

**THIS HOLSTON AGENDA BELONGS TO:**

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

My 2019-2020 Schedule

Period	Subject	Room	Teacher

## **STUDENT HANDBOOK 2019-2020**

Dear Holston Middle School Student:

The administration and the faculty at Holston Middle School are excited about the opportunity to work with you this year. As we begin the school year, it is important for you to take some time to familiarize yourself with the expectations and the requirements of the Knox County School System and Holston Middle School. The student handbook is an important source of information for you and your parents. We have done our best to determine what you will need to know as well as what you would like to know in order to make this a very successful year at HMS.

The ultimate purpose of education is to help each student become a successful member of society and to develop and accept the responsibilities and the obligation of good citizenship. It is our desire at HMS that students will work hard to achieve academic success and will participate in the many activities offered at this school.

### **OUR MISSION**

High Standards  
Motivated Students  
Striving for Excellence

### **OUR VISION**

Holston Middle School is a Personalized Learning Environment school that utilizes 1:1 technology to support student-centered instruction, promote student engagement, and allow for personalized learning to occur. All of our students are issued a laptop to use in class and at home. Learning for Holston students can occur anywhere at any time.

### **OUR HISTORY**

Holston Middle School serves students in the Gibbs, Fulton, Austin-East, Central, and Carter school communities. In 1991, Holston High School closed and was reprogrammed as a middle school. That same year, Gibbs Middle School, a separate wing of the original high school, was closed, and Gibbs students as well as those in the northeast edge of the city blended together to become the diverse community we know today as Holston Middle School. In Fall 2018, Holston experienced another rezoning to include students in the Burlington and Chilhowee Hills areas. Historically, Holston boasts strong STEM and arts programs, athletic teams, and academic growth. For over 25 years, Holston Middle School Hurricanes have exhibited the scholarship, leadership, and citizenship necessary to succeed in high school and beyond.

## **HOLSTON MIDDLE SCHOOL**

600 N. Chilhowee Drive

Knoxville, TN 37924

865-594-1300 (phone)

865-594-4429 (fax)

<http://knoxschools.org/holstonms>

### **ADMINISTRATION**

Kathryn Lutton, Principal

John Anderson, 8th-Grade Asst. Principal

Sara Greene, 8th-Grade Asst. Principal

Lindsey Stinnett, 7th-Grade Asst. Principal

Jim Wolfenbarger, 6th-Grade Asst. Princip

[kathryn.lutton@knoxschools.org](mailto:kathryn.lutton@knoxschools.org)

[john.anderson@knoxschools.org](mailto:john.anderson@knoxschools.org)

[sara.greene@knoxschools.org](mailto:sara.greene@knoxschools.org)

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[james.wolfenbarger@knoxschools.org](mailto:james.wolfenbarger@knoxschools.org)

### **COUNSELORS**

Haley Ault, 8th-Grade Counselor

Taylor Branson, 7th-Grade Counselor

Madelyn Jackson, 6th-Grade Counselor

[haley.ault@knoxschools.org](mailto:haley.ault@knoxschools.org)

[taylor.branson@knoxschools.org](mailto:taylor.branson@knoxschools.org)

[madelyn.jackson@knoxschools.org](mailto:madelyn.jackson@knoxschools.org)

### **FRONT OFFICE**

Misty Ownby, Lead Secretary

Teresa Morgan, Bookkeeper

Joyce McPhetridge, Front Office Secretary

### **FACULTY**

Please call the main office number (594-1300) or email teachers directly at

[firstname.lastname@knoxschools.org](mailto:firstname.lastname@knoxschools.org)

### **MISCELLANEOUS**

KCS Transportation Office

594-1550

KCS Central Office

594-1800

KCS Superintendent's Office

594-1620

KCS Transfer Office

594-1502

KCS Health Services

594-3643

## COMMUNICATION

Holston Middle School is a Personalized Learning Environment school that utilizes 1:1 technology to transition to student-centered instruction, promote student engagement, and allow for personalized learning to occur. All of our students are issued a MacBook Pro laptop to use in class and at home. Learning for Holston students can occur anywhere at any time.

