

Bearden High School

8352 Kingston Pike
Knoxville, Tennessee 37919
(865)539-7800
www.knoxschools.org/beardenhs



Bearden High School Exists to help all students become responsible, self-directed, lifelong learners capable of contributing positively to a global society.

This handbook belongs to:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Grade: _____

Student ID: _____

Student Handbook 2017-2018

Bearden High School



A Proud Tradition of Excellence

Principal—Dr. John C. Bartlett
Asst. Principal—Rod Crockett
Asst. Principal—Cassandra Dowd
Asst. Principal—Amanda Edsell
Asst. Principal—Dan Parker
Admin. Assistant—Anna Graham

Bookkeeping Office.....539-1104 or 539-7800 x 1104
East Mall Office539-7800 x 1105/1106
Guidance Office539-7809 or 539-7800 x 1150
West Mall Office.....539-7800 x 0

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All policies and procedures are subject to change by the Knox County School Board, Knox County School System, and/or Bearden High School.

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Bell Schedule

Block	Lunch	Warning	Tardy	Dismissal
1 st		8:20	8:30	9:51
2 nd		9:54	9:57	11:17
3 rd		11:20	11:23	12:08
4 th		12:11	12:14	2:04
	Lunch A	12:14		12:44
	Lunch B	12:54		1:24
	Lunch C	1:34		2:04
5 th		2:07	2:10	3:30

Procedures for Absences, Tardies, and Illnesses

Late Arrivals to School

- When a student arrives at school after 8:30 but prior to 8:45, he or she is to report directly to his or her class where he or she will be marked tardy to class.
- When a student arrives at school after 8:45, he or she is to report directly to the East Mall office to receive an admit slip.
- Failure to do this within a reasonable amount of time will be considered a class cut.
- Arrival after the first fifteen minutes of first block is considered absent for that class but tardy for the day.
- When a student is on campus but not in class or in an office, it will be considered a class cut.

Early Dismissals

- Students needing to leave school during the school day should bring a written note signed by a parent or guardian requesting the early leave. The note must include the time of dismissal, the reason for the dismissal, and a phone number to enable verification of the note before it will be approved. This note must be turned in to the West Mall Office before 8:30 so that verification can be confirmed before the requested dismissal time. Students who follow this procedure will be given a dismissal pass. Students must then show the dismissal pass to the classroom teacher at the appropriate time.
- If a note is turned in after 8:30, a parent or guardian will need to come in and sign the student out, or an administrator will need to make contact with a parent or guardian before a dismissal request can be granted. The office will contact the student prior to the dismissal time.
- Please schedule appointments after school hours when possible. Early dismissals should be planned as much as possible so students leave school during class changes, rather than during classes, to minimize class interruptions.
- Students may be checked out by parents, guardians, and any one placed on the emergency list in the student database. Individuals may be added to or taken away from that list at any time by the parent or guardian in person and in writing to the Guidance Office. Anyone who may have permission to check out a student from school should be placed on the list to expedite the checkout process.
- **Anyone, including parents, checking out a student must show a photo I.D. and be listed in the student's electronic emergency information.**

Illness While at School

- Any student who becomes ill during the school day must notify his or her classroom teacher for a pass to the Nurse's Station in the business hallway.
- If it is necessary for the student to leave, a parent or guardian or someone who is listed on his or her emergency list must come in the school to have the student signed out, or give permission to the nurse to allow him or her to leave campus on their own.
 - **Please be sure all medical and emergency contact information is up to date!**
 - All students must follow the procedures for dismissal, regardless of age or illness.
 - **Students who are 18 years of age must be legally emancipated (with documentation on record at the school) to be able to sign themselves out of school.**

Make-Up Work Due to Absences

- If a student will be absent for **three (3) or more consecutive days**, parents may call the guidance secretary to request make-up work. All requested work must be completed and returned by teacher

arrangement. **Please allow the Guidance staff and teachers 24 hours to gather necessary assignments.**

- Students not using the above make-up procedure must request make-up work assignments immediately upon returning to school. Most make-up work must be completed within a three-day period, depending on the policy of the teacher or department.
- In cases of prolonged illness, teachers will set a reasonable time limit for the completion of the work.
- Failure of the student to initiate a request for make-up work within 3 days of return to school may result in lost opportunity for credit for the missed work.
- Make-up work should be completed before or after regular school hours.

Absences Not in Accordance with School Board Policies

- Bearden High and Knox County Schools neither recognize nor condone absences for student-labeled “senior skip days.” These days are created in the minds of students and presented to parents in such a way as to obtain approval from them to miss school. In fact, students are considered truant on days they are not meeting the requirements of KCS Board Policy for attendance. Be aware that your student is being marked *truant* or *absent unexcused* on such days.

College Visit Days

- Juniors are allowed two college visit days per year. Seniors are allowed three days per year. (Additional days may be approved by the Principal.) The procedure as outlined below must be followed in order for these days not to count against any grade/attendance incentives. Failure to comply with this procedure will result in loss of the privilege of having these days excused.
 - **Bring a note from parent/guardian at least one week before desired visit.** The note must indicate the date and college to be visited and include parent signature and phone number. The College and Career Center will contact the student when the College Visit Verification form is ready. This form must be completed by an official at the college.
 - **Upon returning to Bearden High, return the completed College Visit Verification form to the College and Career Center.** When the Principal has verified and approved the visit, you will be called to pick up your copy of the authorized form.
 - Show your copy of the verification with the Principal’s signature to each of your teachers, **but you must keep the copy for your records.**

