

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.

Student Handbook 2019-2020

Bearden High School



A Proud Tradition of Excellence

Principal—Debbie Sayers
Curriculum Principal—Cassandra Dowd
12th Assistant Principal—Rod Crockett
11th Assistant Principal—Donald Balcom
10th Assistant Principal—Candace Greer
9th Grade Administrator—Cara Vaughn

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.

*****All links are clickable.**

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ATTENDANCE

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

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

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

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

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

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

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

BHS 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.

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 ISS by the student's assistant principal.
 - After 10 tardies student will be assigned Saturday School

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 School Counseling 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 Clinic 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 school counseling office secretary to request make-up work. All requested work must be completed and returned by teacher arrangement. **Please allow the school counseling office 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 2 college visit days per year. Seniors are allowed 3 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. Students are responsible for all required make-up work.
 - Prior to the visit, complete an online BHS College Visit Form found on the Bearden High School Counseling webpage.
 - During the visit, secure documentation of the visit from college personnel.
 - Turn in documentation of visit to the College and Career Center within 5 school days.

Senior Privilege

- Seniors who have no more than two absences per class during the semester and a minimum of an “80” average may opt out of the class’s final exam (This exam cannot be a state, IB, dual credit, or AP exam).
- Additional note:
 - * This Senior Privilege is only afforded to students in a traditional classroom environment (not Edgenuity students).

Student Deliveries at School

- To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, etc.) from parents or guardians ONLY (not friends, alumni, or food delivery services) will be accepted for distribution to students during school hours.
- Bins are provided outside of the West Mall office for items to be dropped off for students.
- Deliveries such as flowers, balloons, etc. will be distributed to students at the end of the school day.
- The school will not accept deliveries on high volume days – i.e. Valentine’s Day.

Student Discipline

DISCIPLINARY TERMS AND DEFINITIONS

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

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

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

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

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

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

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

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

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

I.E.P. Team

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

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

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

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

ZERO TOLERANCE POLICY

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year.¹ 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:

- unlawfully possesses a legend drug or any other controlled substance;
- knowingly possesses a firearm as defined in 18 U.S.C. § 921;
- 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.
- Possession of explosive or incendiary device

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

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

RESTRICTED AREAS

Students are not allowed in the following areas:

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

HARASSMENT, INTIMIDATION, AND BULLYING OR CYBER-BULLYING

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

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

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

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or

If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

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

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

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

GUIDELINES FOR MEDICATION

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

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

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

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

BUS CONDUCT AND EXPECTATIONS

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

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

BUS DISCIPLINE CODE (Handled by Administration)

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

DRESS CODE

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

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

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

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

Prohibited items include

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

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

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

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

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

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

RELATIONSHIPS

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

CAFETERIA GUIDELINES AND RULES FOR FOOD AND DRINK

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

PERSONAL CELL PHONES AND OTHER ELECTRONIC DEVICES

Personal Communication Devices (PCD) and personal electronic devices including, but not limited to, cell phones, camera, recorder, CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carryalls. **However, the use of the devices during class-time is forbidden unless approved for an academic activity by the principal or the principal's designee.** This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper

use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

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

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

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

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

UNSAFE SCHOOL CHOICE NOTICE

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

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

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

KNOX SCHOOLS STATEMENT OF COMPLIANCE

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

KCS will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participant's if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students.

The Knox County Schools (TN) continue to be committed in its support of all equity statues as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns.

Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

The behavior code addresses the language used by students, respect for all school employees, fighting, threats, weapons on school property or at school functions, damage to the property of person or others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes and on school buses. A teacher, principal, school employee or school bus driver may use reasonable force in in compliance with Tennessee law to enforce discipline and protect students.^{1, 2}

In accordance with T.C.A. § 49-10-1305, a teacher, principal, school employee may: use a physical holding restraint for a brief holding of a student in order to calm or comfort; the minimum contact necessary to physically escort a student from one area to another; assist student in completing a task or response if the student does not resist, or resistance is minimal in intensity or duration; or may hold a student for a brief time in order to prevent any impulsive behavior that threatens the student's immediate safety or to prevent bodily harm or death to another person.

