants develop a shared community and interact with each other while in character. Sponsors: Ms. Brooke Bianchi-Pennington and Mr. Mike Hicks

Junior Marshalls

Sponsor: Mrs. Suzanne Sherman

Latin Club

The HVA Latin Club is a chapter of the National Junior Classical League and is open to all students who are now taking or have taken Latin. This club promotes interest in Latin and meetings are fun-centered. Sponsor: Mrs. Leigh Anne Cutshaw

Math Hawks

Sponsor: Mrs. Teal McInturff

Mu Alpha Theta

Mu Alpha Theta is an organization whose purpose is to stimulate interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. Topics presented by club members and interest generated therein help members to gain a greater understanding and enjoyment of mathematics. Students participate in mathematic contests and also offer tutoring. Students with a B average in mathematics and in their 3rd year of college preparatory mathematics are eligible to join. Colleges and major universities recognize membership in Mu Alpha Theta as an important part of the student's academic resume. Sponsors: Mrs. Teal McInturff and Mrs. Shelly Patton

Music Clubs

- **Indoor Percussion Ensemble** is a competitive/traveling group with membership through audition and/or director invitation only. The student agrees to attend all mini-camps, rehearsals and performances. Each member must be in good standing of the respective band class. Sponsor: Mr. Chuck Brock
- **Winter Guard** is a competitive/traveling team with membership through audition. The student agrees to attend all mini-camps, rehearsals and performances. The student must be a member of the fall guard. Sponsor: Mr. Alex Rector
- **Tri-M Music Honor Society** is the international honor society recognizing secondary music students for their musical ability, academic excellence, school involvement, and community service. More information will be given in the fall semester. Open to choral, orchestra, and band students. Sponsor: Ms. Teresa Scoggins

National Art Honor Society

NAHS exists for the purpose of recognizing and inspiring those students who have shown an outstanding ability in art. NAHS strives to aid members in working toward attainment of the highest standards in the art areas and to bring art to the attention of the school and community. Membership is based on art scholarship/expertise, service, and character. Sponsors: Mr. Ben Eng, Ms. Angela Dick and Mrs. Lizzie Woodyatt

The National Honor Society (NHS)

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the area of Scholarship, Leadership, Service, and Character. These characteristics have been associated with members in the organization since their beginnings in 1921 and 1929. NHS is open for any junior and senior with a GPA of 3.25, good teacher recommendations, and a good essay on their application. Sponsor: Mrs. Amanda Brown

Progressive Hawks

Sponsors: Mr. Mike Knapp and Ms. Andrea Guy

RoHAWKtics

RoHAWKtics is Hardin Valley's robotics team. Specializing in building, designing, programming and business, the team is very successful and skilled. The team has built extraordinary robots and continues to thrive in competing on various levels with FIRST Robotics. Sponsor: Mr. John Tilson and Mrs. Beth Love Love

SALT Team

SALT develops leadership within student athletes. Athletes are referred by their coaches for participation. Sponsor: Mr. Ashe

Scholars Bowl

Students who participate in Scholars Bowl prepare throughout the year for a quiz game that tests players on a wide variety of academic subjects. The game is typically played with a lockout buzzer system between at least two teams, usually consisting of four or five players each. Players are read questions and try to score points for their team by buzzing first and responding with the correct answer. Sponsor: Mrs. Holly Wilgus

Science Bowl

Science Bowl is a competition between various schools to determine who has the greatest scientific knowledge. We meet every other week during the fall semester and once a week during the spring semester. During these meetings we practice for the competition that is held in early February. Sponsor: Mr. Michael Hartman

STEMbassadors

Students who are teacher selected from our STEM Academy lead tours of outside groups, help plan student activities and promote overall STEM participation by academy students. Sponsor: Mr. George Ashe and Mr. Michael Hartman

Student Government Association – SGA

SGA develops student leadership as students represent the diversity and voice of students at HVA. SGA plans and implements many student and community activities in order to foster positive school culture, Hawk pride and School spirit. Sponsor: Mrs. Candace Farrow