HMS will do “whatever it takes” to achieve success! We can’t do that without the voice and participation of our friends and families. Here are some of the ways that you can stay connected to HMS by Internet or app:



Holston Middle School Site: <http://www.knoxschools.org/holstonms>



canvas

Canvas Learning Website: <https://knoxschools.instructure.com/login>



Aspen Grade Portal: <https://www.knoxschools.org/Page/1>; “Family Portal”



Facebook: <https://www.facebook.com/HolstonMS/>



Instagram: @holstonmiddle



Twitter: @holstonmiddle

## **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 published within 5 days of the end of the grading period. Printed copies will be distributed after each semester; all other progress reports will be published online in Aspen.

### **Grade Percentage Range**

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

The Tennessee Comprehensive Assessment (TCAP) results will compose 10% of final grades in math, reading/language arts, science and social studies for students in grades 3 - 8.

## **BUS TRANSPORTATION**

The function of the transportation system is to transport pupils between school and home. The KCS Transportation Department has the responsibility to return students to their assigned bus stops only. KCS cannot take the responsibility to transport students to day care centers, babysitters, jobs, scout meetings, etc. Bus drivers will not stop at assigned bus stops when children are not present or cannot be seen by the driver. Students must pay close attention and they must be at the proper places at the proper times. A student who wishes to ride a bus other than his/her assigned bus must bring a signed note from the parent/guardian to the office no later than 9:30 AM of the day of the request (copies of notes are located in the main office). The note must include the student's name, the requested bus number, the name of the person he/she will be accompanying, a parent/guardian signature, and a contact number for the parent/guardian in order for the request to be honored. For further information concerning bus transportation, please refer to the KCS section.

## **BUS CONDUCT AND DISCIPLINE**

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.

### **DAMAGE TO SCHOOL OR SCHOOL BUS PROPERTY AND EQUIPMENT**

Students who damage school property or equipment or bus property/equipment will be required to pay for the repair or replacement of said property. This financial restitution may be in addition to other disciplinary action taken by the school for the incident.

### **SCHOOL WORK MISSED DUE TO EXCUSED ABSENCES**

Homework assigned prior to an absence is due on the first day of the student's return to school. The student is responsible for contacting the teacher for make-up work and assignments immediately upon return to school. Assignments missed as a result of an absence must be made up within three school days unless it is a long-term absence of five or more days. In this event, the student will have one week to make up the missed work. Any other extenuating circumstance can be discussed with the teacher, with the final decision resting with the teacher. Students and parents should use Canvas and Aspen to aid with assignments. The parent will also need to make certain that the student has all of his/her books and computer.

### **STUDENT USE OF THE TELEPHONE**

Students must obtain permission from either a teacher or administrator to use the telephone. There must be an emergency in order for students to be given permission to use the telephone. Students will not be called to the telephone during the school day. However, the office will relay messages to students in cases of emergency.

### **FEES**

A student fee is requested at the beginning of each school year to pay for supplemental materials in the areas of language arts, mathematics, science, social studies, reading, and health. Additional fees may be requested to students enrolled in art, technology, etc. **The standard Knox County middle school fee this year will be \$35\***. We will allocate the fee money in the following manner:

Technology: \$20 (technology, non-consumable materials, equipment, calculators, and batteries)

Instructional Support Fee: \$15 (consumable materials to support class work in all subjects)

\*Sixth grade students will be assessed an additional fee of \$25 for a new computer charger that will be their property.

Additional classes, activities, and clubs that students elect such as year-long Band, year-long Chorus, Year-Long Art, Technology, Basketball, Cheerleading, etc. may require additional fees since they are elective courses or activities.

## **STUDENT ILLNESS AND ACCIDENTS**

All accidents that occur on school property, during field trips, or during other school approved activities must be reported to the office. If a student becomes ill during the school day, the student will be given permission to report to the clinic, and an attempt to notify a parent/guardian will be made by the nurse. If there is a clinic referral, a phone call to parent or guardian will be made.

## **SCHOOL INSURANCE**

Accident insurance is available to any student who wishes to purchase it. The insurance can be purchased only at the beginning of the school year. The principal will ensure that each student, before participating in interscholastic athletics, purchases the athletic insurance policy provided by the vendor approved by the Board of Education.

## **HEALTH SERVICES**

School Health Services takes a leadership role to ensure that students achieve and maintain optimal health and well-being. We collaborate with other disciplines, programs and agencies to integrate and improve services, develop policies and provide information about health issues and needs. School Health Services remain committed to providing all school-age children access to school health services.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Any change of address, telephone number, or employment location/number must be reported to the school office immediately. Should an emergency arise, the school must know where and how to reach parents/guardians at all times.

