

KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



Dear Parent/Guardian:

The Tennessee Department of Health has specific immunization requirements for school entry. All vaccinations must be documented on the Tennessee Immunization certificate prior to enrolling in Pre-school, Kindergarten, and seventh grade or as a new student entering Knox County Schools. This certificate is available from your medical provider or local health department. The immunization requirements are:

PRE-SCHOOL REQUIREMENTS:

- DTaP or DT
- Hepatitis B (HBV)
- Poliomyelitis (IPV or OPV)
- H.influenzae (HiB): age younger than 5 years only
- Varicella (Chickenpox)
- Measles Mumps Rubella (MMR)
- Pnuemococcal (PCV): age younger than 5 years only
- Hepatitis A

KINDERGARTEN REQUIREMENTS:

- DTaP or DT
- Polio (IPV or OPV): (final dose on or after the 4th birthday)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (Chickenpox): 2 doses or history of disease
- Hepatitis B (HBV)
- Hepatitis A (2 doses)

SEVENTH GRADE REQUIREMENTS:

- Tetanus-diphtheria-pertussis booster (Tdap)
- Verification of immunity to varicella (2 doses or history of disease)

NEW STUDENT REQUIREMENTS:

- DTaP or DT
- Hepatitis B (HBV)
- Polio (IPV or OPV): final dose on or after the 4th birthday
- Measles, Mumps, Rubella (MMR)
- Varicella (Chickenpox): 2 doses or history of disease

Children with medical exemptions must provide documentation from their medical provider. Religious exemptions require a signed statement from the parent/guardian that vaccination (s) conflict with their religious tenets or practices.

For additional information, please contact the Knox County Health Department at (865) 215-5150 or Knox County Schools Health Services at (865) 594-3735.

Immunization Requirement Summary for Child Care through 12th Grades Tennessee Department of Health Rule 1200-14-1-.29

Children enrolling in child care facilities, pre-school, pre-Kindergarten:

Infants entering child care must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due no later than 18 months of age.

- Haemophilus influenzae type B (Hib): if younger than 5 years only
- Pneumococcal conjugate vaccine (PCV): if younger than 5 years only
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Hepatitis B (HBV)
- Hepatitis A: 1 dose, required by 18 months of age or older
- Measles, Mumps, Rubella (1 dose of each, normally given together as MMR)
- Varicella (1 dose or credible history of disease)

Children enrolling in Kindergarten:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday required
- Hepatitis B (HBV)
- Hepatitis A: total of 2 doses, spaced at *least* 6 months apart (recommended 6-18 months apart)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease)

Currently enrolled children entering 7th grade:

- Tetanus-diphtheria-pertussis booster ("Tdap"): evidence of one Tdap dose given before 7th grade entry (administered at or after age 10) is required *regardless* of Td history (2013 update)
- Effective 2018, verification of 2 doses of Varicella for currently enrolled students entering 7th grade is no longer required. All currently enrolled students entering 7th grade were assessed for 2 doses of Varicella at school entry.

Children who are new enrollees in a TN school in grades other than Kindergarten:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday required
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (2 doses of each, normally given together as MMR)
- Varicella (2 doses or credible history of disease)
- Tdap: New students to TN schools entering 7th grade only. New students entering grades other than 7th grade are not required to have Tdap

Children with medical or religious exemption to requirements:

- **Medical:** Physician (MD, DO) or Public Health Nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) on the new form. Other vaccines remain required. The medical reason for the exemption does not need to be provided.
- **Religious:** This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If the child needs documentation of a health examination for the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption to explain why immunization information is absent or incomplete.

Minimum ages or dose intervals: Tennessee follows published CDC guidelines. For vaccines with critical minimum age requirements or minimum dose intervals, doses are considered valid if given up to 4 days before the minimum age or dose interval. Doses administered more than 4 days early are considered invalid and should be repeated as recommended.

Injectable or nasally administered live vaccines not administered on the same day should be administered at least 4 weeks apart. The 4-day "grace period" should not be applied to the 28-day interval between injectable or nasally administered live vaccines not administered at the same visit. If injectable or nasally administered live vaccines are separated by less than 4 weeks, the second vaccine administered should not be counted as a valid dose and should be repeated. The repeat dose should be administered at least 4 weeks after the last invalid dose.

Alternative proof of immunity for certain diseases: A positive serology is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B or varicella. For varicella, documentation of provider diagnosed varicella or provider-verified credible history of illness given by a parent or guardian also is acceptable. By documenting a history of disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

Instructions for Completing Tennessee (TN) Certificates of Immunization (PH-4103, Rev. 1/18)

Q. Who can sign the Official Certificate? Is there an option that does not require a signature?

A. Certificates may be signed by persons licensed by the TN Board of Medical Examiners or the Board of Osteopathic Examiners (MD, DO, PA), advanced practice nurses (APNs) licensed by the TN Board of Nursing, or Public Health Nurses (PHN) in a TN health department. A *medical exemption* requires the signature of a physician or PHN. Any user of the TN Immunization Information System (“Registry”) may produce and print Certificates validated for the appropriate grade level using the Registry’s Immunization Certificate Validation Tool (ICVT); the ICVT certificates do not require a signature.

