

# HALLS HIGH SCHOOL STUDENT HANDBOOK 2019-2020



Name: \_\_\_\_\_

Student number: \_\_\_\_\_

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## **HALLS HIGH MISSION STATEMENT**

Our goal is to prepare each student to be thoughtful, confident and self-reliant, equipped with knowledge and integrity to face the challenges of his/her complex world.

## **HALLS HIGH SCHOOL STUDENT CODE OF ETHICS**

I am a Halls High Red Devil. I proudly wear my red and white. Being a Red Devil means I am part of a school that represents years of academic excellence. I can say with pride that I attend the top academic school in Knox County. I am part of a community that stands behind my school with pride, support and enthusiasm for what is happening in the classrooms, hallways and athletic fields. I walk the same hallways, sit in the same classrooms and play on the same athletic fields that generations before me learned and played upon. I am part of a tradition.

I am part of a new generation. I face new challenges and greater academic expectations than any generation before me. I will meet these challenges and expectations as a Halls High Red Devil. A Red Devil strives for academic excellence and will persevere when faced with difficulty. A Red Devil respects those around them, while remaining true to their personal convictions and codes of conduct. A Halls High Red Devil looks for opportunities to help others and serve their community. A Red Devil takes pride in their school.

As a Halls High Red Devil, I will stand on my own, accept personal responsibility for my actions, and achieve great things now and in the future. I am a Halls High Red Devil!

| <b>Bell Schedule<br/>2019-20</b> |                  |               |
|----------------------------------|------------------|---------------|
| <b>Period</b>                    | <b>Time</b>      |               |
| <b>1st</b>                       | 8:30 - 9:47      |               |
| <b>2nd</b>                       | 9:55 – 11:12     |               |
| <b>3rd</b>                       | 11:20 –<br>12:05 |               |
| <b>4th</b>                       | 12:13 – 2:05     |               |
|                                  | <b>Lunches</b>   |               |
|                                  | 1 <sup>st</sup>  | 12:05 – 12:35 |
|                                  | 2 <sup>nd</sup>  | 12:35 - 1:05  |
|                                  | 3 <sup>rd</sup>  | 1:05 – 1:35   |
|                                  | 4 <sup>th</sup>  | 1:35 – 2:05   |
| <b>5th</b>                       | 2:13 - 3:30      |               |

| <b>One Hour Delay</b>           |                  |               |
|---------------------------------|------------------|---------------|
| <b>Period</b>                   | <b>Time</b>      |               |
| <b>1st</b>                      | 9:30 - 10:45     |               |
| <b>2nd</b>                      | 10:52 –<br>12:07 |               |
| <b>No 3<sup>rd</sup> Period</b> |                  |               |
| <b>4th</b>                      | 12:14 - 2:06     |               |
|                                 | <b>Lunches</b>   |               |
|                                 | 1st              | 12:07 - 12:37 |
|                                 | 2nd              | 12:37 - 1:07  |
|                                 | 3rd              | 1:07 – 1:37   |
|                                 | 4 <sup>th</sup>  | 1:37 – 2:07   |
| <b>5th</b>                      | 2:14 - 3:30      |               |

## **SCHOOL DAY DEFINED**

The school day begins when a student arrives on campus or boards a bus at his/her bus stop and ends when a student leaves campus or exits the bus in the afternoon. If a student arrives after 8:45, he/she must check in at the attendance office. Failure to do so will constitute disciplinary action. Students must clear the building by 3:40 in the afternoon except in inclement weather.

## QUICK LIST OF THINGS TO KNOW

### OFF-LIMIT AREAS

- At all times:
  - Outdoor Classroom. No loitering before or after school.
  - All parking lots including Beaver Dam.
  - Automobiles/vehicles parked on campus. You must check in with the office to go to your car during the school day.
  - All athletic fields/concessions/storage areas without teacher supervision.
  - Halls Middle School.
  - Staff-only areas (workrooms, teachers' lounges, conference rooms, and restrooms).
  - Stage areas in Commons and Cafeteria.
- Before 8:15 a.m. and after 3:45 p.m.:
  - NO LOITERING IN THE LOBBY BETWEEN 8:00- 8:30. Keep moving.
  - Students must stay in the commons or cafeteria until 8:15.
  - All students should enter the building upon arriving at school.
  - Students who choose to go to the cafeteria in the morning must stay until 8:15.
- During Lunch:
  - Students must remain in the commons and cafeteria during lunch. Students may eat in the outdoor area when it is open at the discretion of the administration.