Exam Exemption and Attendance Incentive Policy

- Fall Semester: (grades 9-12) Any student who has no more than two (2) absences in a class will have his/her *lowest major test grade* dropped in the calculation of his/her class average. The definition/determination of “major test” is left to the discretion of the teacher.
- Spring Semester: (grades 9-11) Any student who has no more than two (2) absences in a class will have his/her *lowest major test grade* dropped in the calculation of his/her class average. The definition/determination of “major test” is left to the discretion of the teacher.
- Year-Long: (grades 9-12) Any student who has no more than four (4) absences in a class will have his/her *lowest major test grade* dropped in the calculation of his/her class average. The definition/determination of “major” test is left to the discretion of the teacher.
- Spring Semester: (grade 12 only) Any second term senior who has no more than two (2) absences per class and who has a minimum of a “C” average, may opt out of the final exam. (This exam cannot be a state exam).
- **Note: Students may not visit other schools, including elementary and middle schools. Students who violate this policy will be suspended and will be charged with trespassing.**

Spring Semester Examination Exemption

- Seniors: Any senior with two or fewer absences and a grade of C or above in that class is exempt from the final exam or Knox County EOC test in that class.
- AP Students: Students (grades 9 - 12) who take the AP Exam in an AP course are exempt from the final examination in that AP course IF they have two or fewer absences and a grade of C or above in the class.

Academic Intervention Programs

- Tutorial programs are available to provide extra academic support for students who are at risk of making a final grade of an F in one or more of their courses. Each time a student fails a course, he/she falls further behind on the goal of receiving a high school diploma. By providing academic support that is immediate,

structured and individualized, the student can hopefully avoid the frustration of trying to play “catch up” for the rest of his/her high school years.

- A tutorial schedule will be published in the fall.

Student Deliveries at School

- Bins are provided outside of the West Mall office for items to be dropped off for students.

Student Discipline

- **Under the Tennessee State Board of Education’s 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.**
- Bearden High School produces graduates who are prepared to become leaders in the 21st Century. Any action or inaction that detracts from this mission may be considered a disciplinary issue.

Photographs

- Students are prohibited from taking unauthorized photographs or making unauthorized recording of others at school, on school transportation, or school sponsored events. An unauthorized photograph or recording is considered any photograph or recording without obtaining prior permission from the person being photographed or recorded.
 - **Consequences:** Administrative Discretion—Warning to OSS

Tardies

- Students are considered tardy to school if they are not in their first block class by the time the morning tardy bell rings at 8:30 unless school begins late due to inclement weather. Parents may submit up to 4 parent notes to the 1st block teacher to excuse tardies to school for emergencies.
- Students are tardy to class if they are not in the room when the tardy bell rings.
- If a student is more than fifteen minutes late to a class, he or she is counted absent for that class and may be considered cutting class for that period of time.
 - **Consequences:**
 - Tardies to class will result in lunch detention.
 - The teacher will notify the students that he or she has lunch detention when the teacher marks the student tardy to class.
 - Students have two days to serve lunch detention.
 - Failure to serve lunch detention will result in disciplinary action by the student’s assistant principal.

Class Cuts

- If a student is not in class after the tardy bell rings and is not in the act of going directly to the class and does not have permission of a staff member to be out of class, the student is guilty of cutting class.
 - **Consequences:** Administrative Discretion—Warning to OSS

Off Limits or Out of Area

- Areas outside of a student’s scheduled classes are off limit areas.
- A student may not be in the outdoor class room, inside a vehicle, or in any parking lot without supervision.
- Students may not be in the CTE area except during their scheduled CTE classes.
- Students in “off limit” areas are subject to disciplinary action.
- Cafeteria Lunch Times: Approved areas – (1) Cafeteria (2) West Mall and West Mall restrooms (3) Patio (4) Library. Students are not to leave the West Mall and enter the business department hallway until five minutes prior to the tardy bell for their particular lunch.
- Before or after school: Students should not arrive at school before 8:00 a.m. and should leave campus by 3:45 p.m., unless under the direction of a staff member.
- Students who do arrive at school before 8:00 a.m. must wait in the Cafeteria or West Mall area unless under the direct supervision of a staff member.
- Any students being picked up must wait for their rides outside in front of the West Mall.
- Students who are in the hallways or on school grounds before or after school hours are subject to disciplinary action.

- **Consequences:** Administrative Discretion—Warning to OSS

Leaving Campus Without Permission

- Once arriving on campus students are to remain on campus until the end of the school day or until they have followed the appropriate procedures to leave campus. This includes the time before school starts. Once on campus the student is to remain on campus.
- Parents and staff have reasonable expectations that students will remain on campus. When the student breaks this trust and leaves campus without permission, it can result in a dangerous situation with no one knowing where the student is.
- If a student feels compelled to leave campus, he or she should immediately talk with a staff member so a solution can be determined that will meet the student's needs and keep him or her within these guidelines.
 - **Consequences:** Administrative Discretion—Warning to OSS

Truancy

- Students are expected to be at school each school day. When they are absent without permission of parents or guardians, they are considered truant.
 - **Consequences:** Administrative Discretion—Warning to OSS
 - Also: Referral to School Social Worker/ Truancy Officer

Failure to Sign in Upon Arrival at School

- When a student arrives at school after 8:30, he or she is to report directly to the East Mall office to receive an admit slip. Failure to do this within a reasonable amount of time will be considered a class cut.
 - **Consequences:** Administrative Discretion—Warning to OSS

Forged Note or Document

- At no time should a student sign a parent's or guardian's name on a note or other document. This is forgery and is tantamount to fraud.
 - **Consequences:** Administrative Discretion—Warning to OSS