Q. What is the Registry Immunization Certificate Validation Tool (ICVT)?

A. The ICVT compares a child’s immunizations record in the Registry to state requirements for preschool or school attendance. The user must specify the correct type of certificate needed (the tool will offer age-appropriate options). Certificates validated by the ICVT conform to all state requirements for the selected assessment and may be printed and provided to the parent without signature. A child whose Registry record does not meet requirements for a particular category may be given a “failed validation report” that identifies specific missing (or invalid) doses that require correction in order to complete requirements and produce a valid Certificate. Specific guidance for the use of the ICVT is available on the Registry website.

Q. How can an Official Certificate be completed? There are three options.

A1. Hard copies are available to healthcare providers (not to parents) from local health departments or the TN Immunization Program (call 615-741-7247 or 1-800-404-3006).

A2. (Preferred) Once a child’s complete immunization history is entered in the Registry, use the ICVT to evaluate and validate the Official Immunization Certificate. A validated certificate is pre-populated with all demographic, immunization, and provider information (Section 1 cannot be completed, see below) and the signature area will contain the statement “Validated by the Tennessee Immunization Information System.” An original certificate number will appear in the bottom margin. No signature is required. Access to the Registry and the ICVT are free to authorized users: visit <https://tennesseeiis.gov> .

A3. If not using the ICVT, blank or pre-populated forms can be printed from the Registry website (above). The ICVT cannot be used for children who have a medical exemption. Pre-populated Certificates include demographic information and vaccination dates. If the child’s Registry record is incomplete or if none exists, users can update or create a record before printing the Certificate. Fields may be completed by hand.



West Haven Elementary School

3620 Sisk Road, Knoxville, TN 37921
Phone (865) 594-4467 Fax (865) 594-3743



Carl Whipple, Principal

Rebecca Headrick, Assistant Principal

Dear Parent/Guardian,

We need your help with an important goal for West Haven Elementary School this year!
We want to ensure that every student attends school every day!

Attending school regularly has a significant, positive impact on your child's academic success—from kindergarten through high school. Even as he or she grows older and more independent, you play a key role in making sure your child gets to school safely and on time every day. For context, most students in Tennessee miss six or less days each school year.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school—regardless of the reason—it can cause them to fall behind academically. Absences can add up quickly. Students are less likely to succeed academically if they miss 10% or more of instructional days over the course of the school year (this means missing about two days of school per month or about 18 days per year).

Research shows:

- Tennessee students who are chronically absent in kindergarten are 15 percentage points less likely to reach proficiency in either 3rd grade math or ELA.
- Nationally, four out of five students who miss more than 10% of both kindergarten and first grade are unable to read on grade-level by third grade.
- The problem continues as students get older. Tennessee students who are chronically absent in 9th grade are 30 percentage points less likely to earn an on-time diploma (62% vs. 92%).

We don't want your child to fall behind in school or get discouraged. Please ensure that your child attends school every day and arrives on time. On the back are a few practical tips to help support regular attendance.

We want your child to be successful in school. Let us know how we can best support you and your child so that he or she shows up for school on time every day. If you have any questions or need more information, please contact your child's teacher, principal, school counselor, or school social worker.

Sincerely,

Britney Blaine, School Social Worker

! IMPORTANT INFORMATION!

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND FOLLOW THESE INSTRUCTIONS WHEN YOUR CHILD CANNOT ATTEND SCHOOL

Dear families,

The following is a simple explanation about the excused absences according to the policies in Knox County School

1. Student illness: it is required to send a doctor note or a parent note. The parents can write notes to justify max 10 days of absences throughout the school year. The note must be sent within 5 school days after the absence before. After 5 days, the absence will not be excused. Here is an example of how the notes work: if the child misses 2 days of class and the parents send a note excusing those 2 days, they have 8 notes left for the rest of the school year. When the 10 notes have been used, a doctor note is required to justify the absence.
2. Illness in the family temporarily requiring help from the child.
3. Death in the family; an obituary must be provided.
4. Recognized religious holidays regularly observed by persons of the student's faith.
5. Verifiable family emergency.
6. The students with a parent/guardian who is deployed as a member of the United States Armed Forces, may have 10 excused absences, as long as appropriate documentation of the parent/guardian's deployment is furnished.