When students are disruptive or act inappropriately, school staff and principals are expected to respond logically, appropriately, and consistently to ensure a safe orderly school environment for all students. The Knox County Schools Discipline Guidelines describe five levels of behavior, increasing in seriousness from
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a Level 1 Behavior to a Level 5 Behavior (see chart below). The KCS Student Support Guidelines will be utilized in addressing discipline consequences. The use of Restorative Practices shall be used to the greatest extent practicable in schools where the training has been completed.

The KCS Discipline Guidelines also include levels of possible responses to inappropriate behavior (Response A through E). Each behavior is assigned to one or more of these levels of response. Principals and school staff should use the levels suggested for each behavior. If a behavior is assigned to two or more levels of response, the lowest level of intervention should generally be used first. Behaviors are defined in the KCS Behavior Definitions Table attached to this policy.

When choosing a higher-level response within the range of possible responses, an administrator should consider:

- the student's age, health, disability, decision-making ability and prior discipline history
- the student's willingness to repair the harm
- the seriousness of the act
- the potential to cause harm or the harm caused, including any injuries caused
- the extent of actual disruption to the learning environment
- whether the act was intentional

The administration will document in the discipline referral the reasons for using the selected response. In each case, KCS administrators and staff will ensure consequences applied will minimize the amount of instructional time lost and ensure a safe and orderly learning environment. It is the duty of school principals to administer and implement the school behavior and discipline code. Principals and school faculty shall use these guidelines for responses to behavior. Responses and interventions are at the discretion of the school principals. Suspension is required if the behavior is a Level 5, Zero Tolerance Offense.

Administrators may consider an extended suspension (suspension over 45 days) when a student's behavior or culmination of behaviors pose an on-going safety concern to the school, staff, and/or students. Administrators must notify a KCS Grade Level Director (GLD) prior to an extended suspension assignment.

Behaviors	Intervention Response	Suspension Out of School (under 10 days)	Extended Suspension Out of School (over 10 days)
Level 1 Behaviors	A	No	No
Dress Code Violation	A	No	No
Vehicle Violation	A	No	No
Tardy to School	A	No	No
Tardy to Class	A	No	No
Public Display of Affection (PDA)	A	No	No
Level 2 Behaviors			
Repeated violations of a pattern of Level 1, with evidence of implemented intervention (See mandatory interventions)	A,B	No	No
Class Cut	A,B	No	No
Profanity/Abusive Language in School	A,B	No	No
Unauthorized Area	A,B	No	No
Failure to Serve Detention	A,B	No	No
Inappropriate Physical Contact/Horseplay	A,B	No	No
Level 3 Behaviors			
Repeated violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention (See mandatory interventions)	B,C,D	Yes	No
Cheating	A,B,C	Yes	No
Obscene Material	A,B,C	Yes	No
Possession of Prescription or Non-Prescription Medication	A,B,C	Yes	No
Trespassing on School Grounds	A,B,C	Yes	No
Falsify/Forgery of Records	A,B,C	Yes	No
Disruption of Class or School Environment	B,C	Yes	No
Non-Compliance with Staff Request	B,C	Yes	No
Profanity/Abusive Language to Staff	B,C	Yes	No
Theft of Property (Under \$1,000)	B,C	Yes	No
Bus Misconduct	B,C	Yes	No
Possession or Use of Tobacco Products (including electronic cigarettes)	B,C	Yes	No
Leaving School Grounds without permission	B,C	Yes	No
Inappropriate Use of Electronic Device	B,C	Yes	No

