Carter High School

210 N. Carter School Road

Strawberry Plains, TN 37871

Ph: (865) 933-3434 • Fax: (865) 932-8109

Fax: (865) 932-8108 Guidance Office

<http://knoxschools.org>/carterhs



Student Handbook 2019-2020

Mission Statement

CARTER HIGH SCHOOL:

educating, motivating, and producing responsible citizens of tomorrow.

**2019-2020 Knox County Schools Calendar**

August 5 First Day for Students (1/2 day for students)

August 27 Student Holiday

September 2 LABOR DAY –Holiday

October 4 End First 9-weeks Grading period

October 7-11 FALL BREAK

November 5 Student Holiday

November 27-29 Thanksgiving Holidays

December 20 End second 9-weeks Grading period

½ Day for students

December 23- Jan 3 WINTER HOLIDAYS

January 7 First Day for Students

January 20 Martin Luther King, Jr. Day- Holiday

February 17 Student Holiday

March 3 Holiday

March 13 End First 9-weeks Grading Period

March 16-20 Spring Break

April 10 Good Friday – Holiday

April 13 Holiday

May 21 Last Day for Students (1/2 day for students)

End Second 9-weeks Grading Period

ADMINISTRATION

Angie Messer

Principal

Jennifer Sullivan, Jeff Browning, Jewel Brock, Erin Brown

Assistant Principals

STUDENT NAME

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MY COUNSELOR’S NAME

MY SCHEDULE

FIRST SEMESTER

|  |  |  |
| --- | --- | --- |
|  | CLASS | TEACHER |
| 1ST |  |  |
| 2ND |  |  |
| 3rd |  |  |
| 4TH |  |  |

SECOND SEMESTER

|  |  |  |
| --- | --- | --- |
|  | CLASS | TEACHER |
| 1ST |  |  |
| 2ND |  |  |
| 3rd |  |  |
| 4TH |  |  |

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LETTER FROM ADMINISTRATION

Dear Carter Family,

Welcome! We are happy to have you at Carter High School – a truly wonderful place!

Carter High School is an exciting place to be. We have numerous Honors, Advanced Placement, Career and Technical, Dual Enrollment, and Fine Arts classes as well as all core classes available for our students. We have more AP and Honors classes than ever before. We are always striving to offer the most rigorous and engaging learning opportunities for our students.

Carter High School has an extraordinary Career and Technical Program. We offer classes in auto mechanics, construction, cosmetology, nutrition, and medical preparation classes. Industry Certifications can be earned by students in multiple CTE courses. When a student earns an Industry Certification, they also earn a diploma with Distinction when they graduate from high school.

Our vibrant Fine Arts Program offers multiple opportunities for our students. Our Visual Arts Program offers opportunities for beginning to advanced artists. Our performing arts opportunities are Marching Band, Concert Band, Jazz Band, Indoor Percussion, Musical Theater, Stage Tech, and choirs for beginning to advanced vocalists.

Carter High School Athletics is a rich piece of our school culture. We have talented coaches who work to prepare our athletes with the skills of success both in competition and in the classroom.

The staff at Carter High School is committed to meeting every student where they are and provide each student with the opportunities and skills needed to realize their dreams. We strive to develop the skill of learning to work with passion, perseverance, and persistence. These skills will prove to serve our student long after high school.

We welcome you and your family to our Carter Family. We are looking forward to a wonderful 2019-20 school year.

Best Wishes,

The Carter High Administration

POLICIES AND PROCEDURES

**ATTENDANCE POLICIES**

**According to School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Knox County’s policies for attendance are designed to encourage students to take personal responsibility for their class attendance and tardies, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record. (KC policy J-120)**

Students must provide documentation for absences of 10 or less days to be in compliance with truancy policy. Documentation must be received within 5 days of returning to school. The following reasons should be indicated in your documentation:

* 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. Court Appearances (student only)
  7. For students with a parent or guardian who is deployed as a member of the US Armed Forces, excused shall apply provided the student furnishes appropriate documentation of the service member’s deployment- An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and an excused absence for up to 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

1. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades. (Students must go to class even if they are failing the course). Failure to attend classes for the above reasons will result in possible consequences for truancy and/or class cuts. **Dropping or adding classes is NOT an option.**
2. Parent/guardian will be notified when a student is absent.
3. Students who are TRUANT may be subject to disciplinary action.
4. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school.
5. Parent/guardian of a student with excessive (more than 5) absences may appeal the absences beginning with a school level Principal.
6. **Students must remain at school until 12:00 or arrive before 12:00 to be counted present for the school day.**

# TARDIES TO SCHOOL/CLASS

Students are late to class if they are not in their seat or assigned area when the tardy bell stops ringing. A student arriving at school any time after 8:30 A.M. should report directly to the office to receive an admit slip at which time the student will be assigned a silent lunch detention. After being signed in, failure to be in class is considered to be a class cut. **Arriving during the first 15 minutes of class is considered a** **tardy; arrival after the first 15 minutes is an absence.** Students on campus but not in class or in the office will be considered to be cutting class. Excessive tardies to school or class will result in disciplinary action including but not limited to loss of driving privileges. **Loss of driving privileges will begin at the 10th tardy to class/school. Tardies are cumulative throughout the year.**

**LUNCH DETENTION**

If a student reports to class or school late, he/she will be required to serve a silent lunch detention. A detention will be served each time a student is tardy. If tardies become excessive, disciplinary action will be taken.

## EARLY DISMISSALS

A. Students will be allowed to sign out under the following conditions:

1. If a written request comes to the office before the first period on the day the student is to sign out, the student will be dismissed at the appropriate time.

2. Written requests for early dismissal, signed by the parent, should contain the following information:

1. Student’s name
2. Phone number where parent can be reached so that the school official can confirm that the student has parental permission to leave school.
3. Reason for early dismissal

3. ALL REQUESTS WILL BE VERIFIED. If the parent or guardian cannot be reached, the student will not be given permission to leave school.

4. If a request for dismissal note is not turned in to the office by 8:30 A.M., students may not sign themselves out. Parents must come to school to sign them out. No early dismissals will be allowed by phone, fax or emailed notes.

5. All students must follow these procedures for dismissal, regardless of age.

6. Students must **never** leave campus without checking out through the office.

7. Teachers do not release a student from class except on authorization from the administration. Any person asking for a student should be directed to the principal’s office. Students cannot leave in the company of any person other than a parent, legal guardian, school employee, or a person designated by the parent or guardian.

(Knox County School Board Policy)

**LEARNERS DRIVING PERMIT**

A student must submit a completed **SF 1010** form in the front office. The form must be completed by the student, returned to the school secretary for attendance/grade verification and completion of the form. **Three school days should be allowed for completion of this form by the school.** Student may return following the 3 days to pick up completed **Compulsory Attendance Form** to submit to the Department of Motor Vehicles.

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

* Ten (10) or more consecutive unexcused days absent in a term.
* Fifteen (15) or more total unexcused days absent in a term.
* Students must be in good standing with attendance & grades.

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.

**CAFETERIA RULES/FOOD AND DRINK**

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

# ILLNESS/PHONE CALLS

**If a student becomes ill during the school day, he/she must** **report to the office to have office staff call home.** Failure to do so will be considered a class cut. Students may use the phone in the office between classes. The secretaries in the administrative office are happy to accommodate the student or student’s parents by taking telephone messages. Students will be called between classes to check messages.

**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: (K.C*. Board Policy)*

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

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

**STUDENT DRESS CODE**

**Approved July 2000**

**By Knox County School Board**

**(Revised April 2017)**

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

1. Pants must be worn at the waist. No sagging allowed. Holes in pants or shorts must be below mid-thigh length.

2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders andmust have sleeves. Shirts or tops must cover the waistband of pants, shorts or shirts with no midriff visible. ***Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.***

3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.

4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.

5. Clothing and accessories such as backpacks, patches, jewelry and notebooks must not display: (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy: such as alcohol, tobacco, and illegal drugs.

6. Skirts, dresses and shorts must be beyond **mid-thigh length**.

7. **Sleepwear, pajamas, and/or blankets cannot be worn in school.**

8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes, and (4) skin-tight outer materials such as spandex.