### DRESS CODE (QUICK LIST)

- No hats or hoods while in the building.
- No sagging.
- Shorts must reach mid-thigh.
- Leggings/yoga pants must be worn with a shirt that reaches mid-thigh.
- Hosiery/tights are not substitutes for leggings/yoga pants
- Sleepwear, pajamas, and/or blankets cannot be worn in school.

### ADDITIONAL ITEMS

- Parking on campus is a privilege. Excessive absences and/or tardies (determined by the Administration) will result in loss of parking privileges.
- Skipping class will not be tolerated.
- Tobacco/nicotine products in any form are not allowed at school.
- The school provides secure areas for your valuables. Students should not bring valuable items or large amounts of money to school. The school is not responsible for stolen or lost items. Our investigative abilities are limited.

## STUDENT BEHAVIOR

### General Policy

The KCS Board of Education and HHS Administration believes that acceptable behavior is essential to create an effective school program. In order to promote desirable behavior, employees and students shall exercise responsibilities including but not limited to those enumerated in this policy:

1. Teachers, administrators, and other school employees shall strive to create a school environment favorable to the development of self-discipline and self-direction.
2. The principal is responsible for establishing and maintaining effective discipline with the school. Principals have the right to expect the cooperation of all teachers. It is the duty of all teachers to assist in the discipline of the total school.
3. Each teacher is responsible for and shall have such authority as is necessary for maintaining good order in the classroom for the promotion of an environment conducive to learning.
4. The authority to control pupil conduct shall extend to all activities of the school including all games and pupil performance on athletic teams, excursions, and other school activities and groups.
5. Teachers will observe and uphold the code of ethics of the Board of Education and the ethics of their profession in the establishment of relationships with students.
6. Students shall comply with all school rules and the regulations of the school systems. Failure to comply with such rules and regulations shall result in appropriate corrective measures.
7. Students are responsible for satisfying all graduation requirements, which include among other things, an approved record of attendance and conduct.
8. In cases of offenses committed on school buses, it is the bus operator's responsibility to notify the principal immediately of any misconduct of pupils. The bus operator may recommend to the principal that a pupil be suspended from riding the bus but only the principal may suspend a student from riding the bus. The principal and/or bus driver may assign seats on the bus when deemed necessary.
9. Principals of schools where pupils from other schools wait for the bus shall have responsibility for their supervision. In case of student misconduct, the principal shall take appropriate disciplinary action. Notice of such action shall be sent to the superintendent and to the principal of the school where the student is enrolled.
10. Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or school sponsored events (Knox County Law Department).

## **EARLY DISMISSAL**

Students will not be permitted to leave school without administrative and parental permission. Parental permission must be verified by a note signed by the parent and turned in before 8:30am, or by the parent in person. The note should include the time for dismissal, the reason for dismissal, the telephone number of the parent, the name of the student, and the student's grade level. Faxed or e-mail early dismissal notes are accepted and should contain this same information as a handwritten note. Forged notes and forged official school documents are illegal documents. Students using forged documents are subject to suspension.

If a parent or guardian cannot be reached, the student may not be given permission to sign out early. Halls High School reserves the right to confirm all specified appointments with the respective doctor, dentists, etc.

Students must never leave campus without checking out properly through the attendance office. Leaving campus without permission will result in two days of suspension. Students may not check out of school for lunch, even with a parent's note.

## **PROM POLICY**

Attending prom is a privilege, not a right. Students who are unable to meet academic and behavioral expectations at HHS will not be allowed to purchase a prom ticket nor attend prom. Any of the following will make you ineligible to buy a prom ticket:

- An F in more than one current class.
- Not on track to graduate.
- An out-of-school suspension for any reason in the current school year.
- 10 or more unexcused absences in the current school year.

## **TOBACCO & ELECTRONIC VAPE POLICY**

As a general rule, all students caught in possession of, or using tobacco products or nicotine vape products will be suspended out of school for 2 days. The Knox County Sheriffs Department SRO in our school also reserves the right to issue a citation. All paraphernalia will be confiscated and will not be returned to minors.

## **TARDY POLICY**

Students who are tardy to school and do not bring an excuse note will have silent lunch on the same day of the tardy.

Students who are tardy to a class 3 times will have a discipline referral sent to administration by their teacher.