Level 3 Behaviors (continued)			
Tamper-Fire Alarm	B,C,D	Yes	No
Possession or Use of Fireworks	B,C,D	Yes	No
Vandalism/Damage of Property	B,C,D	Yes	No
Threat Class 1	B,C,D	Yes	No
Fighting	C,D,E	Yes	Yes
Bullying	C,D,E	Yes	Yes
Cyberbullying	C,D,E	Yes	Yes
Harassment	C,D,E	Yes	Yes
Sexual Harassment	C,D,E	Yes	Yes
Possession of Drug Paraphernalia	C,D,E	Yes	Yes
Level 4 Behaviors			
Repeated violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
Theft of Property (over \$1,000)	D,E	Yes	Yes
Breaking/Entering	D,E	Yes	Yes
Gang Activity	D,E	Yes	Yes
Threat Class 2	D,E	Yes	Yes
Under the Influence	D,E	Yes	Yes
Possession, Use or Distribution of Alcohol	D,E	Yes	Yes
Sexual Misconduct	D,E	Yes	Yes
Level 5 Behaviors			
Repeated violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
Assault of Staff	D,E	Yes	Yes
Assault of Student	D,E	Yes	Yes
Aggravated Assault of Student	D,E	Yes	Yes
Sexual Battery (Assault)	D,E	Yes	Yes
Possession of Weapon other than Firearm (A lesser disciplinary response may be used following school-based investigation)	E	Yes	Yes
Bomb Threat	E	Yes	Yes
Felony Behavior	E	Yes	Yes
Possession, Use or Distribution of Illegal Drugs	E	No	(ZT) Yes*
Aggravated Assault and Battery of Teachers or Staff	E	No	(ZT) Yes *
Possession of Explosive or Incendiary Device	E	No	(ZT) Yes*
Possession of Handgun, Rifle or Shotgun	E	No	(ZT) Yes*
*Mandatory 180 School Days)			

Intervention Response Guidelines

When choosing a higher-level response within the range of possible responses, an administrator should consider the student's age, health, disability, decision-making ability, prior discipline history, willingness to repair the harm, serious of the act, potential to cause harm or the harm caused, the extent of actual disruption to the learning environment, and whether the act was intentional.

Intervention Response A

- Student tells his/her side of the story and parent/guardian notified.
- Teacher or designated staff has restorative conversation with student.
- Teacher or designated staff determines whether to involve additional school support staff.
- One or more classroom management strategies or intervention supports are initiated. Student's

individual needs and abilities should be considered when choosing interventions.

Intervention Response B

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign an alternate learning location within the school for up to two (2) days.
- If response has been escalated as a result of a repeated pattern of Level 1 Behaviors, administrators could refer student to PIT as an intervention in Response B.

Intervention Response C

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign an alternate learning location within the school for up to three (3) days OR one (1) to four (4) days of out of school suspension.
- Restorative conference should be considered upon re-entry depending on the nature and level of harm caused by the behavior.
- If response has been escalated as a result of a repeated pattern of Level 2 Behaviors, administrators could refer student to PIT as an intervention in Response C.

Intervention Response D

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign five (5) to ten (10) days of out of school suspension.
- Restorative conference required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

Intervention Response E

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign eleven (11) to forty-five (45) days of out of school suspension.
- Restorative conference required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

NOTE:

- • All interventions are to be documented.
- • All out of school suspensions over five (5) days must be referred to School Support Teams prior to a disciplinary hearing.
- • Students with patterns of suspension could be referred to the School Support Teams as well.

ADDITIONAL GUIDELINES

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court;
2. A student may be suspended for off campus criminal behavior that results in a student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the education process;⁴
3. A principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense;
4. A teacher or other school official shall not reduce or authorize the reduction of a student's grade solely on the basis of discipline problems except in deportment or citizenship;^{4,5}
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board policy;

6. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 1. pay any activity fee;
 2. pay a library or other school fine;
 3. make restitution for lost or damaged school property
7. Any student who is expelled may request modification pursuant to J-191 from the Director of Schools.⁴

Legal References:

1. T.C.A. § 49-6-4107.
2. T.C.A. § 49-6-4001 through 49-6-4105. 3. T.C.A. § 49-2-303
4. T.C.A. § 49-6-3401.
5. T.C.A. § 49-6-3402.

KCS Behavior Definitions Table is attached and included in this policy.

Approved as to Legal Form 6/5/2018 By Knox County Law Director
/Gary T. Dupler/Deputy Law Director