* The school administration reserves the right to determine whether the student’s attire is within the limits of decency and modesty.
* The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.
* Any student not attired in accordance with the foregoing policy will be expected to change. Students will be permitted to call home and have someone bring them clothing that falls in the guidelines set forth.
* Repeat offenders shall be subject to a parent conference. Should the violations continue, appropriate disciplinary action for insubordination will be assigned.

SCHOOL LUNCH AND BREAKFAST

Carter High School uses a computerized system of accountability for meals served in order to:

1. Eliminate the need for meal tickets

2. Allow students to have a personal prepay account

3. Add money to a prepay account at any time

Students will be issued an identification number to be used in the lunchroom for the purchase of all food.

**GUIDELINES FOR STUDENT MESSAGES,**

**PACKAGES, FLOWERS, BALLOONS, ETC.**

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

CLASS INTERRUPTIONS

Students will not be called out of class except in an emergency as determined by school administration.

# PARENT CONFERENCES

Parent Teacher Conferences are held one evening each semester (September 10, 2019 and February 11, 2020). A parent who wishes to schedule a conference with a teacher and or counselor may do so by calling the counseling office at 933-3434, option 1. Parents are encouraged to email or call the teacher.

# LOCKERS

Each student is assigned a locker for personal items. Students are encouraged to buy and use locks to protect personal belongings. Lockers may be checked at any time by administration. Students are not allowed to deface the inside or the outside of school lockers. (Search and Seizure IV, Section V) **Students are encouraged not to bring valuables and money to school. Students are responsible for any loss or damage.**

# EMERGENCY INFORMATION

Each student will update an emergency sheet which will be kept on file in the counseling office. Please update records each time a phone number, address, or emergency contact name changes.

# VENDING MACHINES

Drink and snack machines are for students’ convenience. If machines are abused by students, there is no course of action other than have all machines removed. Please see that empty coke cans and litter find a trash can. Use at your own risk, refunds will no longer be given. Vending machines are not the property of Carter High School.

**FEES**

All student fees are approved by the Knox County Board of Education. There is a general school fee and classroom fees associated with various course offerings. All students must pay pre-existing fees before a parking permit will be issued. All seniors must pay all fees before prom tickets are purchased.

**MAKE UP WORK**

Work assigned prior to absences is due on original date. If requesting makeup work due to absences, call your student’s school counselor. Please allow 24 hours for work to be gathered. The parent should not request makeup work from guidance unless the student has been absent at least three days. Students have 3 days following absence to request any make up work. Assignments may be located on a teacher’s website, and additional make up work policies will appear on each course syllabus. Parents are always encouraged to email or call the teacher.

**RE-DO POLICY**

The re-do policy applies to attempted work, not to be confused with missing work. If a student feels the need to re-do an assignment he will have that opportunity. A re-done assignment will have a maximum value of 90%. The assignment may not be exactly like the original assignment and must be done outside of regular class time. There are some exclusions to this re-do policy, such as: End of Course Exams, labs, performances, or any other assignment specified by the teacher ahead of time. Parents are encouraged to email or call the teacher with specific concerns.

LIBRARY

Carter High School’s library is open throughout the school day. The library opens daily at 8:00 AM.

COUNSELING OFFICE

The purpose of the Counseling program is to assist each student to develop realistic ideas about himself/herself. Also, the counseling office is there for families to use for not only high school class registration and planning but for plans after high school. Counselors may be reached at 933-3434, option 1.

**PYRAMID OF INTERVENTIONS**

Our desire is to guide every student to reach his/her fullest potential. In an effort to realize this goal, a pyramid of interventions has been developed.