Classroom Disruption

- A classroom disruption is defined as any action or inaction that has a negative impact on the lesson; these actions or inactions have the effect of keeping the teacher from moving the lesson forward and helping students master the objective of the day.
 - Examples: talking with or to another student or students without permission, keeping them from being actively engaged in the lesson; throwing items in the class, whether at another student as a "joke" or toward a garbage can or for any other non-teacher directed reason; shouting out in class.
 - **Consequences:** Administrative Discretion—Warning to OSS

Failure to Serve Teacher Detention or Tutoring

- **Consequence:** Saturday School

Failure to Serve Saturday School

- **Consequences:** Restorative Learning Center or OSS

Failure to Serve In-School Suspension or Restorative Learning Center (RLC)

- When a student is assigned to the Restorative Learning Center, he or she is to report to the RLC room before the tardy bell. If he or she forgets and reports to his or her first block class, the teacher will direct him or her to report to RLC.
- If the student declines to go to the RLC room, he or she will be directed to the appropriate administrator.
 - **Consequences:** Administrative Discretion—RLC to OSS

Cell Phones, Laser Pointers, and Other Electronic Devices

- Cell phones, laptops, and other electronic devices are to be used only at the direction of the teacher. Devices should be off and put away so as not to distract from learning.
- "Use" means receipt of a call, making a call, accepting a text message, making a text message, accessing the internet, taking a picture, or any other use of the device.
- If the device rings or otherwise alerts the teacher that it is on, it is considered "usage" under this rule.

- **Consequences:**
 - 1st Offense: Lunch Detention
 - 2nd Offense: Administrative Discretion—RLC to OSS

Dress Code Violations

- Refer to the Knox County Student Dress Code.
 - **Consequences:** Change item. If the student cannot change, he or she will be assigned RLC for the remainder of the day.

Inappropriate Language

- The act of using any profane, vulgar, or unnecessary crude utterances or gestures, whether directed toward a student or merely done overtly.
 - **Consequences:** Administrative Discretion—Warning to OSS

Inappropriate or Abusive Language Directed Toward a Staff Member

- The act of using any profane, vulgar, or unnecessary, crude utterances or gestures, directed toward a staff member, teacher, administrator, or volunteer.
 - **Consequences:**
 - 1st Offense: Out of School Suspension - 2 days
 - 2nd Offense: Out of School Suspension - 3 days
 - 3rd Offense: Disciplinary Hearing

Disrespectful Behavior

- The act of communicating (orally or written) and/or body language or tonality including but not limited to facial expressions or gestures which are intended to communicate disrespect, insult, contempt, impertinence, or rudeness toward any person.
 - **Consequences:** Administrative Discretion—Warning to OSS

Insubordination

- The act of deliberately refusing or failing to follow a direction or an order from a school staff member, bus driver, or any other adult in authority.
 - **Consequences:** Administrative Discretion—Warning to OSS

Fighting

- The act of participating in an altercation involving physical violence in which individuals may or may not sustain personal injury, regardless of who initiates the action. Aggressive self-defense is considered involvement.
 - **Consequences:**
 - 1st Offense: Disciplinary Hearing, minimum 5 days Out of School Suspension, referral to Night Alternative Program
 - 2nd Offense: Disciplinary Hearing, minimum of 15 days Out of School Suspension, referral to Night Alternative Program
 - 3rd Offense: Disciplinary Hearing, minimum of 45 days Out of School, referral to Night Alternative Program

Inciting Others / Failure to Disperse During a Fight

- The act of urging others to say or do something about or to another student, which may result in a physical altercation
- Rapidly moving toward an actual or potential physical altercation with the intent of viewing the incident
- Refusing to leave the area of a physical altercation; this can take place when a student who is directed to leave the area does not move from the area immediately, or moves extremely slowly so as to continue viewing the altercation.
 - **Consequences:** Administrative Discretion—RLC to OSS

Harassment/Bullying/Hazing

- Harassment/Bullying: The act of repeatedly and over time inflicting physical hurt and/or offensive, abusive, intimidating or other insulting behavior on the part of one or more students towards a student
- Hazing: The act of recklessly or intentionally endangering the mental or physical health or safety of a student for the purposes including but not limited to initiation or admission into or affiliation with any school organization
 - **Consequences:**
 - 1st Offense: 2 to 4 days Out of School Suspension
 - 2nd Offense: 5 to 10 days Out of School Suspension; Disciplinary Hearing.
 - 3rd Offense: 30 days Out of School Suspension, Disciplinary Hearing, and referral to Night Alternative Program

Threatening Others

- The act of declaring the student's intent by word or act to do violence to another student or to his or her property
- Forcing another person to do something, or preventing another person from doing something by coercion, or making him or her afraid
- Acting in a way which is likely to cause others to be afraid
- The administrator will meet with the students and will attempt to defuse the situation. If this is unsuccessful the following consequences may be appropriate.
 - **Consequences:**
 - 1st Offense: Out of School Suspension - 4 days
 - 2nd Offense: Out of School Suspension - 10 days, Disciplinary Hearing, and referral to Night Alternative Program
 - 3rd Offense: Out of School Suspension - 30 days, Disciplinary Hearing, and referral to Night Alternative Program

Alcohol – Possession

- Possession on school grounds at any time including athletic events and other extra-curricular activities and on school buses.
 - **Consequences:**
 - Long-term Out of School Suspension, KPD referral, Disciplinary Hearing and referral to Night Alternative Program

Alcohol—Distribution or Consumption

- **Consequences:**
 - Long-term Out of School Suspension, KPD referral, Disciplinary Hearing and referral to Night Alternative Program