## **HALLWAY POLICY**

Because class changes have been increased to 8 minutes this year, HHS will operate by what will be known as the 20-20 rule. This means that within the first 20 minutes and the last 20 minutes of class, students will not be excused from class to use the restroom, get a drink, or any other reason unless requested by the office or deemed necessary by the teacher.

No student should be in the hallway during class without a hall pass.

## **LATE WORK POLICY**

When a student misses school, it is that student's responsibility to retrieve make-up work from the teacher. A student must retrieve the make-up work within 3 days of the absence. A student will be given as many days as he/she was absent, plus one day to turn in the make-up work unless other arrangements are agreed upon by the teacher and student.

Make-up work that is older than 4.5 weeks old will not be accepted unless prior arrangements are made between the teacher and the student.

## **IN SCHOOL SUSPENSION**

Students must report on the assigned day at 8:30 a.m. to ISS room with all books, paper, pen, and pencil. Students must turn in their phone to the ISS teacher @ 8:30. Students must follow the rules of ISS; failure to do so is insubordination and will result in 1 day OSS and re-serving the original ISS.

## **SCHOOL LUNCH**

The cafeteria provides lunch in a self-serve atmosphere. Students must pay for food before eating. Students should clean off their own tables and dispose of waste properly. No trays are allowed out of the cafeteria without permission. No food or drink can be consumed in the hallway or the peripheral wall of the Commons. Parents who bring food during the school day must report to the office. No student may have food delivered from commercial establishments. No food from commercial establishments is allowed in the cafeteria. Microwaves are available for student use in the commons and the cafeteria.

Students eligible for free or reduced lunch can apply online or see the office for assistance.

## **STUDENT FEES & FINES**

Fees are requested in certain classes. The classroom teacher will send fee information to parents via the student. All fines must be cleared prior to the first grading period. Due to school accounting policies, if paying by check for school fees or fines, a separate check must be prepared per fee. Checks should be payable to Halls High School. Any returned checks must be cleared with cash.



The Superintendent's Office has approved an instructional fee of fifteen dollars (\$15) per pupil per year in addition to classroom fees. The money is used for supplies which are consumed by and for the students. Students eligible for fee waiver can apply online or see the office for assistance.

## **TEXTBOOKS**

Textbooks are furnished by Knox County Schools with the understanding that parents are responsible for loss or damage. Online textbooks for many subjects are available by visiting [www.knoxschools.org](http://www.knoxschools.org) → Departments → Textbooks. Textbooks are property of the Board of Education. Payment for lost textbooks: 1-4 years old is 100% of replacement cost, 5 years or older is 50% of the replacement cost. A student who loses a textbook will be required to pay the office for the lost textbook. Grade reports or transcripts will not be issued if lost books or fees are not cleared.

## **LIBRARY**

Students may use the computers in the lab area only when accompanied by a classroom teacher or with permission from a librarian. Students using the computers in the lab area without proper authorization or misusing library materials will face disciplinary action. Students who are not with a class must have a teacher note and will sign in and out when using the library.

Students are to follow accepted library practice of checking out books and other materials. Possession of library books that have not been properly checked out will be considered theft. Library hours are 8:00-3:45 each day; however, it can may open earlier or later on certain days. Library database and internet links are available through the school website. Students using an Internet service provided by the library must have a signed Knox County Acceptable Use of Electronic Media Agreement form on file with the school. Students who are with a class may print school-related materials for free (a maximum of 5 pages). Printing for personal purposes will cost 10 cents per page.

## **STUDENT IDs**

Students are issued an ID each year. IDs are required to be exhibited when a student desires internet access in the library, classrooms, and free admission to ballgames (based upon GPA criteria). Use of the library's technology is not allowed without a valid ID. Students will be required to carry ID's for checking out of library books, accessing the internet, testing, and work study. If lost, the replacement cost is \$10.

## **LOCKERS**

Lockers are school property and may be searched at any time. Students are to report broken lockers to the office immediately. Each student is responsible for the locker and contents to

which he/she is assigned. Students must put quality locks on all lockers in the main building, gym, and North Knox. All lockers must have a lock. Lockers are off limits during lunch periods. Lockers that are being used without permission will result in items being removed from them.

## **VISITORS**

Visitors are required to check in at the office and wear a Visitor Pass the entire time they are in the school. They must also check out through the main office. An administrator may refuse to issue a visitor's pass at any time. Any person found on the school grounds without permission is trespassing and is subject to arrest. No visitors without administration approval. Family, friends, and former students are not allowed to visit current students during lunch.