**CLASSROOM INTERVENTIONS**

Extra time

Parent contacts

Student conferences

Peer tutoring

**STEP 1**

Make up Session

Informal/Formal Student Conference

Assigned Tutoring

Parent Conference

**STEP 2**

Parent Conference

**STEP 3**

Tutoring

S-Team Referral

**STEP 4**

Summer School

Summer School Blitz

December Dash

Edgenuity

**STEP 5**

Hornet Watch

**Disciplinary Consequences**

Level 1 – These behaviors may hinder the daily classroom instruction or school operation and may escalate to a more serious level or cause the development of very inappropriate behavior patterns if unmodified. A “Student Behavior Contract” may be issued by an administrator for offenses of any violation.

|  |  |  |
| --- | --- | --- |
| **Violation** | | **Level 1 Administration** |
| **1** | Assault and Battery | Disciplinary hearing/45 days/possible KCSD action |
| **2** | Bus misbehavior | See KC-4 |
| **3** | Cheating | Loss of points/parent contact |
| **4** | Class cuts | 2 days ISS |
| **5** | Class disturbance | 3 days ISS |
| **6** | Damage of school or personal property | Parent contact/restitution |
| **7** | Dress code | Change of clothes or ISS |
| **8** | Electronic devices/use of during instructional time, including cell phones | 3 days ISS |
| **9** | Electronic devices/inappropriate use of/distribution of inappropriate media | Administrative discretion/ OSS/disciplinary hearing/possible KCSD action |
| **10** | Failure to serve detention | 1 day ISS |
| **11** | Fighting | Disciplinary hearing/minimum 10 days/possible KCSD action |
| **12** | Harassment/bullying | Student contract/parent contact |
| **13** | Inciting others/failure to follow staff directions/failure to disperse | 🡪 🡪 🡪 🡪 🡪 🡪 |
| **14** | Insubordination | Administrative discretion |
| **15** | Leaving campus w/o permission | 2 days IHS |
| **16** | Out of area | 2 days ISS |
| **17** | Public display of affection | Warning by staff/parent contact |
| **18** | Profane, abusive, or “hate speech” towards students, Verbal altercation or horseplay | 2 days IHS |
| **19** | Profane or abusive language towards staff | Disciplinary hearing |
| **20** | Tardies to class | 1 silent detention for every tardy |
| **21** | Tardies to school | 1 silent detention, parent contact |
| **22** | Theft/vandalism | 🡪 🡪 🡪 🡪 🡪 🡪 |
| **23** | Threats of violence | 🡪 🡪 🡪 🡪 🡪 🡪 |
| **24** | Tobacco, vapes, juuls, dab pens or paraphernalia possession or use | KCSD citation/2 days OSS |
| **25** | Traffic or parking violation | Warning |
| **26** | Unpermitted sales/ Providing false information | 3 days ISS |
| **27** | Gambling | 3 days IHS |

**Disciplinary Consequences**

Level II – These behaviors, either by frequency or seriousness, indicate a pattern of misbehavior or a behavioral problem, which may hinder the student’s personal or academic progress or disrupt the learning climate.

Level III – These behaviors are a result of a student’s unwillingness to take responsibility for and to correct previous behaviors. (These behaviors may include acts directed against person or property.)

|  |  |  |
| --- | --- | --- |
| **Level II (Administration)** | | **Level III (Administration)** |
| **1** | Expulsion recommendation | Expulsion recommendation |
| **2** | See KC-4 | See KC-4 |
| **3** | Parent contact/ISS/loss of points | Disciplinary hearing |
| **4** | 3 days IHS | Disciplinary hearing/OSS |
| **5** | 2 days IHS | Disciplinary hearing/OSS |
| **6** | 2 days IHS/restitution | Disciplinary hearing/restitution |
| **7** | 2 days ISS | 3 days IHS |
| **8** | 2 days HIS | Disciplinary hearing/2 OSS |
| **9** | Administrative discretion/  disciplinary hearing/possible KCSD action | Administrative discretion/  disciplinary hearing/possible KCSD action |
| **10** | 2 day ISS | 3 days ISS |
| **11** | Disciplinary hearing 15 days or more OSS/possible KCSD action | Expulsion recommendation/ possible KCSD action |
| **12** | 3 days ISS | Disciplinary hearing |
| **13** | Administrative discretion/IHS | Disciplinary hearing/OSS |
| **14** | Administrative discretion/ IHS | Disciplinary hearing/OSS |
| **15** | 4 days IHS | Disciplinary hearing/OSS |
| **16** | 2 days IHS | Disciplinary hearing/OSS |
| **17** | 3 days ISS | 2 days IHS |
| **18** | 2 days OSS | 4 days OSS |
| **19** | Disciplinary hearing | Disciplinary hearing |
| **20** | 8th Tardy-1day ISS, and parent notification | 10th plus, loss of driving privileges 1st- 10 days, 2nd -45 days, 3rd- 90 days; Non-drivers- 2 days IHS followed by a disciplinary hearing, if necessary. |
| **21** | 8th Tardy – 1 day ISS, and parent notification | 10th plus tardies, loss of driving privileges 1st- 10 days, 2nd -45 days, 3rd- 90 days; Non-drivers- 2 days IHS followed by a disciplinary hearing, if necessary. |
| **22** | Administrative discretion/ disciplinary hearing/possible KCSD action | Administrative discretion/ disciplinary hearing/possible KCSD action |
| **23** | Administrative discretion | Disciplinary hearing |
| **24** | KCSD citation/4 days OSS | KCSD citation/disciplinary hearing |
| **25** | Loss of driving privileges 1 week | Loss of driving privileges 1 week to remainder of year |
| **26** | 2 days IHS | 2 days OSS |
| **27** | 2 days OSS | 4 days OSS |