Tobacco – Use or Possession

- The act of possessing, using, distributing, or selling tobacco products on school grounds, at school-sponsored events, or on school transportation
 - **Consequences:**
 - 1st Offense: Out of School Suspension - 2 days, KPD referral
 - 2nd Offense: Out of School Suspension - 4 days, KPD referral
 - 3rd Offense: Out of School Suspension - 10 days, Disciplinary Hearing, referral to Night Alternative School, KPD referral

Lighters or Matches

- The possession of any item that is normally used to ignite a fire
 - **Consequences:**
 - 1st Offense: Restorative Learning Center - 1 day
 - 2nd Offense: Out of School Suspension - 1 day
 - 3rd Offense: Out of School Suspension - 2 days

Pyrotechnics

- The act of possessing or igniting firecrackers, bottle rockets, smoke bombs, or other similar devices
 - **Consequences:**
 - Long-term Out of School Suspension, Disciplinary Hearing and referral to Night Alternative Program

Over-the-Counter Medications

- Examples include but are not limited to: Tylenol, Motrin, Pamprin, ibuprofen, acetaminophen, aspirin, cough syrups, and diet pills
- Individuals react differently to OTC drugs, which can be an allergen for any particular individual
- Taken in excessive amounts these medications can be dangerous and students are not to have them in their possession while at school
 - **Consequences:** 1st and subsequent offenses will result in Administrative Discretion from a Warning to Out of School Suspension.

Prescription Drugs – Prescribed to the Student – Possession Only

- **Consequences:** Confiscation and, depending on the circumstances, up to 30 days Out of School Suspension, Disciplinary Hearing, referral to Night Alternative Program

Prescription Drugs – Prescribed to the Student – Distribution to Another Student

- **Consequences:** Confiscation and Out of School Suspension - 180 days (Zero Tolerance – S-17: possession, use, or distribution of illegal drugs), KPD referral

Prescription Drugs – NOT Prescribed to the Student – Possession or Distribution

- **Consequences:** Confiscation and Out of School Suspension- 180 days (Zero Tolerance – S-17: Possession, use, or distribution of illegal drugs), KPD referral

Illegal Drugs

- The act of using, possessing, or distributing any drug including but not limited to marijuana, heroin, cocaine, hallucinogens, inhalants, or any substance represented to be an illegal substance
 - **Consequences:** Confiscation and Out of School Suspension - 180 days (Zero Tolerance – S-17: possession, use, or distribution of illegal drugs), KPD referral

Drug Paraphernalia

- The act of possessing, using, selling, storing, or distributing any equipment or device used for the purpose of preparing or taking drugs
 - **Consequences:**
 - Long-term Out of School Suspension, Disciplinary Hearing and referral to Night Alternative Program, KPD referral

Theft/Stealing

- The act of unauthorized taking, carrying, or concealing the property of another person
- The act of unauthorized taking, carrying, or concealing cafeteria food or other items. (If a student does not have money to purchase lunch, let the cafeteria staff know so a lunch can be provided.)
 - **Consequences:** Administrative Discretion—RLC to OSS plus restitution and KPD referral

Vandalism

- The act of intentional destruction, damage, or defacement of public or private property without the consent of the owner or the person having custody or control of it
 - **Consequences:**
 - Minor Vandalism (less than \$1,000): from RLC up to 10 days Out of School Suspension plus restitution, and referral to KPD
 - Major Vandalism (more than \$1,000): from 30 to 60 days Out of School Suspension plus restitution and referral to KPD

Public Displays of Affection

- **Consequences:** Staff Discretion—Warning to RLC

Cheating

- The act of inappropriately and deliberately distributing or using information, notes, materials, or the work of another person in the completion of an academic examination, test, or assignment
- Using and passing the ideas or words of another as one's own without crediting the source (plagiarism)
 - **Consequences:**
 - 1st Offense: teacher contacts the parent, a Cheating Incident form is completed and provided to the administrator, and loss of credit for the assignment
 - 2nd Offense: Office Referral, loss of credit for the assignment, and RLC-1 day
 - 3rd Offense: Office Referral, loss of credit for the assignment, and RLC-2 days

Please Note: Students who are suspended out of school or are awaiting a disciplinary hearing are not allowed to participate in any extracurricular activities during the suspension time.

Parents and students must understand that school administrators are bound by federal, state, and local regulations governing disciplinary matters. These regulations sometimes require that students be treated individually, especially if the student is handicapped and eligible for special education services. Also, confidentiality must be protected for all students. If at times it seems that different consequences are applied for similar offenses, please be assured that the school administration is committed to treating all students fairly, while being responsive to the individual differences of the students. Parents and students need to understand that it is a breach of confidentiality for us to discuss a student's discipline with anyone other than his/her parents or pertinent school officials.

Level IV Disciplinary Consequences Handled by Administration

These behaviors, because they are illegal or pose an extreme threat to the safety of others, usually require administrative actions, which may result in the immediate removal from school, Out of School Suspension, the intervention of law enforcement authorities, and action by the School Board, which may include expulsion from the school system.