Talons

Talons is designed to give incoming freshmen and new students a mentor within the school who will help them with registration, Valleypalooza, give a school tour, and be there to help them with questions. To be a mentor, an application form must be filled out in the spring, and you will be matched with incoming freshmen. Sponsors: Mrs. Meshon Crateau and Mrs. Jennifer Pace

TSA

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs. Sponsors: Ms. Amber Hartman

Teens For Christ

Teens for Christ is a non-denominational group of students that meet together every Thursday morning at 8:00 to study the Bible, pray together, and support each other in our Christian walk. Everyone is welcome! Sponsor:

Young Life

Young Life is a Christian organization open to anyone, regardless religious affiliation. It is a crazy night of singing, laughing, skits, games, and a time to think about things that matter in life. Sponsors: Ms. Rachel Scarbro

Youth in Government

Youth in Government prepares teens for moral and political leadership through training in theory and practice of developing public policy. Sponsor: Mr. Mike Wise

KNOX COUNTY SCHOOLS POLICIES

DISCIPLINARY TERMS AND DEFINITIONS

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

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

Restorative Learning Center (RLC): RLC is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a designated classroom with an authorized staff member. Students are expected to complete regular academic assignments and follow the schedule and guidelines outlined by the staff member in charge. The student will participate in activities in the RLC designed to help the student make better choices.

OUT OF SCHOOL SUSPENSION (O.S.S.): This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. are subject to the following rules:

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

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

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

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

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

IEP Team Meeting

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

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

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

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

ZERO TOLERANCE POLICY

According to Knox County Board Policy Handbook JCC2:

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. § 9212; or
- c. 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 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.

Disciplinary Violations & Consequences

Level I - Handled by classroom teacher or other staff members. These behaviors may hinder the daily classroom instruction or school operation and may escalate to a more serious level or cause the development of very inappropriate behavior patterns if unmodified. If a student refuses to accept the staff member's assignment of consequences, the violation moves immediately to an administrative level.

Level II - Handled by the classroom teacher, administration, and/or administrative designee. These behaviors, either by frequency or seriousness, indicate a pattern of misbehavior or a behavioral problem that may hinder the student's personal or academic progress or disrupt the learning climate of the school.

Level III - Handled by the administration and/or administrative designee. These behaviors include acts directed against person or property. Level III behaviors are a result of a student's unwillingness to take responsibility for or to correct previous behaviors.

NOTE: After School Detention may be assigned by an administrator in lieu of RLC or OSS. Failure to serve After School Detention will result in RLC or OSS.

Also Note: The consequences below are recommended and may be altered at the discretion of the administration.

VIOLATION	LEVEL I RECOMMENDED CONSEQUENCES	LEVEL II RECOMMENDED CONSEQUENCES	LEVEL III RECOMMENDED CONSEQUENCES
Dress Code	Change of clothes-student in RLC until clothes are changed.	RLC for the 2nd offense and parent involvement	See Level III Insubordination
Cafeteria Violation	School Service =====→	RLC =====→	OSS
Class Cut/ Unauthorized Area	RLC	RLC	May result in OSS
Tardies	Lunch Detention.	After School Detention or RLC	A Disciplinary Hearing and loss of parking privileges.
Computer Usage Violation	Administrative Conference or RLC	RLC and Loss of Usage Privilege	RLC or OSS and Loss of Usage Privilege
Disturbances in Class or Other Area	After School or Lunch Detention or RLC	RLC	Possible OSS
Disrespect to students or staff	After School or Lunch Detention or RLC	RLC	OSS
Excessive Discipline Referrals and/or Persistent Misconduct	Behavior Contract/RLC/OSS	Disciplinary Hearing	Disciplinary Hearing
Failure to Serve Detention	RLC	RLC	OSS
Fighting (Physical) – Cumulative for High School Career	10 Day Minimum OSS and Possible Police Intervention	15 Day Minimum OSS and Possible Police Intervention	Long Term Suspension and Possible Police Intervention
Forged Note or Document	Administrative Conference or RLC	RLC	OSS
Hazing and Harassment (Including Bullying & Cyber Bullying)	See KCS Board Policy J-211 Harassment, Intimidation, Bullying or Cyber-Bullying	See KCS Board Policy J-211 Harassment, Intimidation, Bullying or Cyber-Bullying	See KCS Board Policy J-211 Harassment, Intimidation, Bullying or Cyber-Bullying
Inciting Others	RLC	OSS	Disciplinary Hearing
Insubordination (Refusal to do what is asked)	After School or Lunch Detention or RLC	RLC	OSS

