



ACADEMIC EXCELLENCE

All Austin-East students will graduate career-ready and college-prepared.

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WELCOME

Austin-East Magnet High School is Knox County's only Performing Arts Magnet High School, offering quality dance, musical, audio production, advanced art, and theater programs for all residents of Knox County. Our mission is to ensure that every Austin-East student graduate career-ready and college-prepared. Each educator is expected to provide a safe and secure learning environment that prepares students to be productive and positive community members. The information in this folder is designed to inform parents/guardians and students of the policies and procedures at Austin-East High School.

STUDENT SERVICES (GUIDANCE) DEPARTMENT

The Austin-East High School Student Services (Guidance) Department works with school staff and various agencies to assist students in recognizing and solving educational, career, and personal problems. Counselors will meet in individual conferences or large groups with students to review and discuss courses of study, post-secondary plans, scholarship information, and other areas of concern. Parents are encouraged to communicate with the grade level counselor whenever they have questions or concerns. Services that may be offered include: personal and academic counseling, orientation and registration assistance, college counseling, testing programs, and records maintenance.

****COLLEGE VISITS:** The student must present a parent note at least one week before the visit. The note must include the college that will be visited and the date of the visit. The student must then pick up a College Visit Verification Form in the guidance office and take it to their classes for each teacher to sign. This form must then be completed by a college official during the visit and returned to the main office when the student returns to school.

****CHANGE OF ADDRESS:** All students should inform the main office of any change of address, telephone number, or guardianship.

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:

Subject	Credits	Description
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	1	Taken 9 th or 10 th grade
US History	1	Taken 11 th grade
US Government	½	Taken 10 th grade
Economics	½	Taken 12 th grade
Physical Education	1 ½	Taken as "Wellness" in 9 th grade plus one additional ½ credit in PE
Elective Focus	3 or 6	Student's choice; must be one "cluster" of related electives; if not choosing "university admissions" six credits are required, two elective focuses
University Admissions	3	Two units of a foreign language plus 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. Additional information on graduation requirements and types of diplomas can be found in the school counseling office.

CLASSROOM PROCEDURES AND GRADING: Please refer to the teacher's syllabus and classroom policy procedures for individual teacher guidelines.

GRADING POLICIES:

Grade Scale	A:93-100	B: 85-92	C: 75-84	D: 70-74	F: 0-69
Quality Point	4	3	2	1	0

Dual Enrollment (core classes only), Dual Credit and AP classes: One (1) additional quality point will be added. For example, an A in an AP or Dual Enrollment (core classes only) class is a five (5) point A rather than a four (4) point A.

AP classes only: an additional five (5) percentage points will be added to grades to calculate the semester average.

Dual Credit: an additional four (4) percentages points will be added to grades to calculate the semester average. An additional 0.75 quality point will be added.

Weighting for Honors Courses includes the addition of three (3) percentage points to grades used to calculate the semester average.

Assigning additional quality points above 4.0 for honors or AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships. Grades will be distributed within five (5) days of KCS grading period dates. All grade reports will be distributed at school except for the end of term reports, which will be accessed on Aspen.

****Remember:** Students are responsible for ordering AP College Board tests through the school Student Services (Guidance) Office. Payment must accompany the order(s). AP exams are administered in May. For a student to qualify for a fee waiver based reduction in price they must complete and return the family income form sent home in August.

KNOX COUNTY SCHOOLS POLICIES

ATTENDANCE/TRUANCY

Attendance at Austin-East High School is recorded in each class daily. If students miss (arrive late or check out early) more than 15 minutes of a class, they are counted absent in that class for that day. Per

School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning.

Students with five (5) unexcused absences from school will receive a letter from Knox County Schools warning of potential court action. At ten (10) unexcused absences, student and parent may be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades. Students are expected to be in class at all times. Parent/guardian will be notified when a student is absent.

DOCUMENTATION: In order for an absence to be recorded as “excused”, proper documentation must be provided by the parent (this can be done via the student) to the attendance office within five school days upon return from the absence. Notes must be taken to the attendance office prior the morning warning bell or upon arriving during the school day. Documentation from parents should clearly state the days the student has been absent and the reason the student has been absent or will be absent. Notes from professionals should clearly state the period of time the child was or will be required to be absent from school and not simply that the child was seen in the office or place of business.

