

HARDIN VALLEY ACADEMY



11345 HARDIN VALLEY ROAD
KNOXVILLE, TENNESSEE 37932
knoxschools.org/hardinvalley

MAIN OFFICE 865-690-9690
COUNSELING OFFICE 865-690-9912
SCHOOL FAX 865-690-9260

Updated 8.10.23

ADMINISTRATION

Executive Principal	Mitchell Cox	mitchell.cox@knoxschools.org
Principal of Curriculum & Instruction	Amber Roberts	amber.roberts2@knoxschools.org
Principal of Freshman Academy	Jennifer Vacek	jennifer.vacek@knoxschools.org
Principal of Business & Law Academy	Ryan McDonough	ryan.mcdonough@knoxschool.org
Principal of Health Science Academy	Tia Shack	tia.shack@knoxschools.org
Principal of STEM Academy	Lauren White	lauren.white@knoxschools.org
Principal of Liberal Arts, Communication, & Design	Nicole Slayton	nicole.slayton@knoxschools.org

Athletic Director		
865 Academy Coach	Ashli Beeler	ashli.beeler@knoxschools.org
Academic Support Administrator		
School Board Representative	Betsy Henderson	betsy.henderson@knoxschools.org

SCHOOL COUNSELORS

Freshman	Jen Beckler	jennifer.beckler@knoxschools.org
Freshman	Sam Burkhalter	sam.burkhalter@knoxschools.org
Business & Law	Taylor Smith	taylor.smith2@knoxschools.org
Health Science	Dana Quick	dana.quick@knoxschools.org
Liberal Arts, Communication, & Design	Carmen Long	carmen.long@knoxschools.org
STEM	Courtney Sanford	courtney.sanford2@knoxschools.org
College & Career	Sarah Patton	sarah.patton@knoxschools.org
Testing Coordinator	Cassie Lockhart	cassie.lockhart@knoxschools.org

ACADEMY DEANS

Freshman	Jennifer Galloway	jennifer.galloway@knoxschools.org
Business & Law	Suzanne Rodger	suzanne.rodger@knoxschools.org
Health Science	Sarah Price	sarah.price@knoxschools.org
Liberal Arts, Communication, & Design	Angela Dick	angela.dick@knoxschools.org
STEM	Carrie Brimi	carrie.brimi@knoxschools.org

BELL SCHEDULES

2023-2024

Daily Schedule	Alternate Schedule	First Day Half Day Schedule	Study Hall First Full Day Schedule
<u>1st Period</u> 8:30 - 9:51	<u>1st Period</u> 8:30 - 10:00	<u>Study Hall</u> 8:30 - 9:00	<u>Study Hall</u> 8:30 - 9:30
<u>2nd Period</u> 9:59 - 11:20	<u>2nd Period</u> 10:08 - 11:38	H1 9:06 - 9:22 H2 9:28 - 9:44	<u>1st Period</u> 9:38 - 10:49
<u>Study Hall</u> 11:28 - 11:58	<u>3rd Period</u> 11:46 - 1:52	H3 9:50 - 10:06 H4 10:12 - 10:28	<u>2nd Period</u> 10:57 - 12:08
<u>3rd Period</u> 12:06 - 2:01	<u>4th Period</u> 2:00 - 3:30	V1 10:36 - 10:52 V2 10:58 - 11:14	<u>3rd Period</u> 12:16 - 2:11
<u>4th Period</u> 2:09 - 3:30		V3 11:20 - 11:36 V4 11:42 - 12:00	<u>4th Period</u> 2:19 - 3:30
Lunch	Lunch		Lunch
1 st Lunch 12:06 - 12:31 2 nd Lunch 12:36 - 1:01 3 rd Lunch 1:06 - 1:31 4 th Lunch 1:36 - 2:01 Students are expected in class 5 min after the end of lunch.	1 st Lunch 11:46 - 12:11 2 nd Lunch 12:16 - 12:41 3 rd Lunch 12:46 - 1:11 4 th Lunch 1:16 - 1:41 Students are expected in class 5 min after the end of lunch.		1 st Lunch 12:16 - 12:41 2 nd Lunch 12:46 - 1:11 3 rd Lunch 1:16 - 1:41 4 th Lunch 1:46 - 2:11 Students are expected in class 5 min after the end of lunch.