**Level IV Disciplinary Consequences**

These behaviors, because they are illegal or pose an extreme threat to the safety of others, require administrative actions which may result in the **immediate removal from school, out of school suspension/expulsion pending a disciplinary hearing, the intervention of law enforcement authorities, and/or action by the School Board. \*Zero tolerance offenses, see Knox County section, page 2.**

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

|  |
| --- |
| 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. Also, confidentiality must be protected for all students. If it seems that different consequences are applied for similar offenses, please be assured that the school administration is committed to treating all students as fairly as possible while being responsive to the individual differences of our students when necessary. 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. |

DISCIPLINE VIOLATION EXPLANATIONS

**CHEATING**

In the school setting, the term cheating is used to describe anyone who gains or attempts to gain advantage for work she or he has not completed, but has been completed by other students or has come from other sources and is not the honest effort of that student, including sharing or copying electronic images.

# CLASS CUTS

Any student who is on campus and not in class or in the office is considered to be cutting class.

**LEAVING CAMPUS WITHOUT PERMISSION**

Students are to stay on campus at all times. Students must check out through the office before they leave campus. Once a student arrives at school, he may not leave campus unless he signs out (See disciplinary consequences).

**CLASS DISTURBANCE**

Students are not to disturb any class at Carter High School. A student who is referred to the principal’s office will be subject to disciplinary action.

**CLASSROOM PROCEDURES**

**CLASSROOM RULES AND CONSEQUENCES WILL BE POSTED IN CLASSROOM.** Teachers reserve the right to enforce an exit policy as part of classroom procedures which should be posted in the classroom and on the syllabus.

# DAMAGING OF SCHOOL OR PERSONAL PROPERTY

Students are not to damage school or personal property. Any intentional damaging or defacing of school or personal property will result in payment by the student for the cost of repair or replacement. Disciplinary action will be determined by the principal.

# FIGHTING AND ARGUMENTS

**FIGHTING OFFENSES ARE CUMULATIVE**. Fighting is any physical confrontation between students that may require school staff intervention. Verbal altercations often times lead to physical altercations and will result in disciplinary action (See disciplinary chart). Fight consequences are cumulative over your school career.

HALL MISCONDUCT

Proper conduct in hallways by all students is expected. Excessive noise, running, etc., is forbidden. There is no valid reason for any student to be in the halls while classes are in session. Students should not be released from class after the tardy bell has rung. If a student is released from class, he/she should have a hall pass from his/her teacher. A student, who is in the hall without a hall pass, will be escorted back to his/her class. Discipline for hall conduct will be the same as a classroom disturbance.

**INSUBORDINATION**

Insubordination is defined as defiance of established authority. Students are expected to obey instructions from any school employee who is in the performance of his/her duty and to address all adult staff members with respectful words and tone. Instructions from teachers that must be followed include the requirement of working, staying awake, and doing all assignments in class. Teachers have supervisory responsibilities in all areas of the campus while at school. Official visitors, whether observers, speakers, or entertainers, are considered to be honored guests and will be treated with courtesy and respect.