- Possession/Use of alcohol, drugs or other illegal substances (offenses are cumulative through graduation)
- Furnishing, distributing and/or selling alcohol, drugs, or other illegal substances
- Possession/use/transfer of a firearm or other weapon
- Possession/use/transfer of a knife or other weapon
- Theft/Possession/Sale of stolen property
- Extortion
- Possession/use of noxious or irritation chemicals, gas, pyrotechnics, etc. (i.e., stink bombs, pepper spray, mace, fireworks, etc.)
- Vandalism (Major)
- Assault/Battery
- Arson
- Bomb Threat
- Gambling (Major)

Parking and Traffic Information

- All car riders must be picked up/dropped off in front of the main building
- Students who are returning to school for after-school activities must enter the Dawg Lot through Downtown West **ONLY**
- Bearden High School strives to provide a safe and secure campus for its students and for all vehicles parked on its property. To accomplish this, it is necessary for students who drive and park on campus to adhere closely to all rules and regulations. Violations of these guidelines will be taken very seriously since the safe and efficient operation of the school may be affected. ***Consequences for such violations are listed below and should be carefully noted.***
- Parents or others who drive on the BHS campus also need to acquaint themselves with campus traffic patterns, speed limits, parking areas, and other guidelines to avoid confusion and assure the continued safety of the Bearden students.

- Because of the limited parking spaces available, campus parking permits will be sold to **seniors first and then juniors on a space available basis. No freshman or sophomore permits will be sold.** BHS does not recommend student parking anywhere but on the Bearden campus. Most business/organizations near the school do not wish to have students parking on their property and may have cars towed at the owner's expense. **Crossing the busy streets adjacent to the campus may also be hazardous to students.** Students are encouraged to ride the bus, car pool, or make other arrangements, rather than park in an area which may pose a dangerous situation for them or their vehicles.
- **Note:** Lost or stolen hangtags should be reported to the East Mall Office immediately. A replacement may be purchased.
- **Students must have administrator/security permission to go to the parking lot during school hours.**
- December graduates must relinquish their parking tags to the secretary in the East Mall Office on the last day of Final Exams in December. The tags will be returned with diplomas in May

General Parking/Traffic Rules and Regulations

- Please read, understand, and abide by the following guidelines. First and foremost, these expectations are for the safety of all who are associated with BHS. They are also necessary for the efficient navigation and operation of our school. Please direct all questions regarding student driving and parking to the East Mall Office.

Parking Rules and Permits

- All student drivers must complete the following procedures for purchasing a BHS parking permit:
 - Submit a completed application with the \$45 parking tag fee
 - Show a valid driver's license and proof of insurance
 - Application must have a parent/guardian signature
- Parking permits are non-transferable; **ONLY** the purchaser may use the permit. Lost or stolen permits must be reported to the East Mall Office immediately to avoid consequences.
- Automobile insurance, as required by state law, must be carried by all student drivers.
- Warning stickers are issued to vehicles that violate BHS policy and are subject to being towed at the owner's expense.
- Students must follow rules for the parking lot to which they are assigned and adhere to faculty and staff who supervise each lot.

Juniors – CTE (Vocational) Lot Rules

- All students assigned to this lot are to enter and exit through the Gleason Road entrance (at the back of campus).
 - NOTE: If the Gleason Road gate is locked, the student may exit slowly up Stadium Drive and exit via Gallaher View Road.
- Student drivers leaving the CTE lot should always be prepared to stop and yield the right-of-way to buses which will also exit through the back gate.
- The CTE Lot gates will be locked each day from 8:45 until 3:30.
- Any car left in the CTE Lot after 3:45 pm is subject to being towed at the owner's expense.

Senior – Dawg Lot Rules

- No student drivers are to drive in the alley behind the businesses when entering or leaving the Dawg Lot.
- Use **ONLY** the entrance connecting Downtown West Blvd. and the Dawg Lot when entering and exiting.
- Students are to drive cautiously through the shopping center area.
- Parking and/or loitering in the shopping center area is prohibited.
- The Dawg Lot gates will be locked each day from 8:45 until 3:30 pm

Entering and Driving on Campus

- The BHS CAMPUS SPEED LIMIT IS 10 MPH, and all directional arrows on campus must be followed.
- Student drivers must possess and willingly show their drivers' license and BHS school ID when so requested.
- After 8:45 am, students will only be able to enter campus through the Gallaher View Road entrance. Students who arrive after this time should park in their assigned lot and then report immediately to the West Mall Office to sign in for attendance.

- While on campus, music should only be loud enough so that it can be heard only by the occupants of the vehicle.
- Students are not allowed to leave campus during school hours without following proper check-out procedures. An office dismissal slip **MUST** be presented to a staff member or security officer upon request.

Accessing or Moving Vehicles During the School Day

- Students must have administrator/security approval to access the parking lots during school hours.
- If a vehicle needs to be moved during the school day, advanced administrative approval is required.
 - PLEASE NOTE: BHS/KCS are NOT financially responsible for any vehicular damage that may occur while the vehicle is on campus.
- An accident report can be completed; however, it is completed by campus security only to be submitted to the student's private automobile insurer.
- If the damage is the result of a campus safety or rules violation, the appropriate disciplinary action will be handled by administration.
- If you find an immobilizer device on your vehicle, do not attempt to drive, as it will cause extensive damage to your vehicle. Proceed to East Mall Office to pay your fine and have device removed by a member of our security team.