## **VENDING MACHINES**

Drink and snack machines are placed throughout the building. The machines will remain on our campus provided students are responsible for proper disposal of cans and wrappers. The companies that provide the machines are in complete control of stocking and taking care of all the money. The school is not responsible for any loss of money due to faulty vending machine operation. Vending machines are provided for student and visitor convenience but may be turned off if students abuse the privilege. Machines will be shut off during active cafeteria hours.

## **FIELD TRIPS**

Student regulations apply to all off-campus trips. Additional regulations apply when the trip is overnight. Students who commit infractions may be sent home at the parent's expense and are subject to further disciplinary actions.

## **BUS NOTES**

Students must ride the bus to which they have been assigned based on their address. If a student wishes to ride a different bus for any reason, they must turn in a signed parent note to the main office prior to 8:30 in the morning. The note will be verified with a parent phone call before being approved.

## **PARKING**

Any vehicle parked on a Knox County Schools campus is subject to search. Students park on campus at their own risk. The school is not responsible for damages that occur while parking on campus. We sell Parking Passes providing permission to park on campus. Possession of a parking pass does not guarantee a parking spot. Students should only park in spots that are not designated STAFF. The parking lot in front of the gym is off limits until marching band season ends. Parking passes may be revoked at any time.

Beaver Dam Church offers student parking free of expense to Halls High School. Students must register their vehicle to park on Beaver Dam property through the church office. Students must only park on the north side of the church, and never on the day care side of the church. School administration and Beaver Dam Church reserves the right to revoke parking privileges.

Parking stickers must be affixed to the inside of the driver's side windshield. Students who are enrolled in dual enrollment, work-based learning, and clinical internships will receive a parking sticker that is a different color than other students. These are the only students who are allowed to leave campus and return during the school day without checking out through the main office.

## **DRIVER'S PERMIT**

Students applying for a Tennessee driver's permit must have the SF 1010 form signed by the principal before going to the Tennessee Highway Patrol Office. Forms will be processed on each Friday and are valid for 30 days only. Students will be allowed two driver's permit forms and after the 2nd copy, each additional form will cost \$3.00. These forms will not be processed on demand or faxed to the Department of Motor Vehicles.

## **TUTORING**

Teachers' instruction can be supplemented with additional individual aid which is made available on several levels. Halls High provides many forms of individualized instruction. NHS students are available both before and after school in either one on one or group tutoring. Any needs for these types of session are initiated through the teacher. We imbed student tutors in certain classes. This too, is available upon teacher request. Teachers conduct tutoring to students who may not be their own. Organized tutoring sessions are offered free of charge before and after school. We encourage all students experiencing academic difficulties to take advantage of this opportunity. Tutoring schedules are available through the school counseling office.

## **SENIOR REQUIREMENTS**

All seniors must be enrolled in 5 classes per day each term. Seniors who opt to take Co-op classes will be monitored by coordinators and may leave campus only with their permission. Seniors are required to have 28 credits to graduate. Students who receive school credit at a work place are subject to failing the class if their employer terminates employment.

## **COLLEGE VISITATION**

Seniors are allowed two college visits which do not count against attendance. Documentation is required for all official visits. Documentation must be provided by the college's registrar office. Additional days will be excused for documented tryouts and auditions.

## **DUAL CREDIT**

Dual credit courses are taken at Halls High in partnership with area colleges. Students who are enrolled in these classes may not drop or change these classes after the first week of classes. Students may leave campus with a “blanket note” on days when the class is not in session. They should return to school for their next scheduled class.

## **SCHOOL COUNSELING**

The Counseling Department works with the administration, school staff, parents, and various community agencies to help students with educational, vocational, and personal concerns. Counselors help students develop a plan for high school graduation as well as post-secondary education and/or career planning. Counselors also assist with test performance and interpreting test scores, as well as social/emotional needs. The website for the school counseling department is linked to the school website.

## **PERSONAL COMMUNICATION DEVICES**

No personal communication devices (cell phones, earbuds, headphones, iPads, etc) are to be used in class unless the teacher deems it appropriate for academic purposes. After a second warning, the teacher may confiscate a PCD and turn in to an administrator. The administrator reserves the discretion to return the PCD to the student or parent. All PCD use must comply with [School Board Policy J-240](#).