Documentation must be submitted within five (5) days of returning from absence(s). The following are acceptable forms of documentation:

- Personal illness accompanied by a medical note
- Hardship in family temporarily requiring assistance from the student
- Death in family accompanied by an obituary
- Court with documentation
- Recognized religious holidays
- Up to 10 days may be covered with a parent note

FORGED NOTES OR OFFICIAL DOCUMENTS:

Austin-East High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware that forging a note for you or for anyone else is a serious offense and with serious offenses come serious consequences. Any student who is in possession of official school documents without permission will be subject to, but not limited to, suspension out of school.

CHECKING OUT: Check-outs should be held to a minimum. Students should not be checked out of school after 3:00pm Valid reasons for checking out students are limited to the following:

- Emergency - Decision to be made by the principal or assistant principals.
- Prior arrangement - If a written request is received by officials in the attendance office prior to the beginning of the school day, the student will be dismissed at the requested time. The checkout note must include the student’s full name, date, time of dismissal, phone number where parent/guardian can be reached for verification, and signature of the parent/guardian.
- The parent/guardian comes to the main office to sign the student out for a legitimate reason.
- Persons signing-out a student must show a valid picture ID and must be listed as an emergency contact for the student.

Students who become sick during the school day must report to the main office/school nurse before they

call home. The main office will assist the student and permit the student to call home. The student will remain in the main office or with the school nurse until he/she receives permission to go home or until he/she is picked up by a parent/guardian. Students are not allowed to check out at any time during state or semester exams.

DRIVER'S PERMIT REQUIREMENTS: To apply for a driver's permit, a student must submit a completed Compulsory School Attendance Form to the Drivers' License Bureau. This form is available in the school office. The top portion must be completed by the student and parent and then returned to the school secretary for attendance/grade verification and completion of the form. Please remember that five (5) school days should be allowed for completion of this form by the school.

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

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

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

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

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. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

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:

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

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

- A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
- A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
- An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

AUSTIN-EAST STUDENT EXPECTATIONS

EARLY RELEASE: Beginning on August 16, 2018, students will be released at 2:00 in the afternoon *on each Thursday* so that teachers may use this time for staff development. Students should leave campus by 2:15. All students who remain following 2:15 (buses will not arrive until 3:30) will be directed to a single location for supervision until their buses or rides arrive at 3:30.

BEFORE AND AFTER SCHOOL: Students are to report directly to the main auditorium or cafeteria before school and should be picked up by 4:15 PM after school. Students who stay past 4:15 PM must wait outside the fence unless under the direct supervision of a teacher or coach. Students are to be in assigned areas at all times or are subject to discipline.

CHEATING/PLAGIARISM: Personal integrity is valued by the members of the community. Most cheating will be dealt with at the classroom level. Cheating may have associated consequences up to expulsion. Cheating or possession of any electronic device during a local, state, or district mandated exam will result in administrative intervention and will nullify the student's test score.

HALL PASSES: Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. No student is to be in the hallway during the first and last 15 minutes of class.

MAKE-UP WORK: Students with excused absences have the responsibility for arranging make-up work with all teachers immediately upon their return to school. In the case of single day absences, the student will be expected to be prepared to participate in all previously assigned classroom activities, including tests and quizzes, on the day he/she returns to class. For planned absences (doctor appointments, trips, college visits, etc.), students should consult with their teacher about completing work prior to being absent. Long-term projects, papers, and reports are due, regardless of an absence, and should be sent to school if the student must be absent.

If students are absent for at least three (3) consecutive days, parents should call the main office or email teachers to request make-up work. All requested work is to be completed and returned by teacher arrangement. Allow guidance and teachers a minimum of 24 hours to gather necessary assignments.

Students not using the above make-up procedure must request make-up work immediately upon returning to school. In cases of prolonged illness, teachers will set a reasonable time for completion of the work. Failure of the student to initiate a request for make-up work may result in lost opportunity for credit of the missed work.

SEMESTER EXAMS: 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. There are no exceptions made for county or state level TNReady exams. TNReady examinations will be given on English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. TN Ready weighted results will be determined by the Tennessee State Department of Education. KCS final exam results will 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.

ATTENDANCE INCENTIVES: Attendance incentives are to be determined by the district at a later date.