## **SCHOOL COUNSELING OFFICE**

Counseling services are available to all students. Problems concerning both school and personal needs can be helped by talking with a counselor. Students who wish to speak with the school counselor may make an appointment by notifying their teacher or contacting their counselor through Canvas. The counselor will send for the student as soon as possible. Students are not allowed to wait in the guidance area unless specifically instructed to do so.

## **CAFETERIA AND FOOD SERVICE**

Breakfast and lunch programs will be offered each full day of school. Neither the school office nor the lunchroom cashiers are authorized to make loans. Since classes are in session during each lunch period, an orderly atmosphere must be maintained. Therefore, students are expected to comply with the following regulations:

1. Students may not break into the serving line, and they may only go through the line one time.
2. Delivery of "fast food" is prohibited unless the student and parent have lunch together at an area designated by the principal.

3. Students must talk softly in the cafeteria.
4. No horseplay is allowed in the cafeteria.
5. It is the responsibility of students to keep their eating areas clean and to return their trays to the disposal area at the end of lunch.
6. No food or drinks may be taken from the cafeteria.
7. Teachers will escort classes to and from the cafeteria.
8. Students will sit at assigned tables.
9. Silent lunch may be assigned to students with an infraction to the regulations.

### **LIBRARY**

Students are encouraged to use the library. Students may check out books for a two-week period of time. Check out times are from 8:10 a.m. until 8:25 a.m. and from 3:30 p.m. until 3:45 p.m. each school day. Students may also check out books during the school day with written permission from a teacher. Reference materials may be checked out for overnight use only. Failure to return books or to pay fines for books/materials will result in accumulating fines from year to year. In addition, students are financially responsible for lost books.

### **AFTER SCHOOL ACTIVITIES**

Students must be in attendance for the school day to attend afterschool activities. Students must be picked up no later than fifteen minutes after an activity has ended. If a student cannot be picked up in this time frame, he/she will not be allowed to attend the next similar school activity. If late pick up is a problem, the school administration reserves the right to prohibit a child from attending after-school functions.

\*\*\*Students absent or suspended from school ARE NOT allowed to attend ANY after school functions on the day(s) they are absent/suspended.\*\*\*

### **ACTIVITIES EXCLUSION**

Many activities are planned each year to enrich the middle school experience for students. These activities include assemblies, field trips, guest speakers, special television broadcasts, intramural sports, interscholastic basketball, cheerleading, field day, cookouts, dances, clubs, etc. These activities are considered privileges, and student participation is based on proper conduct. Exclusion from activities for a period of time may be imposed, by the staff or the administration, on students who do not conduct themselves appropriately. Students who serve Out of School Suspension are excluded from all school activities during the suspension time. Fees assessed prior to the suspension are not refundable. In addition, any student serving two or more instances of ISS or one or more instance of OSS will not be allowed to participate in any special activity during that nine-week grading period. An OSS suspension during the semester will also eliminate students from attending the special grade activities at the end of the semester in which it occurred.



### **IN-SCHOOL SUSPENSION (ISS)**

For infractions requiring a total separation of the student from the environment, an assignment of In-School Suspension may be warranted. In addition, multiple infractions of the same kind/degree may result in an assignment of ISS. Disruption in ISS will result in an assignment of Out-of-School Suspension (OSS).

### **RESTORATIVE LEARNING CENTER (RLC)**

This classroom promotes behavior modification and accountability through completion classwork, behavior reflections, and counseling by the Restorative Interventionist. Students are assigned to the program by a building administrator and are referred for committing certain infractions of the school rules and regulations.

### **LOST AND FOUND**

Lost items are sometimes turned into the school office. Students may check Student Services before and after school for such items. However, the school cannot and does not assume any liability for personal items misplaced, lost, or stolen. It is **strongly suggested** that valuable items and large amounts of money not be brought to school, and outerwear clothing and backpacks be labeled with the student's name. At the end of each month, Lost and Found items will be purged.

### **ATHLETIC EVENTS**

The following guidelines should be observed for athletic events:

1. Students, athletes, and spectators are expected to display good sportsmanship.
2. Athletes and cheerleaders must have and maintain a "C" average to remain eligible for participation and must maintain acceptable behavior.
3. Athletes must purchase insurance from the vendor approved by the Board of Education.
4. If a student participates in more than one sport, the student must purchase insurance for each sport.