# PERSONAL RELATIONSHIPS

# 1. Toward fellow students: Each student is expected to show respect for the rights and feelings of his/her fellow students and to behave in such a way as to draw the respect of others toward himself/herself. Courteous treatment is encouraged. Tolerance of differing beliefs and appearance is essential. Dangerous practices such as pushing or scuffling are not tolerated.

**2.** Displays of affection between students will be limited to holding hands or taking the arm while walking to class. Any further displays that tend to destroy reputations and to embarrass others will not be condoned.

**PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES**

A “personal communication device” (PCD) is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, sound file or message. PCDs and personal electronic devices such as CD players, netbooks or iPads may be stored in backpacks, purses, or personal carry-alls. 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.

1. Use by Students

Students may possess PCDs, such as cell phones, while on school property. The devices may be used before and after school, during lunch periods and during class change times. 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.

2. Inappropriate use of PCD and/or Electronic Devices

In addition to the parameters established above, using a PCD or other electronic device to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs of other students or any other under age individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

3. Headphones are not personal communication devices. These are accessories. When worn to complete an academic assignment both ears may be worn; **however,** **Students must have one ear unplugged in the hallways** to ensure that adults are able to communicate with students, for safety purposes. **The school will not be responsible for any electronic devices that may be lost or stolen while at school.**

# PROFANE OR ABUSIVE LANGUAGE USE

Students are not to use any type of profane language. Profane or abusive language toward a staff member will result in disciplinary action.

**COMPUTER/INTERNET**

Inappropriate use of computers will result in disciplinary action. Consequences are cumulative across campus and throughout all school years. Carter High School students will be informed of the building and district Internet policies. Violations will include:

* Downloading/uploading programs without specific permission.
* Changing system setting(s) (including the homepage) without specific permission.
* Playing games online.
* Connecting MP3 players, IPODS, and Cellular phones. Using e-mail outside of classroom curriculum.
* Any website not permitted by a staff member.

Students who are found to be non-compliant with building and/or district policies will be subject to disciplinary action.

**THEFT/VANDALISM of SCHOOL PROPERTY**

Stealing is a crime and the police or proper authorities may be contacted. Repayment will be required. **A disciplinary hearing will be scheduled.**

**SEARCH/SEIZURE**

According to state law, school authorities (acting with reasonable suspicion) do not need student consent to conduct a search of lockers, vehicles, possessions, or students.

# TOBACCO POLICY

Effective July 1, 1999, state law provides for legal penalties for use/possession of tobacco products by minors (under 18). The Knox County Officer at the school will issue the citation. This policy also includes the use or possession of a vape, juul or dab pen on school grounds.

**STUDENT BEHAVIOR AT EXTRACURRICULAR EVENTS**

It is the expectation of the Carter High Administration that student behavior at extracurricular events be held to the same high standard as student behavior during the regular academic day. As such, behavior that harasses, demeans, or is generally unbecoming to character of the school will be disciplined under school policy.

**DISCIPLINARY TERMS AND DEFINITIONS**

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

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

**HATE SPEECH:** A term for speech intended to degrade, intimidate, or incite violence or prejudicial action against someone based on race, ethnicity, national origin, religion, sexual orientation, or disability. The term covers written as well as oral communication.

**RESTORATIVE LEARNING CENTER (R.L.C):** R.L.C. 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 regular academic assignments and follow the schedule and guidelines outlined by the staff member in charge.

**IN-HOUSE SUSPENSION:** This consequence can be given for inappropriate behaviors that would typically warrant an Out of School Suspension. There will be 4 certified teachers teaching classes for the in-house suspension. Students will be served breakfast and lunch as part of this program.

**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.

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

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

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

**IEP Team Meeting**

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

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

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

**SEARCH AND SEIZURE:** According to Knox County Board Policy Handbook, school lockers, backpacks, pocketbooks, students, etc. as well as vehicles parked on school grounds are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook.)

**ZERO TOLERANCE POLICY**

According to Knox County Board Policy Handbook JCCC:

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

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

a. unlawfully possesses a legend drug or any other controlled substance; 0r

b. knowingly possesses a firearm as defined in 18 U.S.C. § 921; or

c. Commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol Knox County School property, or other employee of the school system.