KNOX COUNTY SCHOOLS BEHAVIOR DEFINITIONS		
Code	Behavior	Definition
35	Aggravated Assault and Battery of Teacher or Staff	Intentionally or knowingly causing serious bodily injury or the use of weapon to any KCS employee and/or SRO.
36	Aggravated Assault of Student	Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student that causes injuries requiring medical attention beyond general first aid. Could also include two or more students intentionally causing or attempting to cause physical injury to another. Also includes the use of any weapon.
32	Assault of Staff	An intentional or reckless act that causes or has the potential to cause physical harm to a teacher or school staff on school grounds or at a school-sponsored activity.
33	Assault of Student	Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. A child may not receive the same disciplinary consequence for their involvement in an altercation, if the school administrator determines that they acted in self-defense to protect themselves from physical harm. (TCA 49-6-3401) Response E may only be used if the attack was premeditated and if the student committing the act presents an ongoing safety risk to others. When Response E is used, evidence of premeditation and safety risk must be listed in the discipline referral.
27	Bomb Threat	Intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device.
74	Breaking/Entering	Breaking in or onto any district property that includes any unauthorized entry into school property with or without destruction to the property. Includes breaking into student or staff property.
29	Bullying	Bullying is defined as unwanted, aggressive behavior that involves power imbalance. The behavior is repeated over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.

51	Bus Misconduct	Engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students.
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Code	Behavior	Definition
72	Cheating	Copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test. Cheating includes: Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source). Student may still be assigned classroom disciplinary action in addition to typical behavior intervention.
59	Class Cut	Failing to attend a scheduled class or activity without authorization.
97	Cyberbullying	Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.
60	Disruption of Class or School Environment	Intentionally disrupting the school environment to the extent the learning of other students or the normal functioning of the school is impaired. The discipline referral should include evidence demonstrating learning or the normal functioning of the school was significantly impaired.
68	Dress Code Violation	Wearing clothing that does not comply with the school's standard school attire policy or requirements for appropriate dress.
80	Failure to Serve Detention	Failure to follow through with an agreed upon detention.
71	Falsify/Forgery of Records	Falsifying or altering school records, including, but not limited to, written, electronic or digital school records. Writing and using the signature or initials of another person for an unauthorized purpose.

Code	Behavior	Definition
87	Felony Behavior	Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. - See more at: http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf
30	Fighting	Mutual participation in an incident involving physical violence

86	Gang Activity	Possessing or displaying symbols or paraphernalia of a gang or of a violent and disruptive group. Participating in the recruitment or initiation of students into a gang or a violent and disruptive group.
65	Harassment	Harassment is any unwelcome conduct that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school. Harassment meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; is directed at one or more students; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is based on a student's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any distinguishing characteristics; is repeated over time – is severe, persistent, and pervasive; causes mental duress, or psychological trauma to the victim.
83	Improper Use of Electronic Device	Improper use of cell phone, Internet, or other electronic devices – Using personal technology, electronic devices, or the internet, except when used for educational purposes with the permission of the classroom teacher or school administrator, or in violation of school rules.
93	Inappropriate Physical Contact/Horseplay	Engaging in minor physical contact with another student, such as pushing, bumping or horseplay.
85	Leaving School Grounds without Permission	Leaving school grounds without the permission of school officials.

Code	Behavior	Definition
61	Non-Compliance with Staff Request	Refusing to follow staff directives or comply with assigned disciplinary responses.
77	Obscene Material	Any material found that depraves or disrupts the educational process of the school. (on paper or electronically).
96	Possession of Drug Paraphernalia	Possessing any material used to produce or consume illegal drugs. Drug paraphernalia includes, but is not limited to bongs, roach clips, miniature spoons and pipes used to consume illegal drugs.
20	Possession of Explosive or Incendiary Device	Possession of any destructive device, which includes any explosive, incendiary device, or poison gas, including bombs, grenades, rockets, missiles, mines, and similar devices. Fireworks are not considered an explosive.
18	Possession of Handgun, Rifle or Shotgun	Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.
21	Possession of Non-Lethal Firearm	Possessing a non-lethal firearm, weapon replica, BB gun, airgun, air soft gun, pellet gun, cap gun, or toy gun. Response E may only be utilized if possession of the non-lethal firearm or replica causes actual risk of harm to students. The specific nature of the risk must be documented in the discipline referral.