### **INCENTIVES FOR APPROPRIATE BEHAVIOR/HURRICANE STATION**

Incentives and rewards will be established by the academic teams and/or the administration to encourage and recognize appropriate student behavior and academic success. Student behavior is tied to the opportunity for students to participate in special activities and events. Students who choose to comply with school rules are rewarded by being allowed to participate in special activities and events. In addition, our school store, Hurricane Station, carries snacks, school supplies, Holston gear, and other incentive items for students who have earned Cane Cash throughout the day. Cane Cash can be earned by modeling the Holston Habits.

## **APPROPRIATE BEHAVIOR GUIDELINES/HOLSTON HABITS**

Students must adhere to these general behavior guidelines:

1. Treat others with respect.
2. Be in the appropriate assigned area at all times.
3. Always obtain a written pass from your teacher in order to be anywhere other than your assigned area.
4. Be on time.
5. Report to classes with appropriate materials. Obey the first request of any staff member.
6. Complete all assigned work.
7. Refrain from horseplay.
8. Use good manners at all times.

Holston Habits are specific expectations for the following areas of the building: classroom, bus rider area, outdoor area, auditorium, cafeteria, bathrooms, and hallways. These expectations for students to be ready, respectful, responsible, and safe are taught and modeled at the beginning of the year and must be followed throughout the school year.

## **INAPPROPRIATE ITEMS**

Students may not bring toys to school. Toys of any kind will be confiscated and returned at a later time. Repeatedly bringing toys will result in further disciplinary action. No student can have in his/her possession at school such items such as drugs, tobacco, matches, cigarette lighters, razor blades, knives, box cutters, guns, or any items judged capable of inflicting harm to others or causing property damage. These items will be confiscated and not returned. Possession, use and/or distribution of pyrotechnic devices such as firecrackers, smoke bombs, matches, lighters, ammunition, "snappers", or related materials at school, at a school function, or on a bus is prohibited. Possession of any of the above items will result in out-of-school suspension.

## **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.

## **RELATIONSHIPS**

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

### **GUIDELINES FOR PACKAGES, MESSAGES, 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. The school will not accept deliveries on high volume days – i.e. Valentine’s Day and awards days.

### **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.

### **NOTABLE SCHOOL BOARD POLICIES**

#### **Zero Tolerance Policy**

According to Knox County Board Policy Handbook JCCC2:

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

Any student who while on a school bus, on school property or while attending any school event or activity:

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

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

#### **Harassment, Intimidation, and Bullying or Cyber-bullying**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.<sup>1, 2 A</sup> 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 or bullying. All Knox County Schools 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 assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

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

1. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:
  - (i) Physically harming a student or damaging a student's property;
  - (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
  - (iii) Causing emotional distress to a student or students; or
  - (iv) Creating a hostile educational environment; or
2. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.
3. 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.

## **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. All school employees are required to report alleged violations of this policy to the principal or the principal's designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees. Oral reports will also be considered official reports.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once a report is received, the principal or his or her designee must initiate an investigation with forty-eight (48) hours unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented. Parents must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying.

A school employee, student or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator. The Principal shall, in consultation with the appropriate district administrative personnel, make a determination regarding the disposition of the report with respect to appropriate investigations and disciplinary actions.

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, and federal and state statutes.

**To view this policy (JCADA) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org) .**

## **Guidelines for Medication**

No medication of any kind shall be self-administered by students, even with assistance from school nurses or other school personnel, except when medication must be given on a long term basis and is necessary to affect an improvement in, or control of, a health problem during the school hours. Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medication during the regular school hours must comply with the medication policy.

These regulations must include the following:

1. The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
2. 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, the time to be administered, route of administration, possible side effects, and method of storage.
3. One medication per form is allowed on the Physician Form and the form(s) must be renewed each school year. If the prescribed medication order is changed during the school year, a new authorization (Physician's Form) is required. Both the medical health care provider and parent/guardian must sign the form.
4. A parent/guardian signature is required on the Physician Form for Administration of Self Medication before a student can be assisted with self-medication.
5. All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult (parent/guardian). Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens (anaphylaxis medications) or insulin delivery systems with written permission from a parent and authorization by a medical health care provider. Failure to properly register medication shall lead to a presumption that any such medication is not lawfully in the possession of the student.
6. All medications must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. The prescription bottle must be the latest one filled by the pharmacy or medical care provider. Any over-the-counter (OTC) medication prescribed for a student must be provided in its original unopened, unexpired container with the original label and has the student's name written on the medication container.
7. Upon receiving the medication at school, the quantity of medication received must be confirmed and documented. A secure location must be provided for the storage of medications. J-352
8. All medications self-administered must be documented on the Medication Administration Record. Medication records will be kept in the student's cumulative record when completed.
9. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis.
10. The parent/guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.