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

**RESTRICTED AREAS**

Students are not allowed in the following areas:

* Parking lots or vehicles during school hours without administrative permission.
* Rooms or areas designated “Staff Only.”
* Instructional Areas during lunch periods.
* Any unsupervised area during classes w/o permission.
* In the building after 3:45 without staff supervision for a school activity.
* In the building before the designated time in the morning without staff supervision.

**HARASSMENT, INTIMIDATION, AND BULLYING OR CYBER-BULLYING**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.1,2 Harassment, intimidation, or bullying is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe and orderly environment. All Knox County School’s staff are 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.**

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. Upon notification of acts of harassment, intimidation and bullying CHS administrators will take appropriate action.

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

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

**BUS INFORMATION AND EXPECTATIONS**

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times are available on Knox County Schools website or by calling Transportation at 594-1550.

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

**BUS DISCIPLINE CODE**

### (Handled by Administration)

|  |  |  |
| --- | --- | --- |
| **Level 1**  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 | **Level 2**  Third violation of Level 1 behavior  Tampering with bus equipment  Fighting/pushing/tripping  Bringing articles aboard the bus of injurious or objectionable nature  Destruction of property (*Parent/guardian fiscally responsible for damages-student will remain off bus until damages are paid.*)  Possession and/or use of tobacco products  Profane language/obscene gestures  Throwing objects in or out of bus  Hanging out bus window | **Level 3**  Third violation of Level 2 behavior  Physical assault/verbal threat directed to bus driver  Attempting to set fire to seat, hair, clothing, etc.  Possession of weapon  Use of chemical substance with intent to do bodily harm. Possession and/or use of alcohol drugs or paraphernalia. Misuse of emergency exit on bus. |
| **CONSEQUENCES**  Written reprimand (maximum 1 warning)  Bus riding suspension (3 to 5 school days)  Out of school  Suspension | **CONSEQUENCES**  Bus riding suspension (*minimum 5 school days*)  Repeat occurrence of Level 2 violation (*minimum 15 school days bus riding suspension*)  Out of school suspension | **CONSEQUENCES**  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 |

**PARKING/TRANSPORTATION**

1. Automobiles must be registered in Room 359 with Ms. Burkhart by obtaining a parking permit. Parking permits will cost $35.00 per year. (Any student not having a parking permit after a set deadline will be subjected to having automobile removed from campus at the expense of the owner.) All students should purchase a permit **before** driving to school.

2. **Pedestrians have the right-of-way at all times.** School buses have the right-of-way over other vehicles.

3. **The campus speed limit is 5 M.P.H.**

4.Student drivers must park in assigned spaces in student lots.

5. No student cars are to be taken to the vocational building until permission is obtained from the instructor and principal.

6. **Immediately after arriving at school**, drivers and occupants will get out of the car and go to their assigned area and will not again enter the car until dismissed from school.

7. No loud music on campus will be allowed. If the music can be heard outside the car, the music is too loud.

8. **Car trouble is not necessarily an excuse for being tardy.**

9. Cars and/or vehicles are subject to being searched by school authorities. The student will be responsible for all items in their vehicle. (Tobacco products, alcohol, drugs, residue, drug paraphernalia, and any weapons.)

10. Students must have permission from the administration to go to the parking lot during school. Students violating this policy may be suspended.

11. All students must have all school fees paid before purchasing a parking permit. Illegally parked cars may be towed at owner’s expense, including those parked in another assigned spot.

12. **Students who have accumulated excessive unexcused absences and/or tardies to class or school will lose driving privileges. 10th tardy to school/class will result in loss of driving privileges, 1st offense is 10 days, 2nd offense is 45 days and 3rd offense is 90 days.**

13. **Students may lose driving privileges for repeated disciplinary infractions.**

ATHLETICS

The mission statement of the CHS Athletic Department is to teach responsibility, build character, and develop leaders.

Carter 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 enhances a student athlete’s opportunity to learn; and helps create a greater desire to improve.

# Athletic Policies

**Eligibility**

A student athlete must have earned at least 6 term credits the preceding year.

A student shall be ineligible if he/she becomes 19 years of age on or before August 1.