BEHAVIOR EXPECTATIONS:

Austin-East High School is dedicated to creating a safe and secure learning atmosphere with high expectations. In order to create a positive school environment and culture clear and consistent guidelines for behavior will be communicated.

SCHOOL SECURITY: School safety is an issue shared by all and in order to maintain a safe learning environment, the following policies have been enacted.

- All persons entering the building after 8:30 a.m. and before 3:35 p.m. must enter through the Front Office entrance only. Students who violate this policy will be subject to disciplinary measures.
- Students are not to open the external doors of the building for anyone, student, faculty, or otherwise. Students are not to prop open external doors for anyone. Failure to abide by this policy will result in disciplinary action.

- Students are not allowed to leave from any door unless accompanied by a parent from the front office, or *with* a staff member. Students who leave from those exits will be deemed “off campus without permission” and this will result in an automatic four (4) days of out-of-school suspension.

DISCIPLINARY TERMS AND DEFINITIONS CONFISCATION: Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to assigned office. These items may be returned to the student or parents at the administrator’s discretion.

- **HAZING:** Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences.
- **RESTORATIVE LEARNING CENTER (RLC):** RLC is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a designated classroom with an authorized staff member. Students are expected to complete social/emotional activities, regular academic assignments and follow the schedule, and all guidelines outlined by the staff member in charge. Cell phones are not to be used in RLC and will be collected for the time the student is in RLC and placed in a secure area.
- **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 at any time on any Knox County School property.
 - The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.
- **LONG TERM SUSPENSION:** Any out-of-school suspension that is longer than four consecutive days is considered “long term.” A disciplinary hearing will be held before any long-term suspension has been given. The student is not allowed at any time on any Knox County School property.
- **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 grade level administrator, student, and 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 (All regular Ed. & Special Ed: if not a manifestation)
 - To determine guilt or innocence.
 - To determine the appropriate consequences for the violation

**The student is not allowed at any time on any Knox County School property.

SEARCH AND SEIZURE: According to Knox County Board Policy Handbook, any principal, or his designee, having reasonable suspicion for a search may search any student, place or thing on school property or in the actual possession of any student during any organized school activity off campus,

including buses. This includes backpacks, purses, lockers, vehicles, etc. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available at knoxschools.org)

ZERO TOLERANCE: According to Knox County Board Policy Handbook: In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

- 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. § 9212
 - Commits aggravated assault on a teacher, a School Resource Officer (SRO), and officer of the law assigned to patrol Knox County School property or other employee of the school system.
- It is the Board's intent that the Superintendent exercise his power to modify and ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. The Superintendent shall consider each zero tolerance case for placement in the alternative school program

TOBACCO: Students of any age are forbidden to use or possess tobacco or any tobacco-like substitute, in any form, and/or electronic cigarettes (vapor) while at school or while participating in any school-sponsored activity, at school or away. Upon the first offense the student will receive a minimum suspension of at least two days; upon additional offenses, the student will receive a minimum of three days suspension, may be suspended from school indefinitely, and may be subject to alternative placement. The KPD will cite all students in violation of the tobacco policy to juvenile court.

CARE OF SCHOOL PROPERTY: Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or in any way damage school property or equipment will be required to pay for the damage done or replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension.

PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES: Personal Communication Devices (PCD) and personal electronic devices including, but not limited to, cell phones, camera, recorder, iPods, 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. 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. The school is not responsible for lost or missing PCDs. 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.

- 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.
 - Consequences
 - The cell phone or other PCD will be confiscated by Knox City Police Department (KCPD).
 - Appropriate school discipline will be administered in accordance with KCS Policy J-191.

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

CLASSCUT: Students are expected to attend class daily. Students that fail to report to their assigned class will be subject to the following consequences:

- First - Full day of RLC
- Second - Two days of RLC
- Third - Two days OSS

**Class cuts will be cumulative.

**Leaving campus without permission is an automatic four (4) days of OSS.

TARDINESS: Students are expected to be on time for school and for class. At any time a student may lose privileges for being habitually tardy. Habitual tardiness will result in disciplinary action and the tardy discipline consequences are listed below:

- **3rd Tardy**, Teachers will assign Thursday afternoon detention from 2:00-3:30pm and communicate with the parent/guardian.
- **6th Tardy**, Grade level administrator will be notified, parent will be notified by teacher and students will attend RLC for a full day.
- **9th Tardy**, Grade level counselor will set up a parent, teacher and grade level administrator conference.