## **ATHLETICS, CLUBS AND ORGANIZATIONS**

Halls High School encourages participation in athletics, the arts and other school-sponsored extracurricular activities. Such participation is a privilege. No one is guaranteed a place with a team/organization. In order to be an active participant, the student must be ready to meet the standards established by the school, coaches and sponsors. A student's academic performance and their behavior at Halls High School and in the community can impact their ability to participate. Halls High School also encourages you to support our student-athletes by attending competitions and sitting with the student section.

### ATTENDANCE FOR ATHLETES:

Student athletes are expected to be in class at all times. An athlete must be in school 3 hours and 15 minutes to participate that day in a game or practice. Student athletes who are suspended out of school may not participate nor be on campus.

### TSSAA ELIGIBILITY & REQUIREMENTS

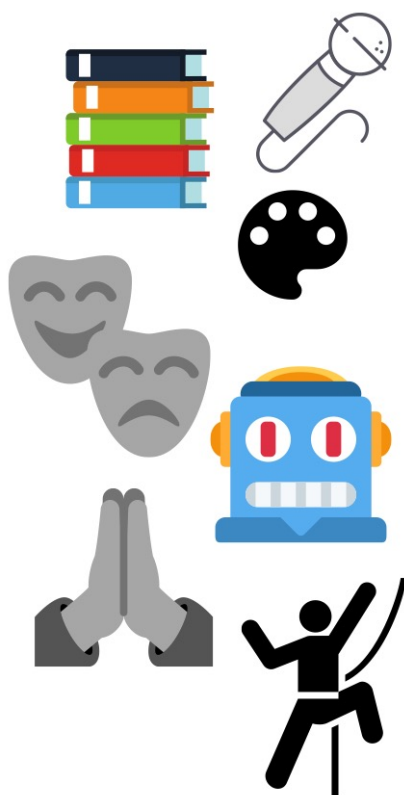
Halls High School is a member of the Tennessee Secondary School Athletic Association. TSSAA requires that a student meet the following criteria for eligibility:

1. A student must earn six credits the preceding school year to be eligible to participate in athletics. All credits must be earned by the first day of the beginning of the school year.
2. A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying a full class load.
3. A student who engages in three or more days of practice, including spring practice, with a high school in which he or she is enrolled shall be ineligible in that sport for 12 months if the student enrolls in another school without a corresponding change in the residence of his or her parents.
4. A student shall be ineligible in high school if he or she becomes 19 years of age on or before September 1.
5. A student is permitted eight semesters of eligibility beginning with the ninth grade.
6. In order for a transfer student with an athletic record to be eligible at another school, there must be a bona fide change of residence by the athlete's parents.
7. The Executive Director of TSSAA must approve all transfer students before participating in any game.
8. A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that particular sport. (This does not include golf or tennis.)
9. A registered athlete cannot accept money for athletic skills in any TSSAA sponsored sport.
10. The athlete or his parents must pay all expenses to an athletic camp where specified instruction is offered.

None of the above rules may be set aside by mutual agreement of the school. Information about TSSAA rules and regulations can be found at [www.tssaa.org](http://www.tssaa.org).