16	Possession of Prescription or Non-Prescription Medication	Possession of prescription or non-prescription medication which has not been registered with school. Includes medications that can be purchased over the counter. Includes possession of prescription medication that is registered to the student.
22	Possession of Weapon other than Firearm	Possessing, transmitting, or using a weapon, including: A knife, razor blade, box cutter, or other similar instrument utilizing a razor blade Ammunition, chains, nun-chucks, brass knuckles, or Billy clubs An electric weapon or device, such as a Taser Capsicum (Pepper spray) Weapons similar to those listed above capable of causing serious bodily injury Any weapons found on school grounds or at school functions will be confiscated and turned over to the appropriate authorities.
70	Possession or Use of Fireworks	Possessing or use of fireworks (firecrackers, bottle rockets, smoke bombs or other similar devices)

Code	Behavior	Definition
50	Possession or Use of Tobacco Products (including Electronic Cigarettes)	Possessing or using any tobacco products, including but not limited to, cigarettes, cigars, vapor or e-cigarettes, or chewing tobacco.
17	Possession, Use or Distribution of Illegal or Prescription Drugs	Unlawful possession, use, or distribution of drugs, including any controlled substance, controlled substance analog, or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts, and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug with or without monetary exchange. A referral to the school social worker will be made for any student found in violation of this code.
23	Possession, Use, or Distribution of Alcohol	Possessing, using, or being under the influence of alcoholic beverages or substances that have the potential to intoxicate. A referral to the school social worker will be made for any student found in violation of this code.
64	Profanity/Abusive Language	Using profane, inappropriate, or indecent language, such as cursing on school grounds or at school-sponsored activities.
63	Profanity/Abusive Language to Staff	Directing profane or indecent language toward a teacher, staff member or administrator.
82	Public Display of Affection	PDA includes, but is not limited to, physical or verbal conduct or communication of a sexual nature and sexual behavior between parties on school grounds or school-sponsored events.
	Repeated Violations of a pattern of Level 1 Behaviors, with evidence of implemented intervention (See mandatory interventions)	A repeated pattern of Type 1 behavior that continues after documentation of prior interventions. Two or more incidents of a Type 1 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
	Repeated Violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 2 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 2 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented
	Repeated Violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 3 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 3

		behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
	Repeated Violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 4 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 4 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.

Code	Behavior	Definition
34	Sexual Battery (Assault)	Unwanted sexual contact 1) with the use of force or coercion 2) against a person's will or 3) when the victim is unable to give consent.
31	Sexual Harassment	Engaging in unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature. Sexual harassment includes gender-based harassment that creates an intimidating, hostile or offensive educational or work environment.
94	Sexual Misconduct	Sexual Misconduct is a consensual sexual act on school grounds or at school related activities.
73	Tamper-Fire Alarm	The deployment of the school fire alarm system in the absence of an emergency.
55	Tardy to Class	Arriving late to class.
54	Tardy to School	Arriving late to school.
89	Theft of Property (Over \$1000)	Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property is over \$1000.
88	Theft of Property (Under \$1000)	Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property taken is under \$1000.
91	Threat: Class 1	A verbal, written, electronic, or gestured threat to cause harm to students or school staff. The threat must be one that would cause a person to reasonably fear bodily injury.
92	Threat: Class 2	A verbal, written, or electronic threat to cause harm to students or staff in which evidence exists that a student has a specific, credible plan to cause harm to staff or students. The threat must be one that would cause a person to reasonably fear bodily injury.
67	Trespassing on School Grounds	Entering or remaining on school property without authorization or when suspended.
57	Unauthorized Area	Being present in areas of the school without authorization.
15	Under the Influence	A student is under the influence when they have participated in taking a substance known to prohibit one's performance or behavior, prior to being either on campus or any school function or activity.
26	Vandalism/Damage of Property	Willfully destroying or defacing school or personal property.
66	Vehicle Violation	Operating any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Failure to display required school parking pass or parking in an unauthorized area.

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.

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.

School Counseling and Student Support 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 to counselors by grade level. 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 and copying (small fee)
- Check out access to 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

- 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.

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.”

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 School Counseling Office.

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.
- 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 TSSAA.

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.

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.”

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 upon sitting for the AP Exam.
- Weighting for NIC courses include the addition of 4 percentage points to grades used to calculate the semester average upon sitting for the Industry Board Certification Exams.
- 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, Algebra I, Geometry, Algebra II, US History, and Biology. The results of these tests will be calculated as 15% of the final grade (in accordance with TCA 49-1-302(2)). KCS final exam results will also be calculated as 15% of the final grade. Students will not be required to pass any one examination, but instead must achieve a passing score for the final cumulative grade.

Equal Opportunity Notice

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

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

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

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

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.