One Hour Late Alternate Schedule	Two Hour Late Alternate Schedule	Half Day Alternate Schedule	Early Release Schedule
<u>1st Period</u> 9:30 - 10:44	<u>1st Period</u> 10:30 - 11:24	<u>1st Period</u> 8:30 - 9:18	<u>1st Period</u> 8:30 - 9:27
<u>2nd Period</u> 10:52 - 12:06	<u>2nd Period</u> 11:32 - 12:26	<u>2nd Period</u> 9:27 - 10:12	<u>2nd Period</u> 9:35 - 10:27
<u>3rd Period</u> 12:14 - 2:09	<u>3rd Period</u> 12:34 - 2:28	<u>3rd Period</u> 10:21 - 11:06	<u>3rd Period</u> 10:35 - 12:30
<u>4th Period</u> 2:17 - 3:30	<u>4th Period</u> 2:36 - 3:30	<u>4th Period</u> 11:15 - 12:00	<u>4th Period</u> 12:38 - 1:30
Lunch	Lunch		Lunch
1 st Lunch 12:14 - 12:39 2 nd Lunch 12:44 - 1:09 3 rd Lunch 1:14 - 1:39 4 th Lunch 1:44 - 2:09 Students are expected in class 5 min after the end of lunch.	1 st Lunch 12:34 - 12:59 2 nd Lunch 1:04 - 1:29 3 rd Lunch 1:34 - 1:59 4 th Lunch 2:04 - 2:29 Students are expected in class 5 min after the end of lunch.		1 st Lunch 10:35 - 11:00 2 nd Lunch 11:05 - 11:30 3 rd Lunch 11:35 - 12:00 4 th Lunch 12:05 - 12:30 Students are expected in class 5 min after the end of lunch.

Students are expected in class five minutes after the end of lunch.

BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

All students are expected to be familiar with and abide by these rules.

GRADUATION REQUIREMENTS

The link above is to the academic information section of the school counseling HVA website.

SCHOOL COUNSELING SERVICES

Click on the link above to access information about the counseling department, including contacting your counselor, and the programs and services provided by the counseling department.

LIBRARY/MEDIA SERVICES

The library is open 7:45-3:45 Monday through Friday. Online resources are available 24/7.

ATTENDANCE POLICY

Please familiarize yourself with our attendance policy so that you will know what to do if you are absent, tardy, or need to leave school early.

TARDY POLICY

Please familiarize yourself with our tardy policy below so that you know the expectations and consequences should you arrive late to class.

- Students who arrive at school after the 8:30 bell rings **WILL BE COUNTED TARDY**.
- When a student is tardy to school for any reason, the student must sign into the front office.
- Any student who is NOT 100% physically inside the classroom and seated when the tardy bell finishes ringing will be marked tardy for that class period.
 - 1st Tardy: Teacher records tardy in Aspen, provides warning, and reminds student of tardy policy
 - 2nd Tardy: Teacher contacts parent/guardian
 - 3rd Tardy: Teacher contacts parent/guardian and assigns Lunch Detention
 - 4th Tardy: Teacher submits conduct referral in Aspen. Administrator assigns one block of RLC and contacts parent/guardian
 - 5th Tardy: Teacher submits conduct referral in Aspen. Administrator assigns one day of RLC, contacts parent/guardian, and notifies parent/guardian that 6th Tardy will require mandatory parent meeting
 - 6th Tardy: Administrator contacts parent/guardian and schedules mandatory parent meeting. Tardy Contract initiated, and Knox County School Board Policy J-191 followed
- Tardies for medical appointments and/or court appearances will be excused as long as medical/court documentation is provided.
- When it is necessary for a student to be tardy to school because of a medical appointment, families should request medical note excuse documentation from the medical office.
- When the student reports to school after a medical appointment, he/she must sign in to the front office and turn the medical note into Student Affairs or one of the Absence Note boxes within 5 days.
- Students must arrive at school BEFORE noon to be counted present for the school day.

MAKE-UP WORK

If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days, upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within three (3) days after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

If students are absent for at least three 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. *Make-up work should be completed before or after a regular school day, not during class time.*

FIELD TRIPS

Students going on school-sponsored field trips should turn in a [Knox County Medical Release Form](#) (preferably notarized but not required). One form will cover all field trips for the entire school year. Students are responsible for work missed when on a field trip and should make prior arrangements with their teachers.

ABSENCES FOR SPECIAL EVENTS

If you wish to miss school for a special event (wedding, educational/leadership conference, trip, etc.), parents should send a request to the principal for approval at least ten days in advance. With administrative approval, the student may request academic materials from teachers, although some work (tests, special lessons, etc.) may be impossible to make-up or plan for in advance. Requests must be avoided during final exams.

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. 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.

TEXTBOOKS, MATERIALS, AND FEES

TEXTBOOKS: Textbooks are assigned to students for some 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 class.