# GET INVOLVED RED DEVILS

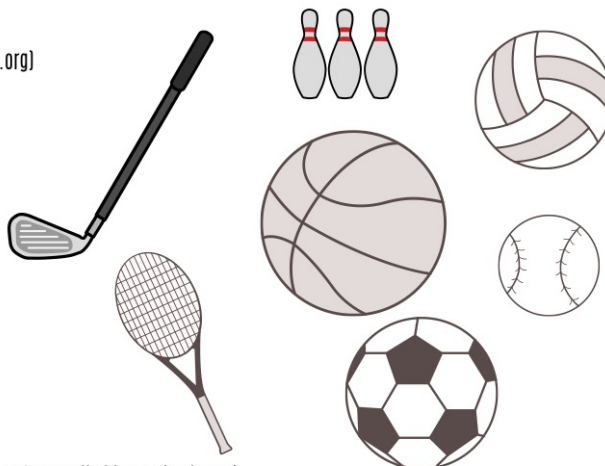
## Clubs and Activities



- Art Club - Elizabeth Lynch (elizabeth.lynch@knoxschools.org) and Jerry Lewis (jerry.lewis@knoxschools.org)
- Book Club - Brandi Bowers (brandi.bowers@knoxschools.org)
- Drama Masquerade Players - Kim Hurst (kim.hurst@knoxschools.org)
- Dungeons and Dragons Club - Gabriel Surovey (gabriel.surovey@knoxschools.org)
- Ecology Club - Kerrie Coley (kerrie.coley@knoxschools.org)
- Equality Club - Erica Johnson (erica.johnson@knoxschools.org)
- FBLA (Future Business Leaders of America) - Cheri Duncan (cheri.duncan@knoxschools.org) and Trina Polston (trina.polston@knoxschools.org)
- FCA (Fellowship of Christian Athletes) - Houston Qualls (houston.qualls@knoxschools.org)
- FCCLA (Family, Career, and Community Leaders of America) - Kathryn Griffin (kathryn.griffin@knoxschools.org) and Morgan Hite (morgan.hite@knoxschools.org)
- French Honors Society - Amy Thomas (amy.thomas@knoxschools.org)
- Future Farmers of America - Patti Keep (patti.keep@knoxschools.org)
- Hispanic Alliance Club - Karl Mohlman (karl.mohlman@knoxschools.org)
- HOSA (Future Health Professionals) - Erika Neely (erika.neely@knoxschools.org) and Lisa Heflin (delicia.heflin@knoxschools.org)
- Karaoke Club - Miki Cates (miki.cates@knoxschools.org)
- Latin Club - Sarah Mize (sarah.mize@knoxschools.org)
- Mu Alpha Theta (Math Honor Society) - Emily Wright (emily.wright@knoxschools.org)
- National Honor Society - Mary Roberts (mary.roberts@knoxschools.org)
- Philosophy Club - Eric Johnson (ronald.johnson@knoxschools.org)
- Prayer Club - Tammy Headrick (tammy.headrick@knoxschools.org)
- projectU - Brad Byrd (brad.byrd@knoxschools.org)
- Red Nation News - Kristy Starks-Winn (kristy.starkswinn@knoxschools.org)
- Robotics Team - Morgan Everett (morgan.everett@knoxschools.org)
- Skills USA - Tammy Headrick (tammy.headrick@knoxschools.org) Jor Donna Murray (donna.murray@knoxschools.org)
- Student Government Association (SGA) - Katie Webb (katherine.shanton@knoxschools.org)
- Writers Club - Miki Cates (miki.cates@knoxschools.org)
- Walking Club - Jordan Culp (jordan.culp@knoxschools.org)
- Yearbook - Trina Polston (trina.polston@knoxschools.org)

## Athletics

- Baseball - Doug Polston (doug.polston@knoxschools.org)
- Basketball (boys) - Clint Sharp (clint.sharp@knoxschools.org)
- Basketball (girls) - Savannah Harrison (savannah.harrison@knoxschools.org)
- Bowling - TBA
- Cheerleading - Cheri Duncan (cheri.duncan@knoxschools.org)
- Cross Country - Tom Dever (tom.dever@knoxschools.org)
- Dance Team - Katie Roach (katie.treece@knoxschools.org)
- Football - Scott Cummings (scott.cummings@knoxschools.org)
- Golf - Ashley McGaha (ashley.mcgaha2@knoxschools.org)
- Red Nation Anglers - Jerry Lewis (jerry.lewis@knoxschools.org)
- Softball - Kevin Julian (kevin.julian@knoxschools.org)
- Soccer (boys) - Eldon English (eldon.english@knoxschools.org)
- Soccer (girls) - Tammy Wissing (tammy.wissing@knoxschools.org)
- Tennis - TBA
- Track & Field - Tony Tampas (tony.tampas@knoxschools.org)
- Volleyball - Hollie Kilgore (hollie.hopkins@knoxschools.org)
- Wrestling - Shannon Sayne (sesayne@yahoo.com) and Houston Qualls (houston.qualls@knoxschools.org)



Updated July 2019



## 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 the office. These items may be returned to the student or parents at the Administrator's discretion. (Note: beepers, cell phones, etc. may be turned over to Knox County Security.)

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

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

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

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

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

**Hearing Notification** (Includes Administrator 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.

**I.E.P. Team**

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

**Disciplinary Hearing** (For Special Ed. if not manifestation and all regular Ed.)

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

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

## ZERO TOLERANCE POLICY

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.<sup>1</sup> 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;
- b. knowingly possesses a firearm as defined in 18 U.S.C. § 921;
- c. commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system.
- d. Possession of explosive or incendiary device

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.