Any absence not complying with the above reasons will be considered unexcused. For example: family vacation during regular class days.

PLEASE REMEMBER: After 5 non-justified absences, there will be additional consequences. Among these consequences you might need to attend conferences with the school Principal to discuss the reasons for the unjustified absences. It may also be an official letter for the parents/guardians being summoned to court to explain the reasons for your child's unjustified absences.

In order to have the students counted as present in the school each day, they must attend as follows:

- Pre-K students must attend school at least 50% of the scheduled day (meaning half of the time).
- Students from Kindergarten to 12th grades must attend school at least 3 hours and 30 minutes per day.

If parents want to appeal an unexcused absence, they should communicate with the principal. The principal's decision will be final at the school level.

PLEASE NOTE: Parents/guardians may send the notes or medical documentation with their child to give to their classroom teacher or the parents/guardians may personally turn them to the office. **Phone calls, text messages or verbal excuses DO NOT COUNT AS JUSTIFIED ABSENCES, a written document must always be provided, even if it is in Spanish.**

Thank you for your cooperation

Students	Section J:		
	Knox County Board of Education		
	Descriptor Term:	Descriptor Code:	Issued:
	Dress Code	J-260	10/00
	Reviewed:	Revised:	
	6/17	4/17	

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ELEMENTARY SCHOOL DRESS CODE

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities.

The teachers and the principal will administer appropriate consequences for policy infractions.

MIDDLE AND HIGH SCHOOL DRESS CODE

The following expectations for student dress have been established to promote a safe and optimum learning environment.

Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

<u>Section J:</u> Students	Knox County Board of Education			
	Medication	Descriptor Term:	Descriptor Code:	Issued:
			J-352	7/95
			Reviewed:	Revised:
	9/17	11/17		

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Students who are required to take medication(s) during school hours must comply with the regulations established by the Tennessee Department of Health and Education. Over the counter medications are included in these regulations. The regulations are as follows:

1. Knox County Schools has the final decision-making authority with respect to the administration of and/or to reject requests for administering medications.
2. Written orders must be provided by a licensed health care provider. The order must include the name of the drug, dosage, frequency, route and, time administered, potential side effects, and method of storage.
3. Each medication requires a separate Medication Administration Form, signed by the prescribing health care provider and parent/guardian. The Medication Administration Form must be renewed yearly. Medication(s) changes during the school year require a new Medication Administration Form.
4. Medication(s) must be brought to the school by an adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens (anaphylaxis medications), pancreatic enzymes or insulin delivery systems with written permission from a parent and authorization by a medical health care provider. Failure to properly register medication shall lead to a presumption that any such medication is not lawfully in the possession of the student.
5. Medications must be in appropriate containers, properly labeled by a licensed medical care provider or pharmacy. Over-the-counter (OTC) medication(s) prescribed for a student must be provided in its original unopened, labeled, unexpired container and identified student's written name.
6. Upon receiving the quantity of medication must be confirmed and documented. A secure location must be provided for the storage of medications.
7. All medications self-administered must be documented on the Medication Administration Record. Medication records will be kept in the student's cumulative record when completed.
8. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis. Only school nurses, trained school personnel or a pictured-identified parent/guardian can administer medication(s) during school hours. A school nurse must train school personnel on medication administration yearly.

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9. The parent/guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.

Legal References:

1. T.C.A. § 49-50-1601.
2. T.C.A. § 49-50-1602.

Approved as to Legal Form 9/29/2017
By Knox County Law Director
*/Gary T. Dupler/*Deputy Law Director

<u>Section J:</u>	Knox County Board of Education Policy		
Students	Descriptor Term: Harassment, Intimidation and Bullying or Cyber-Bullying	Descriptor Code: J-211 Reviewed: 6/17	Issued: 6/05 Revised: 8/17

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GENERAL

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.^{1, 2} A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

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

“Electronic devices” include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

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

- (A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:
 - (i) Physically harming a student or damaging a student’s property;
 - (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
 - (iii) Causing emotional distress to a student or students; or
 - (iv) Creating a hostile educational environment; or
- (B) 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.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above.

PREVENTION AND TRAINING

At the beginning of each school year, principals will provide this policy to parents and ensure that students are aware of the expectations for their behavior under this policy. This policy shall also be posted in the Board of Education policy page of the Knox County Schools website.

To promote and foster intergroup awareness, appreciation and understanding by students and staff of the diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world, the Knox County Schools shall:

1. Provide on-going professional development for staff to prevent harassment, intimidation and bullying.
2. Implement practices to achieve safer and less violent schools for students, teachers and administrators through Restorative Practices, Positive Behavior Intervention Support, and professional development regarding implicit biases. Unless the schedule is modified, training is expected to continue through 2019.
3. Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples.
4. Provide a comprehensive digital citizenship training program at all levels.