Parking and Traffic Disciplinary Code

Parking Violations	1 st Offense	2 nd Offense	3 rd Offense
Parking in a staff space or unauthorized area	Warning and possibility of being towed	Warning and possibility of being towed	Vehicle towed at owner's expense
Parking without a permit being displayed	Loss of parking tag for 30 days	Loss of parking tag for 30 days	Loss of parking tag for 30 days
Leaving campus without permission	Two days of Saturday School	Two days of OSS	Four days of OSS
Transporting students during school hours	Loss of parking tag for 30 days	Loss of parking tag for 60 days	Loss of parking tag for the remainder of the year
Failure to register vehicle with East Mall Office	Warning and ineligible to purchase permit for 30 days	Vehicle towed at owner's expense	
Transfer of parking tag to another student	Loss of parking tag for 30 days	Loss of parking tag for the remainder of the year	

Guidance Services

The Bearden High School Counseling Department offers a comprehensive program of services and informational resources to benefit students, parents, community, and staff. The major emphasis is placed on the individual student and his or her needs. The Counseling Department consists of professional school counselors and support staff. The counselors strive to meet each student's academic needs, to address personal/social concerns, and foster college and career goals. Students are assigned alphabetically and by grade level. Specifically, ninth grade students are assigned to the ninth grade counselor to focus on the successful transition to high school. The counselors work as a team in cooperation with faculty, administration, support staff, parents, and community volunteers to promote student achievement. Please visit the School Counseling and College and Career tabs on the Bearden High School web page for frequent postings on programs and services.

Library and Media Services

Available Services

- Printing (black and white @ 10¢ per page, color @ 15¢ per page)
- Check out access to hundreds of pieces of popular fiction, non-fiction and research materials.
- Current magazines: available for in-library reading
- E-book use instructions
- Database access and instruction
- Assistance in research and computer skills for classes or individuals as needed for class projects

- Copying (black and white @ 10¢ per page, color @ 15¢ per page)
- Scanning
- Quiet study

Library Hours

- 8:00 a.m. – 4:00 p.m. each school day
- Extended library times will be offered as announced.

Checkout and Overdue Procedures

- Checkout period for books is two weeks. Items may be renewed for checkout as needed, as long as there is no hold on the item.
- Overdue books are assessed at 20¢ per day with a maximum of \$5.00.
- If a book is lost, the student who checked it out will be charged a replacement fee.

Acceptable Use of Electronic Media

- Because Bearden High School is a one-to-one technology school, the Acceptable Use of Electronic Media policy is contained within the technology device agreement form, which must be signed by the parent and student prior to receiving a device.

Library Website

- This site can be accessed by going to www.knoxschools.org/beardenhs and clicking on “library/media” at the top of the page or by going directly to <http://www.knoxschools.org/domain/3350>.

Lost and Found

- The lost and found is located in the East Mall office. All remaining items will be donated at the end of each semester.

Personal Best

- Bearden High School has a proud history of excellence in academics, athletics, leadership, community service, as well as numerous other areas.
- Such excellence does not simply “happen,” but is a result of the diligent efforts of many individuals, including students and staff.
- By encouraging both students and staff to set challenging goals and strive to achieve their PERSONAL BEST and by celebrating the successes of one another when this PERSONAL BEST is achieved, BHS has and will continue to maintain its strong education reputation.

Recognition Ceremonies

- Several programs are planned at the school during the year, either during or after school hours, to recognize deserving students. Students are encouraged to put forth their PERSONAL BEST toward the awards listed below, as well as many others.
 - W.R. Turner Service to Others Award
 - Boys’ & Girls’ State (Jr.)
 - Scholar-Athlete Award
 - DAR Citizenship Award (Sr.)
 - Leadership Award

Top Dog Award

- This award is presented to the two seniors (male & female) who have exhibited exemplary achievement in all of the following areas: school service, academics, school pride/spirit/extracurricular activities including community service, leadership, attendance, attitude and behavior (staff selection).

Student of the Week Program

- This program is designed to recognize students whose performance has in some way contributed to the total educational environment of the school or community. Students are nominated by teachers based on the student having any of these criteria:
 - **An exceptionally positive attitude**
 - **Overall improvement**
 - **Special school/community contribution**
 - **Extra effort**

- The final selection is decided by random drawing. Recognition and rewards for being selected “Student of the Week” may include, but are not limited to: “Student of the Week” pin, Certificate of Achievement, student’s picture displayed at school.

Student Leadership

Student Government Association

- This organization exists to provide a link of communication between the students and the administration to effectively plan, promote, and implement student activities, school pride, and the general welfare of the school.
- This group is composed of class officers and representatives from each grade.
- SGA officers are elected by the entire school, and at-large members come from the current Leadership Class.
- This very active organization provides an excellent opportunity for students to develop such leadership skills as initiative, responsibility, problem-solving, communication, etc.

Student Government Association Executive Board

- SGA Executive Board consists of all student body officers and class officers. Executive Board meets every week.

Club Council

- This organization exists for the purpose of coordinating the activities of all the clubs and organizations of Bearden High School.
- The membership of this organization will include the administrator in charge of activities, the club officers and the presidents (or designees) of every approved co-curricular club or organization at BHS.
- Membership and participation in this group is required for a club or organization to be approved.
- A *Club Fair* will be held early in the school year to allow students to select and join their preferred club(s).

Clubs and Activities

- A list of all Bearden High School clubs and activities can be found on the Bearden website under “Activities.”

School and Community Service

- Volunteering time and energy to help make Bearden High School and the community a better place is both educational and rewarding.
- Many colleges and employers look for applicants who have spent time serving others.
- Bearden High encourages its students to look for ways to accumulate service hours either through school clubs, organizations or team projects or through community agencies or churches.
- Some students volunteer for a few hours a week while others make a career of it; either way, helping others can add a greater meaning to your life!
- Look for organized service days before school starts each semester, especially for seniors wishing to complete their 8 hours of community service for the TN scholarship.
- **Here are a few tips to help you plan ways to serve others:**
 - Decide on causes or issues that concern you the most.
 - Look for ways to positively impact these concerns through service projects or programs.
 - Consider the skills you have to offer and how you can best use them to serve others.
 - Talk to your friends and family members who may have some of the same concerns and work with them on some of your efforts.
- Find ways to volunteer that fit your personality and lifestyle.
- **Note: Students who are suspended out of school or pending a Disciplinary Hearing are not allowed to participate in any extracurricular activities during the suspension time.**

Athletics

- Bearden High School is proud of its athletics program. Although academics are of primary importance, an excellent athletic program in itself can be a very meaningful learning experience. We believe that athletics enhance a student athlete’s opportunity to learn. Our goal in athletics is to help the student athlete reach his or her potential academically, athletically, and to become a more productive member of society.
 - Note: Students who are interested in participating in college sports should start the certification process early, (NCAA Clearing House) usually by the end of their junior year. Information concerning the certification process is available in both the Guidance Office and the Athletic Director’s office.