****Students that continue to violate tardy policy is subject to progressive discipline.

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.

- Pants must be worn at the waist. No sagging is 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 shirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. There are to be no holes in pants, shorts, skirts, etc. that show skin above the knee.

- Head apparel, except for religious or medical purposes, must not be worn inside the school building or in the breezeway.
- 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) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy: such as alcohol, tobacco, and illegal drugs.
- 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, and (4) skin-tight outer materials such as spandex.

***Shorts, skirts, pants, or dresses must be worn over ALL leggings or tights and cover the student's posterior.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.

Any student not attired in accordance with the foregoing policy may be subject to the following consequences:

- Correct the violation or spend the remainder of the day RLC.
- Repeat offenders shall be subject to additional measures that include parent conferences, RLC and out-of-school suspensions.

FIGHTING: Any student who participates in a fight at school or any school activity will be subject to a disciplinary hearing

- Students will receive 15 days of out of school suspension for the his/her first fight.
- Second fight is 45 days OSS.
- Any other additional fighting will result in 90+ days of OSS.

*****Fighting consequences are cumulative over the student's time spent at Austin East. For a student's second fight. Any student committing assault upon any teacher, principal, administrator, or any other employee may be suspended for one calendar year.

HARASSMENT, INTIMIDATION, BULLYING, AND 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.

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
- Individuals or groups of individuals participating in harassment, intimidation, or any form of threatening behavior, including but not limited to, throwing gang signs or signals and tagging;
- 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. To view this policy in its entirety visit: www.knoxschools.org.

RESTRICTED AREAS: Students are not allowed in the following areas:

- Parking lots or vehicles during school hours without administrative permission.
- Rooms or areas designated "Staff Only" or "Off Limits."
- Instructional Areas during lunch periods.
- Any unsupervised area during classes without permission.
- In the building or on campus after 4:15pm without staff supervision for a school activity. In the building before the designated time in the morning without staff supervision.
- Building-specific locations including the roof, Performing Arts backstage stairwell, behind the main auditorium, behind the gym or any other off limits/restricted area.

SUSPENSIONS: The principal or assistant principal is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus. Arrangements will be made for students suspended to take mid-semester and semester exams, outside the school day, if they are scheduled during the period of suspension. Suspended students will also be able to complete work assigned during the suspension. The student is responsible for obtaining and turning in all work for the period of suspension. All assignments (including tests) permitted to be turned in for credit by the above stated policy must be turned into or administered by the assistant principal's office by the time and date each is due. Restorative Practices will be implemented when possible depending on the situation, offense, training, and resources.

BUS TRANSPORTATION: Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the School Counseling Office or the Knox County Transportation Office. Discipline on our school buses is a priority in order to insure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox

County bus rules are posted on each bus; failure to cooperate with driver may result in removal of student riding privileges and/or suspension from the bus.

BUS DISCIPLINE CODE

Level 1	Level 2	Level 3
<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 <p>Consequences</p> <ul style="list-style-type: none"> • Written reprimand (maximum 1 warning) • Bus riding suspension (3 to 5 school days) • Out of school suspension 	<ul style="list-style-type: none"> • Third violation of Level 1 behavior • Tampering with bus equipment • Fighting/pushing/tripping • Bringing articles aboard the bus of injurious or objectionable nature • <i>Destruction of property (Parent/guardian fiscally responsible for damages-student will remain off bus until damages are paid.)</i> • Possession and/or use of tobacco products • Profane language/obscene gestures • Throwing objects in or out of bus • Hanging out bus window <p>Consequences</p> <ul style="list-style-type: none"> • Bus riding suspension (minimum 5 school days) • <i>Repeat occurrence of Level 2 violation (minimum 15 school days bus riding suspension)</i> • Out of school suspension 	<ul style="list-style-type: none"> • Third violation of Level 2 behavior • Physical assault/verbal threat directed to bus driver • Attempting to set fire to seat, hair, clothing, etc. • Possession of weapon • Use of chemical substance with intent to do bodily harm. • Possession and/or use of alcohol drugs or paraphernalia. • Misuse of emergency exit on bus. <p>Consequences</p> <ul style="list-style-type: none"> • <i>Bus riding suspension (minimum 30- maximum 180 school days)</i> • Out of school suspension • Action by the Board of Education (up to and including expulsion) • Appropriate legal action

ADDITIONAL SCHOOL POLICIES

LIBRARY MEDIA CENTER: The Library Media Center (LMC) at Austin-East High School is available to all students to read for pleasure, to do research and/or to use audio-visual materials and computers. The main area of the library is designed for students who need a place that provides an

atmosphere for individual work or reading pleasure. Other areas in the complex may be scheduled for group work.

