

**FULTON HIGH SCHOOL**  
**STUDENT AND PARENT INFORMATION GUIDE 2019-2020**

**GENERAL INFORMATION**

**NEW\*\* - Academic Policy for Extracurriculars at Fulton High School**

Purpose - The purpose of this policy is to set a standard of excellence for Fulton High School students both in the classroom and on the various fields of extracurricular competitions. This policy recognizes that our students involved in extracurricular activities are the leaders of our student body and they set the tone for the rest of our school. When these students are applying themselves to reach their potential in the classroom, the rest of the Fulton Family will do the same.

Students Included - Any student who participates in an extracurricular activity at Fulton High School must meet the guidelines set forth in this policy. Extracurricular activities include but are not limited to the following: Athletics (Football, Soccer, Golf, Cross Country, Volleyball, Basketball, Wrestling, Baseball, Softball, Tennis, Track and Field), Marching Band, Winter Guard, Band Competitions, NJROTC Competitions, HOSA, TSA, Skills USA, ProjectU, Ethics Bowl, Comic Book Club, Environmental Club, Choral Competitions, Open Studio, and other academic competitions.

Student Expectations - Students involved in Extracurriculars are expected to apply themselves in the classroom with the same effort, determination, and grit that they show in their extracurricular activity. In order to participate fully in extracurriculars, students are expected to have a minimum of a passing grade in each course at all times.

Supports - The following supports will be implemented should a student not meet the expectation of passing all classes.

**3 Week Grading Period**

- Students are held harmless at the end of the 3 Week Grading Period but the following supports will be implemented.
  - Failing One Class - Student must attend 1 day of tutoring per week.
  - Failing Two or More Classes - Student must attend 2 days of tutoring per week

**6 Week Grading Period and beyond**

- Students will be held accountable for not meeting expectations
  - Failing One Class - Student must attend 1 day of tutoring per week
  - Failing Two or More Classes
    - Student must attend 2 days of tutoring per week
    - Student is ineligible from competition until he/she is only failing one class

Process - Grades for involved students will be monitored at the end of the each grading period.

1. Coaches will submit rosters of students to Front Office
2. Front office staff will be tasked with notifying coaches/sponsors and administrators of which students are not meeting the expectations noted above. Reports are run at the end of each grading period.
3. Coach/Sponsor is responsible for notifying affected students.
4. Student goes to office to get a tutoring verification form. When student attends tutoring session, he/she has teacher sign off they attended.
5. Student submits the completed verification sheet to front office staff by Friday.
6. Front Office staff notifies coach/sponsor and administration of students who did not complete required tutoring sessions.

Failure to Attend Tutoring Sessions - Students who fail to attend required tutoring sessions will be subject to the following consequences.

- Missing one tutoring session - Coach/sponsor's discretion
- Missing multiple tutoring session in a season results in suspension from competition for each violation. Length of suspension varies by activity.
  - Football, Soccer - One half of a game
  - Basketball, Baseball, Softball, Tennis, Golf, Cross Country, Track and Field, Wrestling - One game, match, competition
  - Volleyball - first two sets of a match
  - Cheerleading - Suspension mirrors either Football or Basketball based on season
  - Other Extracurriculars should determine the proper length of suspension in coordination with administration.

Steps required to regain eligibility

- Student seeks out teacher to determine what can be done to bring grade up to passing or higher.
- Teacher works with student to map out a plan.
- Student attends tutoring sessions.
- Student turns in missing/additional work in a timely fashion to teacher so that proper grading can occur. 24 hours before the next competition is recommended.
- Teacher grades submitted work and inputs the scores into gradebook.
- Teacher notifies the coach/sponsor of the updated grade.
- Student is immediately eligible as long as they are only failing one class.

Appeal Process

- Should a special situation arise where this process should be waived, the coach/sponsor and the student should appeal with compelling reasons to the Executive Principal.

### **ACADEMIC INTEGRITY**

Plagiarism is a serious offense. By definition, it is the act of stealing and using the ideas or writings of another as one's own. Discipline for students cheating or plagiarizing on daily

academic work will be the responsibility of the teacher. Parents will be contacted. Academic grades will be affected as well as academic honors, ranking, standing, and membership to organizations

### **AREAS OFF-LIMITS**

See “Unauthorized Area” in the discipline guidelines for consequences related to these areas.