Inappropriate Language	After School or Lunch Detention or RLC	RLC	OSS
Inappropriate Use of Electronic Devices	1st offense-taken up by teacher-returned at the end of the day.	2nd offense-given to administrator/Parent must pick up	3rd offense- parent pick up & RLC <i>*items not claimed by the last day of school will be disposed of.</i>
Leaving Campus Without Permission	RLC Loss of parking privilege	RLC Loss of parking privilege	Disciplinary Hearing with further consequences
Plagiarism/Cheating	Loss of Points and Parent Contact	Loss of Point Loss and Parent Contact	Loss of Point Loss and Parent Contact
Possession/Use of Tobacco Products	RLC	RLC and Possible Citation to Juvenile Court	Disciplinary Hearing
Public Display of Affection (P.D.A)	Warning/Guidance Referral/Parent involvement	RLC	OSS
Theft/Stealing	Administrative Conference or RLC and Restitution	OSS and Restitution and Possible Police Intervention	Disciplinary Hearing and Restitution and Possible Police Intervention
Threats of Violence to Others	Administrative Conference/RLC	RLC or OSS	Disciplinary Hearing
Truancy	Office/Social Worker Referral	RLC for the 2nd Offense Social Worker Referral	OSS and referral to Juvenile Court
Vandalism and School Pranks	RLC/Restitution/Possible Police Intervention/Loss of Privileges	OSS/Restitution/Possible Police Intervention/Loss of Privileges/Community Service	Disciplinary Hearing/ Restitution/Possible Police Intervention/Loss of Privileges/Community Service

Level IV Violations – Handled by administration. These behaviors, because they are illegal or pose an extreme threat to the safety of others, usually require administrative actions that may result in the immediate removal from school, out of school suspension/expulsion, the intervention of law enforcement authorities, and action by the school board. These are cumulative through high school.

Assault/Battery	Vandalism (major)
Bomb Threat	Arson
Possession/Use/Transfer of a firearm, knife or other weapon	Theft/Possession/Sale of stolen property
Gambling (major)	Extortion
Furnishing, distributing, or selling alcohol, drugs, or other illegal substances	Possession/Use/Under the influence of alcohol, drugs, or other illegal substances

RESTRICTED AREAS

Students are not allowed in the following areas:

- Parking lots or vehicles during school hours without administrative permission.
- Rooms or areas designated “Staff Only.”
- Instructional Areas during lunch periods.
- Any unsupervised area during classes w/o permission.
- In the building after 4:00 without staff supervision for a school activity. In the building before the designated time in the morning without staff supervision.

HARASSMENT, INTIMIDATION, AND BULLYING OR CYBER-BULLYING

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.^{1,2} A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation and bullying. All Knox County School's teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices; "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistance (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: If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or
- If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

All students are expected to refrain from acts of harassment, intimidation, and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board Policy J-191 will be utilized for the unacceptable behavior described above.

At the beginning of each school year, principals will provide this policy to parents and ensure that students are aware of the expectations for their behavior under this policy. This policy shall also be posted in the Board of Education policy page of the Knox County Schools website.

To promote and foster intergroup awareness, appreciation and understanding by students of the diverse ethnic, racial and cultural groups represented in the school district, United States and the world, the Knox County Schools shall:

1. Provide ongoing professional development to prevent harassment, intimidation and bullying.
2. Implement practices to achieve safer and less violent schools for student, teachers, and administrators.
3. Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples.

Reporting and response

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports. Consequences for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted under Board Policy J-191.

To view this policy (J-211) in its entirety visit: www.knoxschools.org

BUS INFORMATION AND EXPECTATIONS

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

BUS DISCIPLINE CODE (Handled by Administration)

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

GUIDELINES FOR MEDICATION

KCS Board Policy J-352

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

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

STUDENT DRESS CODE

KCS Board Policy J-260

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 allowed.
2. 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 shirts with no midriff visible. ***Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes 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.
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: such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses and shorts must be beyond **mid-thigh length**.
7. **Sleepwear, pajamas, and/or blankets cannot be worn in 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 holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.
 - Any student not attired in accordance with the foregoing policy shall be subject to the following consequences:
 1. Correct the violation or spend the remainder of the day in RLC
 2. Repeat offenders shall be subject to additional measures that include parent conferences, RLC and out-of-school suspensions as described in the county-wide discipline policy.