The library is normally open from 8:00 am until 3:45 pm, Monday through Friday. Sometimes special scheduling can be provided before or after school. All students using the library between the hours of 8:00 am and 4:00 pm must have a pass from their teacher unless coming as part of a class and accompanied by a teacher. Students may also use the library before and after school.

Library books can be checked out for a two (2) week period with opportunities for renewals. Fines for overdue library books are \$0.05 per day. The replacement cost of lost or damaged materials is charged to the student's account, so it is very important to take care of them and return them in a timely manner.

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

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

TEXTBOOKS: Students are accountable for all free textbooks. Knox County Board of Education must be reimbursed for any books that are damaged, destroyed, or misplaced. Classroom teachers make the

decisions regarding book damage.

CAFETERIA/ FOOD AND DRINK POLICY: All food and drinks must be consumed in the cafeteria, unless by special permission. Eating areas are to be left clean and trash-free and trays properly returned to designated area. There is to be NO commercial food deliveries to students on campus during school hours. Visitors are not permitted in the cafeteria during lunch periods without administrative approval.

All school behavior guidelines should be followed during lunch. Students must remain in the cafeteria, or in the courtyard during lunch periods. Students should not be in instructional or unsupervised areas. No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission. Students that fail to meet expectations will be subject to discipline

AUTOMOBILES: Driving an automobile to school is a privilege, not a right. All vehicles must be properly parked in a designated parking space with parking hang tags properly displayed. Students must park, lock, and exit their vehicle immediately upon arrival to school. No student may return to his/her car without permission from the principals. Automobiles are subject to search by school authorities. Illegally or unlawfully parked vehicles will be issued a parking citation and/or towed at the owner's expense. Failure to follow all parking rules will result in loss of all parking privileges, and no money will be refunded. Students must follow all parking guidelines on the parking application. Parking hang tags are limited to a first come first served basis.

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

FEES: All fees and/or workbooks required of students have been approved by the Knox County Board of Education and will be collected in compliance with FAPE (Free Appropriate Public Education). If the financial status of your family is such that the payment of a fee produces a hardship, your parents should contact the school or write a note to the principal. Students who qualify for free or reduced lunch may apply for a waiver. Fee waiver forms are in the main office.

Fee are to be paid to the individual teacher. Make checks payable to Austin-East High School. There is a \$10 service charge for returned checks. Payments should be given to the teachers in individual classes each term.

LOCKERS: Students may request a locker from their grade-level administrator and they will be held responsible for the upkeep and contents of that locker. A student may use only the locker to which he/she has requested. All personal items and books, when not in use, are to be kept in lockers. Money or other valuables should not be left in lockers. Lockers that do not have locks on them will be emptied and resealed. Students must provide their own combination lock for securing lockers. The school reserves the right to inspect student lockers at any time.

PERSONAL BELONGINGS: Students should not bring personal belongings to school due to the risk of loss or theft. Knox County Schools are not responsible for items that are lost or stolen.

SIGNS AND ADVERTISEMENTS: Before signs or advertisements are displayed in the school, an administrator must give permission. Signs can only be placed in designated areas, and masking tape

should be used. It is the responsibility of the person who puts up the sign to see that it is taken down within a reasonable length of time.

TELEPHONES: The school telephone is for school business and will be used by students only with the permission of the administrative support staff. Telephone messages will only be accepted from parents and employers.

VISITORS: The Student and Employee Safe Environment Act of 1996 requires that all visitors, except on occasions such as athletic events and open house, must report to the school office and sign a logbook upon entering the school. Guest passes will be issued.

Knox County Schools and Austin-East High School reserve the right to add, delete, or change any information within this handbook without prior notification.



AUSTIN-EAST HIGH SCHOOL CONTACT INFORMATION

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