Reference KCS Board Policy [J-194 - Zero Tolerance Offenses](#)

## RESTRICTED AREAS

Students are not allowed in the following areas:

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

## HARASSMENT, INTIMIDATION, AND BULLYING OR CYBER-BULLYING

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

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"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.

**Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable.**

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

**Reference KCS Board Policy [J-210 - Harassment of Students](#) and [J-211 - Harassment, Intimidation and Bullying or Cyber-Bullying](#)**

## GUIDELINES FOR MEDICATION

No medication of any kind shall be self-administered by students, even with the assistance from school nurses or other school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (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.
- A medical health care provider who has the legal right to write a prescription must provide written orders. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.
- A parent/guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers that are properly labeled by a medical care provider or pharmacy.

An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.

- Upon receiving medication at school, the quantity of medication received must be confirmed and documented
- All medications self-administered must be documented.
- School Nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.

**Failure to follow the medication policy may result in a Zero Tolerance offense.**

**Reference KCS Board Policy [J-352 - Medication](#)**

## ATTENDANCE

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

For these reasons, the Knox County Board of Education has adopted the following policy on student absences.

Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness;
2. Illness in family temporarily requiring help from the child;
3. Death in family;
4. Recognized religious holidays regularly observed by persons of the student's faith;
5. Verifiable family emergency
6. For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:

An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and fifteen (15) minutes per school day. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

**Reference KCS Board Policy [J-120 - Attendance](#)**



## BUS CONDUCT AND EXPECTATIONS

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the Guidance Office or the Knox County Transportation Office.

Discipline on our school buses is a priority in order to insure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with driver may result in removal of student riding privileges and/or suspension from the bus.

### BUS DISCIPLINE CODE (Handled by Administration)

| <b>LEVEL I VIOLATIONS</b>   | <b>LEVEL II VIOLATIONS</b>  | <b>LEVEL III VIOLATIONS</b>   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Eating or drinking on the bus</li> <li>• Failure to remain seated</li> <li>• Improper boarding/departing procedures</li> <li>• Refusing to obey driver</li> <li>• Loud, rude, or abusive behavior</li> <li>• Profane language/obscene gestures</li> <li>• Any behavior jeopardizing safety</li> <li>• Other</li> </ul> | <ul style="list-style-type: none"> <li>• Third violation of Level I behavior</li> <li>• Tampering with bus equipment</li> <li>• Fighting/pushing/tripping</li> <li>• Bringing articles aboard the bus of injurious or objectionable nature</li> <li>• Destruction of property (Principal to determine if parent/guardian is responsible for damages and the appropriate amount.)</li> <li>• Possession and/or use of tobacco products</li> <li>• Profane language/obscene gestures</li> <li>• Throwing objects in or out of bus</li> <li>• Hanging out bus window</li> <li>• Other</li> </ul> | <ul style="list-style-type: none"> <li>• Third violation of Level II behavior</li> <li>• Physical assault/verbal threat directed to bus driver</li> <li>• Attempting to set fire to seat, hair, clothing, etc.</li> <li>• Possession and/or use of alcohol, drugs, or drug paraphernalia</li> <li>• Possession of weapon</li> <li>• Use of chemical substance with intent to do bodily harm</li> <li>• Unapproved use of emergency exits on bus</li> <li>• Other</li> </ul> |
| <b>CONSEQUENCES – LEVEL I VIOLATIONS</b>  | <b>CONSEQUENCES – LEVEL II VIOLATIONS</b>   | <b>CONSEQUENCES – LEVEL III VIOLATIONS</b>  |
| <ul style="list-style-type: none"> <li>• Written reprimand (maximum 1 warning)</li> <li>• Bus riding suspension (3 to 5 days)</li> <li>• Out-of-school suspension</li> <li>• Assigned seating</li> </ul>  | <ul style="list-style-type: none"> <li>• Bus riding suspension (minimum 5 school days)</li> <li>• Repeat occurrence of Level II violation (minimum 15 school days bus riding suspension)</li> <li>• Out-of-school suspension</li> </ul>   | <ul style="list-style-type: none"> <li>• Bus riding suspension (minimum 30-maximum 180 school days)</li> <li>• Out-of-school suspension</li> <li>• Action by the Board of Education (up to and including expulsion)</li> <li>• Appropriate legal action</li> </ul>  |

## DRESS CODE

KCS Board Policy [J-260 - Dress Code](#)

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed in all Knox County Middle and High Schools:

- Pants must be worn at the waist. No sagging allowed.
- Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
- Head apparel, except for religious or medical purposes, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor and outdoor activity.
- Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display:
  - (1) racial or ethnic slurs/symbols,
  - (2) gang affiliations,
  - (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
- Skirts, dresses, and shorts must be beyond mid-thigh length.
- Sleepwear, pajamas, and/or blankets cannot be worn in school.