Athletic Program Goals

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

Athletic Policies

Eligibility

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

Conduct

- Student athletes are to maintain good sportsmanship, give respectful attention to classroom activities, and show respect for other students and faculty. Athletes will have many opportunities to represent their parents, their school, and their team.
- As a member of an athletic team, students are expected to be properly groomed. Appearance, expression, and actions are important attributes of an athlete. Student athletes are not to use tobacco, alcohol, or other drugs.

Attendance

- 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 may not participate during an Out of School Suspension.

Practice

- Practice schedules are determined by the individual coaches of each sport. A student athlete should never miss practice without consulting the coach.

Equipment

- Equipment issued to the student athlete remains the property of Bearden High School. The equipment is in a loan status and effort should be given to insure the equipment is well taken care of. Any loss of equipment is the financial responsibility of the student athlete.

Letters and Awards

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

Athletic Insurance

- Coverage for Bearden High School is a secondary coverage that covers only after parents have filed on their insurance plan. Cost for a catastrophic plan for very serious injury is assessed each participating student athlete.

Athletic Participation

- **The athletic department encourages participation in athletics. However, such participation is a privilege, and continued violations of school or team rules may result in dismissal from the athletic program.**
- **No one is guaranteed a place on any team, nor guaranteed any minimum amount of participation time. Participation time is the purview of the athletic coach, and his or her determinations are final.**

NCAA Rules

- The following information is provided for student athletes who plan to attend and participate in a Division I or Division II institution. Additional registration information may be found on the NCAA Website: ncaaclearinghouse.net.
 1. Division I
 - If you enroll in a Division I college and want to participate in athletics or receive an athletics scholarship during your first year, you must:
 - (1) Graduate from high school
 - (2) Complete these 16 core courses:
 - 4 years of English
 - 3 years of Math (Algebra 1 or higher)
 - 2 years of Science (natural or physical with 1 year of lab)
 - 1 extra year of English, Math, natural or physical science
 - 2 years of social studies
 - 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
 - (3) Earn a minimum required grade-point average in your core courses.
 - (4) Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale (for example, 3.00 core course grade-point average needs a 620 SAT).
 2. This information is available on the school website under “Athletics.”

Bertelkamp Center for Academic Excellence

- The mission of The Bertelkamp Center for Academic Excellence is to empower the student-athletes of Bearden High School toward enduring excellence. The center will operate with funds donated annually by the Bertelkamp Family and is specifically designed to provide the following for student-athletes at Bearden High School:
 1. Immediate academic intervention/tutoring for those individuals making a “D” or “F” in a core/elective academic subject;
 2. Academic support and intellectual skill development via utilization of the Odyssey Program (purchased for all Knox County Schools by the district); and
 3. ACT preparation, given prior to each established ACT Test date during the school year.
- Bearden High School and the Bertelkamp Family are passionate about providing our student-athletes with proper training, support and preparation in order for those individuals to achieve excellence on the field or court and in the classroom.
- Referral Process
 1. Any student-athlete with a “D” or an “F” in a core or elective academic Subject, after each grading period (with assistance from BHS School Counseling Office), in each semester, will be required to attend academic assistance sessions. Academic assistance sessions will run Monday through Thursday from 7:00am - 8:00am.
 2. After a student enters the program, they must attend all sessions until weekly progress reports demonstrate student has attained a “C” in the appropriate subjects.
 3. When a student qualifies for release from the program, their respective coach will initiate weekly contact with the student’s teachers, via a list provided by the Athletic Director, to ensure adequate progress is still being made in the respective courses.
 4. If student’s grade falls below a “C”, he or she will be pulled back in to the mandatory sessions until satisfactory progress is made.
 5. Any student-athlete, who is making an “F” or a “D” in a course, will be considered ineligible to play in a varsity, JV or freshman contest if they fail to attend the mandatory tutoring sessions the week of their contests.

6. All junior student-athletes will attend a mandatory ACT preparation course (1-2 weeks, daily Monday through Thursday), which will be offered in the fall, winter and spring of each academic year and preceding the ACT test dates.

Athletic Teams

Fall Sports Teams

Football
Volleyball
Cross Country
Golf
Girls' Soccer

Winter Sports Teams

Boys Basketball
Girls Basketball
Wrestling

Spring Sports Teams

Baseball
Softball
Boys Soccer
Track and Field
Tennis

Knox County Schools Information

Disciplinary Terms and Definitions

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

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

In School Suspension (ISS) now known as Restorative Learning Center (RLC) is an alternate placement that provides support for inappropriate behavior. The student remains in a designated classroom with an authorized staff member for the length of time assigned. Students are expected to complete regular academic assignments and follow the schedule and guidelines outlined by the staff member in charge.

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

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

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

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

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

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

IEP Team Meeting

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

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

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

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

Zero Tolerance Policy

According to Knox County Board Policy Handbook JCCC:

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 will be subject to removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

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

It is the Board's intent that the Superintendent 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 Superintendent shall consider each zero tolerance case for placement in the alternative school program.