**To view this policy (JGCB) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org).**

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

## **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 of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. College visits;
7. Pregnancy;
8. School sponsored or school endorsed activities;
9. 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.
10. Summons, subpoena, or court order; or
11. Circumstances which in the judgment of the school leader create emergencies over which the student has no control.

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.

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.

Parent or guardian shall be notified each time a student has five (5) days (aggregate) of unexcused absences and that attendance at school is required. Additional notices shall be sent after each successive accumulation of five (5) unexcused absences.

If a parent does not provide documentation within five (5) days of the student's return to school excusing those absences, or request an appeal hearing with the principal, then the Director of Schools shall implement the progressive truancy intervention plan.

**To view this policy (JB) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org).**

## **Middle and High School 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. J-260 Page 2 of 3. The following standards will be observed in all Knox County Middle and High Schools:

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 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.
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) 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.
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, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

In addition to the above standards, there will be no bandanas or hooded sweatshirts or jackets. 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."<sup>1</sup> 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.

**To view this policy (JCBEF) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org).**

### **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. While at school these items should be turned off/power off and put away. If students choose to bring these items to school, Holston Middle School is not responsible for them and is not obligated to investigate loss/theft/damage to them. 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.

**To view this policy (JCBEA) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org).**

## 2019-2020 Knox County Schools Calendar (Board approved, 5/30/2018)

July 29 (Monday)	First Day for Teachers – In-service (Building)
July 30 (Tuesday)	In-Service Day (PreK-12 System-wide)
July 31 (Wednesday)	Administrative Day (Teacher Work Day)
August 1 (Thursday)	Administrative Day (Teacher Work Day)
August 2 (Friday)	In-service Day (1/2 day—School-based); Administrative Day (1/2 day –Teacher Work Day)
August 5 (Monday)	First Day for Students (1/2 day for students)
August 27 (Tuesday)	In-service (Building) (Student Holiday)
September 2 (Monday)	Labor Day – Holiday
September 5 (Thursday)	End 4 ½-weeks Grading Period
September 17 (Tuesday)	Constitution Day (Students in School)
October 4 (Friday)	End First 9-weeks Grading Period (43 days)
October 7-11 (Monday-Friday)	Fall Break
November 5 (Tuesday)	In-service Day (PreK-12 System-wide) (Student Holiday)
November 14 (Thursday)	End 4 ½-weeks Grading Period
November 27-29 (Wednesday-Friday)	Thanksgiving Holidays
December 20 (Friday)	½-day for students
	End Second 9-weeks Grading Period (46 days)
	End First Semester (89 days)
December 23-January 3 (10 days)	Winter Holidays
January 6 (Monday)	In-service Day (1/2-day School-based); Administrative Day (1/2-day Teacher Work Day) (Student Holiday)
January 7 (Tuesday)	First Day for Students after Winter Holidays
January 20 (Monday)	Martin Luther King, Jr. Day – Holiday
February 7 (Friday)	End 4 ½-weeks Grading Period
February 17 (Monday)	In-service Day (PreK-12 System-wide) (Student Holiday)
March 3 (Tuesday)	Holiday
March 13 (Friday)	End First 9-weeks Grading Period (Third 9-weeks Grading Period) (46 days)
March 16-20 (Monday-Friday)	Spring Break
April 10 (Friday)	Holiday
April 13 (Monday)	In-service day (PreK-12 System-wide) (Student Holiday)
April 22 (Wednesday)	End 4 ½-weeks Grading Period
May 21 (Thursday)	Last Day for Students (1/2 day for students)
	End Second 9-weeks Grading Period (Fourth 9-weeks Grading Period) (42 days)
	End Second Semester (88 days)
May 22 (Friday)	Administrative Day (Teacher Work Day) – Last Day for Teachers

### Calendar Summary

177 Instructional Days (excludes days earned through extended hours)
4 Scheduled Administrative Days
2 Unscheduled In-service Days
1 Unscheduled Parent-Teacher Contact Hours
6 Scheduled In-service Days
<u>10</u> Vacation Days
200 Days Total

Under this calendar the Knox County Schools may cancel up to ten (10) instructional days due to inclement weather before any makeup days will be required.