ATTENDANCE POLICY HIGHLIGHTS

(KCS Board Policy J-120)

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

1. The following are acceptable (excusable) absences. A note must be submitted for the excuse within 5 days of the student's return to school.
 - a. Personal illness
 - b. Illness in family temporarily requiring help from the child
 - c. Death in family
 - d. Recognized religious holidays regularly observed by persons of the student's faith
 - e. Verifiable family emergency
 - f. For students with a parent or guardian who is deployed as a member of the US Armed Forces, excused shall apply provided the student furnishes appropriate documentation of the service member's deployment- An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and an excused absence for up to 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.
 - g. Verifiable college visits for juniors and seniors. (2 days per year.)
 - h. Extenuating circumstances on a case by case basis.
2. All students are expected to attend classes **as scheduled**, regardless of their status related to absences or grades. (Students **must** go to class even if they are failing the course). Failure to attend classes for the above reasons will result in possible consequences for truancy and/or class cuts. **Dropping or adding classes is NOT an option.**
3. Parent/guardian will be notified by school messenger when a student is absent.
4. Students who are **TRUANT** may be subject to disciplinary action.
5. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school.
6. **To apply for a drivers' license**, a student must submit a completed **Compulsory School Attendance Form (SF-1010 form)** to the Drivers' License Bureau. This form is available in the school office. **Note:** Five school days should be allowed for completion of this form by the school.

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

- Ten (10) or more consecutive unexcused days absent in a term.
- Fifteen (15) or more total unexcused days absent in a term.

CAFETERIA RULES AND FOOD AND DRINK

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

PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES

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

Earbuds/headphones/etc... are not to be in a student's ear(s) during class period unless given permission by the teacher and never during classroom instruction.

Students may possess PCDs while on school property. The devices may be used before and after school. At all other times the PCD must be in the off mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school sponsored events.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and or/federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

To view this policy (KCS Board Policy J-240) in its entirety visit: www.knoxschools.org

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	Number of Credits
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 or Geography	1
US History	1
US Government	½
Economics	½
Phys. Ed and Health	1.5 (Wellness and one additional ½ credit)*
Personal Finance	½
Elective Focus	3**
University Admissions	Students must complete two units of the same world language and 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.

*** Students not planning to attend a university may waive the units of world language and fine/performing arts to expand their elective focus. (Parents and student are required to meet with the counseling office at the school to document their request for a waiver. These students are required to have 2 elective focuses.

Note: Additional information on graduation requirements and types of diplomas can be found in the school counseling office.

GRADING SCALE

Grade	Percentage Range
A	93-100
B	85- 92
C	75- 84
D	70- 74
F	0 - 69

- Weighting for Advanced Placement Dual Enrollment Courses includes the addition of 5 percentage points to grades used to calculate the semester average.
- Weighting for Honors Courses includes the addition of 3 percentage points to grades used to calculate the semester average.

Note: Students are responsible for ordering AP College Board tests through the school Counseling Office. Payment must accompany the order(s). AP exams are administered in May.

Assigning additional quality points above 4.0 for honors courses, AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

Grades will be distributed within 5 days of KCS grading period dates. Note: All grade reports will electronically sent to parents.

END-OF-COURSE TESTS

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

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

EQUAL OPPORTUNITY NOTICE

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

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

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

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

UNSAFE SCHOOLS CHOICE NOTICE

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

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

KNOX COUNTY SCHOOLS' STATEMENT OF COMPLIANCE

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, age, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. The Knox County Schools will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants' if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students. The Knox county Schools (TN) continue to be committed in its support of all equity statues as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

KNOX COUNTY BOARD OF EDUCATION

Civility Code B-230

PHILOSOPHY OF PERSONAL CONDUCT

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

EXPECTATIONS

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

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 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.
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 this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.