Prohibited items include

- (1) large, long and/or heavy chains,
- (2) studded or chained accessories,
- (3) sunglasses, except for health purposes,
- (4) sleepwear, and
- (5) skin-tight outer materials without appropriate coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration should strive for consistency so the dress code is applied evenhandedly to male and female students.

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 this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in Policy J-191 "Misbehaviors and Disciplinary Options."

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students.

Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.

## RELATIONSHIPS

- **No** pushing, scuffling, or horseplay

- **No** harassing, or name-calling
- **No** P.D.A (public display of affection)
- **No** Fighting (unacceptable)

## GUIDELINES FOR STUDENT MESSAGES, PACKAGES, FLOWERS

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. Deliveries such as flowers, balloons, etc. will be distributed to students at the end of the school day. The school will not accept deliveries on high volume days – i.e. Valentine's Day.

## CAFETERIA GUIDELINES AND RULES FOR FOOD AND DRINK

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

## PERSONAL CELL PHONES AND OTHER 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.

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.

**Reference KCS Board Policy [J-240 - Use of Personal Communication Devices in School](#)**

### GRADE REPORTING AND GRADING SCALE

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

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

The Tennessee Comprehensive Assessment (TCAP) results will compose 15% of second semester grades in math, reading/language arts, science and social studies for students in grades 3 - 8.

### EQUAL OPPORTUNITY NOTICE

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

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

### UNSAFE SCHOOL CHOICE NOTICE

Under the Tennessee State Board of Education Unsafe School Choice Policy, any [public school](#) student who is the victim of a violent crime as

defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit 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

**Reference KCS Board Policy [J-290 - Unsafe School Choice](#)**

### KNOX 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, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location.

KCS will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (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 participant's 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

**Reference KCS Board Policy [B-230 - Civility Code](#)**

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. 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 facilities. 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:

- Treat one another with courtesy and respect at all times.
- Take responsibility for one's actions.



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

#### RESPONSE TO UNCIVIL BEHAVIOR

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

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

## Knox County Schools 2019-20 Calendar

### AUGUST

August 1 - Administrative Day (Teacher Work Day);  
**Orientation for 6<sup>th</sup> and 9<sup>th</sup> graders**  
August 2 - In-service Day (1/2 day-School based);  
Administrative Day (1/2 day-Teacher Work Day)  
August 5 - **First Day for Students** (1/2 day for students)  
August 27 - **Student Holiday** - In-service (Building)

### SEPTEMBER

September 2 - Labor Day – **Holiday**  
September 5 - End 4 1/2-weeks Grading Period  
September 17 - Constitution Day (Students in school)

### OCTOBER

October 4 - End First 9-weeks Grading Period (43 days)  
October 7-11 - **Fall Break**

### NOVEMBER

November 5 - **Student Holiday** - In-service Day  
November 14 - End 4 1/2-weeks Grading Period  
November 27-29 - **Thanksgiving Holidays**

### DECEMBER

December 20 - **1/2 day for students** - End Second 9-weeks  
Grading Period (46 days) End First Semester (89 days)  
December 23-January 3 - **Winter Holidays**

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### JANUARY

January 6 - **Student Holiday** - In-service Day (1/2 day—School based); Administrative Day (1/2 day—Teacher Work Day); ( January 7 - **First Day for Students after Winter Holidays**  
January 20 Martin Luther King, Jr. Day – **Holiday**

### FEBRUARY

February 7 - End 4 1/2-weeks Grading Period  
February 17 - **Student Holiday** - In-service Day

### MARCH

March 3 - **Holiday**  
March 13 - End First 9-weeks Grading Period (Third 9-weeks  
Grading Period) (46 days)  
March 16-20 - **Spring Break**

### APRIL

April 10 - **Holiday**  
April 13 - **Holiday**  
April 22 - End 4 1/2-weeks Grading Period

### MAY

May 21 - **Last ½ Day for Students** End Second 9-weeks  
Grading Period (Fourth 9-weeks Grading Period) (42 days) End  
Second Semester (88 days)  
May 22 - Administrative Day (Teacher Work Day) – Last Day for  
Teachers