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.

FEES: To provide adequate supplies for specified scholastic offerings, it is necessary to request 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. Fees can be paid online [here](#).

END-OF-COURSE TESTS

Exam dates for the entire school year are published well in advance so families may plan accordingly to avoid conflicts. *Our staff will not be asked by the administration to give exams early except in exceptional situations.* State EOC exams will be given in English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. These tests will count 15% of the final grade. KCS final exam results will also count as 15% of the final grade. Students will not be required to pass any one exam, but instead must achieve a passing score for the final cumulative grade.

MEDIA RELEASE

Photos or information about a student will not be released to the media without written consent. Refer to the information and signature page (Parent and Student Signature Page on green paper) that was given out on the first day of school. If these are acceptable, sign the release statement and return. It is HVA's goal to produce a positive image of our school and our students in all forms of media.

CELL PHONES AND PERSONAL ITEMS

Students are allowed to bring cell phones, iPods, and other electronic devices to school. These items can ONLY be used during class transitions and lunch. They are not to be used during class time unless directed by the teacher. If misuse occurs, the item will be confiscated and returned to a parent. Repeated violations result in disciplinary consequences as well. It is the student's responsibility to keep these items on his/her person at all times. Students who bring personal items including but not limited to cell phones, electronics or large amounts of money should secure items at all times. We discourage storing these items in backpacks, purses, or lockers. Again, to keep these

items secure, the student is to keep the item on his/her person. The administration and staff are not responsible for these items and discourage students from bringing the devices on campus. Theft generally happens when students are careless with their belongings.

- 1st Offense: Teacher collects phone for duration of class period + teacher notifies parent
- 2nd Offense: Teacher collects phone, turns it into main office, submit discipline referral in Aspen + teacher notifies parent
 - Student may pick up at end of school day (3:31)
- 3rd+ Offense: Teacher collects phone, turns it into main office, submits discipline referral in Aspen + admin notifies parent
 - Parent must pick up phone (communicated to parent by admin)

DELIVERIES AND MESSAGES FOR STUDENTS

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only.

Outside delivery items including food (e.g., DoorDash), flowers, balloons, and other packages are deemed non-essential and will not be allowed. No exceptions. Parents dropping off food for students may only do so during the student's designated lunch time and only for their individual student. It is the responsibility of the parent to communicate with the student regarding food being dropped off. The food must be placed on the item drop-off shelves in the main office. It is the responsibility of the student to pick up the food during the appropriate designated lunch time, and the school is not liable for any food dropped off and placed on the shelves. The food may not be taken back to the classroom. Any food left on the shelves at the end of the day will be thrown away. (Updated February 2024)



THERE IS A PLACE FOR
EVERY HAWK
IN THE NEST. CONNECT!

ATHLETICS *Read our athletic policies [here](#).*

Baseball
Basketball
Bowling
Cheer
Cross Country

Dance
Football
Golf
Soccer
Softball

Swim and Dive
Tennis
Track and Field
Volleyball
Wrestling

CAMPUS ORGANIZATIONS *Any student interested in starting a club must find a faculty sponsor.*

AeroHawks
Book Club
Chess Team
Climbing Team
CyberPatriots
DECA
Drama Club
Dungeons & Dragons Club
Ethics Bowl
FBLA
FCA

FCCLA
Fishing Team
Flight Yearbook
French Club
Gradient
Hawkeye Multimedia
HOSA
Indoor Percussion
Interact Club
International Club
Key Club

Lacrosse
Latino Student Alliance
Model United Nations
Mountain Biking Club
Mu Alpha Theta
National Art Honor Society
National Honor Society
Peer Tutoring
Project U
RoHAWKtics
Science Bowl

Slip of the Pen Lit Mag
Spanish Club
Student Council

Technology Student Association
Teens for Christ
Young Life

Youth in Government

FINE ARTS

Chorus
Indoor Percussion
Musical Theater
National Art Honor Society

Orchestra
Percussion Ensemble
Spirit of the Valley Marching
Band

Symphonic Band
Theater
Visual Arts
Winter Guard

DRIVING ON CAMPUS

Student drivers are expected to adhere to specific parking/traffic guidelines and sign a contract agreeing to do so. Violations of these guidelines will have serious consequences. Driving privileges are subject to academic progress, discipline issues, attendance/punctuality and safety to be determined by administrative staff at our discretion.

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.

PARKING

Because of the limited parking spaces available, 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. Parking will be permitted around the perimeter of this area until that time. The administration will sell additional parking passes when these spaces open. To purchase a parking pass click [here](#).