Restricted Areas

Students are not allowed in the following areas:

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

Harassment, Intimidation, and Bullying or Cyber-Bullying

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.^{1,2} 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.

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

Bus Information and Expectations

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

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

Bus Discipline Code Handled by Administration

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

Guidelines for Medications

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

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

Failure to follow the medication policy may result in a student having a disciplinary hearing for a Zero Tolerance offense.

Student Dress Code

(Approved July 2000 by Knox County School Board and Revised June 2009)

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

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts or shirts with no midriff visible. **Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.**
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry and notebooks must not display: (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy: such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses and shorts must be at least mid-thigh in length.
7. **Sleepwear, pajamas, and/or blankets cannot be worn in school.**
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes, and (4) skin-tight outer materials such as spandex.
 - The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

- The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.
- Any student not attired in accordance with the foregoing policy shall be subject to the following consequences:
 1. Correct the violation or spend the remainder of the day in the Restorative Learning Center
 2. Repeat offenders shall be subject to additional measures that include parent conferences, RLC and out-of-school suspensions as described in the county-wide discipline policy.

Attendance Policies

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

1. Students with 5 unexcused absences from school will receive a letter from Juvenile Court warning of potential court action. At 10 unexcused absences, student and parent will be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. Excused absences for the following reasons do not count toward those reported to Juvenile Court. Documentation must be submitted within 5 days of absence(s).
 - a. Personal illness
 - b. Illness in family temporarily requiring help from the child
 - c. Death in family
 - d. Recognized religious holidays regularly observed by persons of the student's faith
 - e. Verifiable family emergency
 - f. For students with a parent or guardian who is deployed as a member of the US Armed Forces, excused shall apply provided the student furnishes appropriate documentation of the service member's deployment- An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and an excused absence for up to 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.
2. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades. (Students must go to class even if they are failing the course). Failure to attend classes for the above reasons will result in possible consequences for truancy and/or class cuts. **Dropping or adding classes is NOT an option.**
3. Parent/guardian will be notified when a student is absent.
4. Students who are TRUANT may be subject to disciplinary action.
5. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school.
6. **To apply for a drivers' license**, a student must submit a completed **Compulsory School Attendance Form** to the Drivers' License Bureau. This form is available in the school office. The top portion must be completed by the student and parent and then returned to the school secretary for attendance/grade verification and completion of the form.
 - a. **Note:** Five school days should be allowed for completion of this form by the school.

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

- Ten (10) or more consecutive unexcused days absent in a term.
- Fifteen (15) or more total unexcused days absent in a term.
- More than half of his/her subjects failed in a term.

For purposes of state guidelines, unexcused absences are those without a doctor's note, court appearance, or death of an immediate family member. If a license is denied or cancelled, a student must do the following to regain driving privileges:

- Attend school thirty (30) days in a row without an unexcused absence and/or
- Pass half or more of his/her classes the next term with D or better.

Guidelines for Student Messages, Packages, Flowers, Balloons, Etc.

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. On Valentine's Day, deliveries will not be accepted to ensure the educational process is not disrupted.

Cafeteria Rules and Food or Drink

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

Personal Communication Devices and/or Electronic Devices

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

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

Graduation Requirements

A diploma shall be awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline.

Core Subjects	Number of Credits
English	4 (English I, II, III, IV)
Mathematics	4 (Algebra I, Geometry, Algebra II, and one higher level math)
Science	3 (Biology, Chemistry or Physics, and one additional lab science)
World History or Geography	1
US History	1
US Government	1/2
Economics	1/2
Phys. Ed and Health	1.5 (Wellness and one additional 1/2 credit)*
Personal Finance	1/2
Elective Focus	3**
University Admissions	Students must complete two units of the same world language and one unit of fine/performing arts. ***
Total	28

* The additional 1/2 credit in Physical Ed. may be met by completing a Physical Education course (in addition to Wellness) or by substituting a documented and equivalent time (minimum 65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics and other areas pre-approved by the board of education.

** The elective focus may be CTE (3 courses in the same CTE program area), science and math, humanities, fine arts, AP/IB, or other areas approved by the board of education.

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

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

Grading Scale

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

- Weighting for Advanced Placement includes the addition of 5 percentage points to grades used to calculate the semester average.
- Weighting for Honors Courses includes the addition of 3 percentage points to grades used to calculate the semester average.
- Assigning additional quality points above 4.0 for honors courses, AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

- Grades will be distributed within 5 days of KCS grading period dates.
- **Note:** All grade reports will be distributed in homerooms except for the end of term reports, which will be mailed.
- **Note:** Students are responsible for ordering AP College Board tests through the school Counseling Office. Payment must accompany the order(s). AP exams are administered in May.

End-Of-Course Tests

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

EOC examinations will be given on English I, English II, English III, Algebra I, Geometry, Algebra II, US History, Biology and Chemistry. The results of these tests will be calculated as 25% of the final grade (in accordance with TCA 49-1-302(2)). KCS final exam results will also be calculated as 25% of the final grade. Students will not be required to pass any one examination, but instead must achieve a passing score for the final cumulative grade.

Equal Opportunity Notice

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

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

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

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

Unsafe Schools Choice Notice

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

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

Knox County Schools Statement of Compliance

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, age, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. The Knox County Schools will not discriminate or limit access to

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

Knox County Board of Education Civility Code BK 4/11

Philosophy of Personal Conduct

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

Expectations

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

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

Response to Uncivil Behavior

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

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.