**Student Athlete Responsibilities**

1. Academics

• Complete all assignments

• Work hard in the classroom

• Maintain grades according to coach’s expectations per sport played

• Maintain TSSAA academic requirements (see TSSAA attachment, Article 2)

2. Attendance

• Attend all classes on time

• Be at all practices and games

• Be on time to all practices and games

• Be at school the day of the athletic event

3. Attitude

• Use positive and correct attitude in the classroom, in the area of the athletic event and throughout the community

• Come prepared to do your best. This includes academics and your behavior. Bring ALL of the correct equipment to practices or games, proper nutrition, proper sleep, taking care of any injuries or illness

• Put your team before yourself

• Come prepared to be part of a team

• Use your individual skills to be part of the team

• Respect school colors and traditions

4. Participation

• Have a yearly physical (not prior to April 15) on file with the Main Office before the season practices begin

• Emergency Medical Form on file with coach of each participated sport $60 Insurance Fee paid before season begins. **There may be additional fees required for an individual sport, the coach will notify.** Insurance and team fees will not be refunded if the student quits or is suspended.

• RLC/Suspensions-Athletes may not participate while suspended from school in practice, athletic events or other related activities. \*\*All cases of RLC will be reviewed by the Athletic Administrator, who will determine game eligibility.\*\*

• All athletes must adhere to the rules and regulations in the student handbook that have been established by Carter High school.

• All athletes must adhere to the rules and regulations that have been set aside by the Tennessee Secondary Schools Athletic Association and any rules and regulations established by Knox County schools.

• All athletes must meet the guidelines and regulations established by the individual sport. Participation in athletics is a privilege afforded students in attendance at their respective schools. **Such participation and/or privilege may be limited, suspended or revoked at the discretion of the coach, athletic director or principal if the student’s behavior is unbecoming of a representative of that school.**

**\*A student who quits one sport, may not begin another sport until the prior sports post season conference ends.**

5. Respectful Communication between Coach and Athlete

• Communicate any problems in school or outside of school with the coach.

• Communicate any important doctor appointments with the coach well in advance.

• If you don’t understand something, ask the coach for further clarification.

• If you need help in a subject for school ask the coach.

6. Sportsmanship

• Act at all times as a representative of Carter High School and the community.

• Treat your teammates, opponents, coaches, officials, teachers, administration, parents, equipment, and any other aspects the athletic endeavors may include respectfully.

• As an athlete you are a representative of Carter High School.

7. Disciplinary Consequences: Disciplinary consequences for student athletes will be enforced in two ways.

1. Students will face consequences from the coach including but not limited to: extra workouts, extended practice, loss of playing time, suspension of athletic privileges.

2. Student athletes may additionally face school discipline including, but not limited to: Detention, RLC, OSS.

***“Good teams become great ones when the members trust each other enough to surrender the me for the we.”***

***Phil Jackson***

**GRADING SCALE**

**Grade Percentage Range**

A 93-100

B 85- 92

C 75- 84

D 70- 74

F 0 - 69

* Weighting for Advanced Placement includes the addition of 5 percentage points to grades used to calculate the semester average.
* Weighting for Honors Courses includes the addition of 3 percentage points to grades used to calculate the semester average.

Assigning additional quality points above 4.0 for honors courses, AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

Grades will be distributed within 5 days of KCS grading period dates.

Note: All grade reports will be distributed in homerooms except for the end

of term reports, which will be mailed.

**Note:**  Students are responsible for ordering AP College Board tests through Emily Davenport in the school library. Payment must accompany the order(s). AP exams are administered in May. Look for payment information beginning in March.

**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.

EOC examinations will be given on English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. Results of these tests will be calculated at a percentage of the final grade for the 2019-2020 academic year (in accordance with TCA 49-1-302(2)). Students will not be required to pass any one examination, but instead must achieve a passing score for the final cumulative grade. Should there be any changes to this percentage, we will communicate as per Knox County Guidelines.

**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 | ½ |
| Economics | ½ |
| Phys. Ed and Health | 1.5 (Wellness and one additional ½ credit)\* |
| Personal Finance | ½ |
| 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 ½ 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.

**UNSAFE SCHOOLS CHOICE NOTICE**

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

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1506.

**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.