REPORTING AND RESPONSE

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

All school employees are required to report alleged violations of this policy to the principal or the principal's designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once a report is received, the principal or his or her designee must initiate an investigation within forty-eight (48) hours for student well-being unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented.² Parents of all students must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying. Restorative practices will be used to the extent practicable in those schools where training has been completed.

A school employee, student or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator. The Principal shall, in consultation with the appropriate district administrative personnel, make a determination regarding the disposition of the report with respect to appropriate investigations and disciplinary actions.³

1 Failure to report reliable information about an electronically transmitted credible threat to a student or
 2 employee may result in disciplinary action for the student or employee withholding the information. If a
 3 volunteer fails to report such information, the volunteer may be restricted from volunteering at any further
 4 school related activities.

5 A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of,
 6 witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-
 7 bullying.⁴

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 9 No student shall be the subject of reprisal for any report of bullying, harassment and intimidation.
 10 Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as
 11 described in Board Policy J-191.^{4,5}

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 13 Consequences for a student found to have falsely accused another as a means of harassment, intimidation
 14 or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted
 15 under Board Policy J-191.

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 17 The following factors will be considered in determining the appropriate response to students who commit
 18 one or more acts of harassment, intimidation, bullying or cyber-bullying:

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- 20 1. The developmental level and maturity levels of the parties involved;
- 21 2. The levels of harm as determined by the student's ability to be educated in a safe and orderly
- 22 environment;
- 23 3. The surrounding circumstances;
- 24 4. The nature of the behavior(s);
- 25 5. Past incidences or continuing patterns of behavior;
- 26 6. The relationships between the parties involved; and
- 27 7. The context in which the alleged incidents occurred.
- 28 8. The efficacy of restorative practices with the students involved.
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32 Consequences and appropriate remedial action for students who commit acts of harassment, intimidation
 33 or bullying may range from behavioral interventions up to and including suspension or expulsion. The
 34 appropriate action will be consistent with established Board policy, case law, and federal and state
 35 statutes.

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 Legal References:

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- 41 1. If this concerns possible or alleged civil rights violations, please refer to Board Policy J-210. Tennessee Code Annotated § 49-6-4501.
- 42 2. T.C.A. § 49-6-4503.
- 43 3. T.C.A. § 49-6-4504.
- 44 4. T.C.A. § 49-6-4505(a).
- 45 5. T.C.A. § 49-6-4216(a)(2)(C) and § 49-6-4505(d).

46 Approved as to Legal Form
 47 By Knox County Law Director 6/7/2017
 /Gary T. Dupler/Deputy Law Director

2020-2021 Knox County Schools Calendar

(Board approved revisions, 9/11/2019)

August 3 (Monday)	First Day for Teachers – In-service (Building)
August 4 (Tuesday)	In-service Day (PreK-12 System-wide)
August 5 (Wednesday)	Administrative Day (Teacher Workday)
August 6 (Thursday)	In-service Day (1/2 day--School-based); Administrative Day (1/2 day--Teacher Workday); Orientation for 6 th and 9 th graders
August 7 (Friday)	Administrative Day (Teacher Workday)
August 10 (Monday)	First Day for Students (1/2 day for students)
September 7 (Monday)	Labor Day – Holiday
September 17 (Thursday)	Constitution Day (Students in school)
October 9 (Friday)	End First 9-weeks Grading Period (44 days)
October 12-16 (Monday-Friday)	Fall Break
November 3 (Tuesday)	In-service Day (PreK-12 System-wide) (Student Holiday)
November 25-27 (Wednesday-Friday)	Thanksgiving Holidays
December 18 (Friday)	1/2 day for students End Second 9-weeks Grading Period (41 days) End First Semester (85 days)
December 21 – January 1 (10 days)	Winter Holidays
January 4 (Monday)	In-service Day (1/2 day--School-based); Administrative Day (1/2 day--Teacher Workday) (Student Holiday)
January 5 (Tuesday)	First Day for Students after Winter Holidays
January 18 (Monday)	Martin Luther King, Jr. Day – Holiday
February 15 (Monday)	In-service (Building) (Student Holiday)
March 12 (Friday)	End First 9-weeks Grading Period (Third 9-weeks Grading Period) (47 days)
March 15-19 (Monday-Friday)	Spring Break
April 2 (Friday)	Holiday
April 5 (Monday)	In-service Day (PreK-12 System-wide) (Student Holiday)
May 25 (Tuesday)	Last Day for Students (1/2 day for students) End Second 9-weeks Grading Period (Fourth 9-weeks Grading Period) (45 days) End Second Semester (92 days)
May 26 (Wednesday)	Administrative Day (Teacher Workday) – Last Day for Teachers

Calendar Summary

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

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