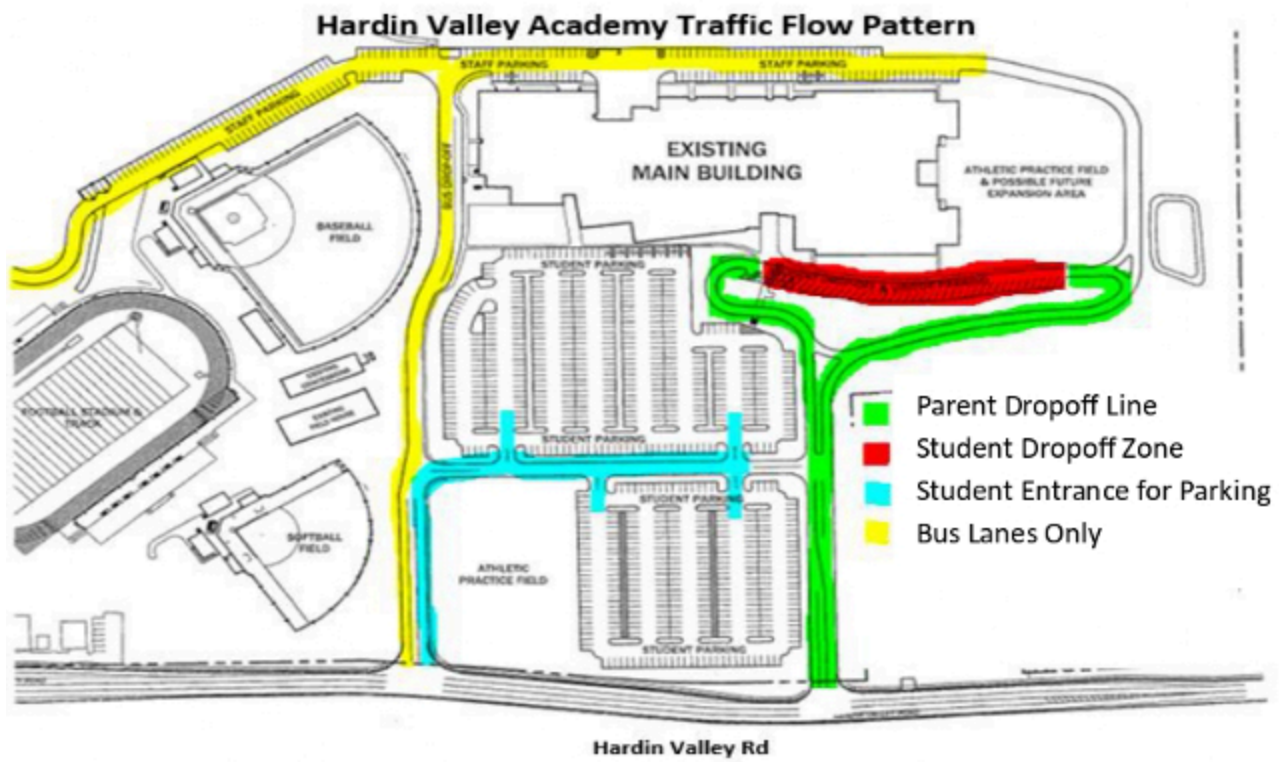
Parking a vehicle on school grounds entitles the principal or designee to search that vehicle upon reasonable suspicion that school policy or Knox County law has been violated.

TRAFFIC FLOW

Parents and students who drive on campus need to be familiar with campus traffic patterns, speed limits, parking areas, and other guidelines to avoid confusion and to ensure the continued safety of students.

Parents are not permitted to drop off or pick up students in the student parking lot or behind the school.

All pick ups and drop offs must be made from the drive directly in front of the school.



KNOX COUNTY SCHOOLS POLICIES

*Students are expected to abide by all KCS policies, which can be found in their entirety [here](#).
Highlights from the policy can be found below:*

[ATTENDANCE POLICY](#)

[CHROMEBOOK POLICIES AND PROCEDURES](#)

[CIVILITY CODE](#)

[DISCIPLINE POLICY](#)

[DRESS CODE](#)

[EQUAL OPPORTUNITY NOTICE](#)

[HARASSMENT AND BULLYING POLICY](#)

[MEDICATION POLICY](#)

[PERSONAL COMMUNICATION DEVICE POLICY](#)

[PLAGIARISM POLICY](#)

[UNSAFE SCHOOLS CHOICE](#)

[SEARCH POLICY](#)

[ZERO TOLERANCE POLICY](#)