- Automobiles or other vehicles parked on campus during school hours without administrator approval
- All parking lots and roadways.
- All rooms set aside for staff only (lounge, restrooms, office, etc.).
- Hallways, lockers, and all stairwells:
  - during class time (unless in possession of hall pass).
  - during lunch (unless in possession of a hall pass).
  - library during lunch (unless in possession of a specific pass from the Librarian)
- Restrooms (unless in possession of teacher’s pass).
- Handicapped and staff restrooms.
- Behind the school office counter.
- Bridge to Broadway and steps leading to bridge.
- Auditorium/gym, football field, and circle side during non-scheduled time.
- Elevator without a pass.
- Park adjacent to gym (this is an off campus area).
- Any unsupervised area during classes without permission.
- In the building or on campus after 3:45 without staff supervision for a school activity. In the building before the designated time in the morning without staff supervision.  
*Gym area is off limits after school unless you have an after school activity and have a coach present*

### **ATTENDANCE**

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

Students should request make-up assignments within three days after returning from the absence. **No work will be allowed to turn in after the hard deadlines listed each semester.** *Upon return to school, students must present a note signed by the parent/guardian stating the reason for the absence. If a note is not presented within five (5) days of returning to school, the student will receive an unexcused absence. Once a student has accumulated 10 unexcused absences, a court referral will be filed. The student is to bring the note to the Main Office and*

*turn it in to the secretary.* Students are reminded that make up work cannot replace the experience of classroom participation.

- Students with five (5) unexcused absences from school will receive a letter from Juvenile Court warning of potential court action. At ten (10) unexcused absences, student and parent will be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. Excused absences for the following reasons do not count toward those reported to Juvenile Court. Documentation must be submitted within five (5) days of absence(s).
  - Personal or family illness
  - Hardship in family
  - Death in family
  - Court
  - Religious holidays
- 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.**
- Parent/guardian will be notified when a student is absent.
- Students who are TRUANT may be subject to disciplinary action.
- 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.
- **To apply for a driver's license**, a student must request a **Compulsory School Attendance Form** to take to the Drivers' License Bureau. This form is available in the school office.

**Note:** Five school days should be allowed for completion of this form by the school.

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

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

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

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

### **BUS INFORMATION AND EXPECTATIONS**

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

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

In addition, all students are expected to have a right of free passage to and from school. Violation of school rules that take place at or near school bus stops will be considered a school violation and subjected to possible disciplinary action.

**Bus Discipline Code**  
**(Student Discipline will include Bus and School Discipline Procedures)**

**(Handled by Administration)**

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

## **CAFETERIA RULES AND GUIDELINES**

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. NO commercial food is to be brought or delivered 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 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.

## **CELL PHONES AND ELECTRONIC DEVICES**

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

Students may possess PCDs while on school property. The devices may be used before and after school. 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. This may result in up to a 4 day out of school suspension.**

**WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and or/federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law

enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

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

The use of cell phones, iPods and electronic devices with headphones will be allowed in the cafeteria before 8:15, during the student's assigned lunch, and between classes. The use of cell phones, iPods and electronic devices will be permitted in the hallways between classes. All cell phones, iPods, and electronic devices must be put away before entering class.

Cell phones may ONLY be used in class with teacher permission if it is part of the instructional lesson

When a cell phone is used without permission during instruction, the teacher will:

- Request that the student put his/her phone in the designated envelope;
- Give the envelope to an SLC principal (or main office staff if principal is unavailable); SLC principal gives envelope to main office; main office logs phone;
- Main office locks them up until retrieved

4<sup>th</sup> block teachers may hold onto phone until the end of class (instead of taking it to office)

When 4<sup>th</sup> block teacher takes up a phone, he/she should email or call main office so that phone violation can be logged in main office

Offenses/Consequences:

- 1<sup>st</sup> offense: student may pick up the phone in the office at the end of the school day (no earlier than 3:30)
- 2<sup>nd</sup> offense: parent must pick up phone
- 3<sup>rd</sup> offense and beyond: parent conference; parent can pick up the phone during the conference.

**If a student refuses to follow policy/refuses to hand the phone over to the teacher, it becomes an issue of non compliance which could result in disciplinary action up to 2 days OSS.**

**Number of days incurred will reset to zero at the beginning of each semester.**

### **EARLY DISMISSAL**

**All Students Who Are Checking Out Of School Must Be Signed Out By A Parent Or Someone Designated On Their Emergency Card. No Notes For Check Out Will Be Accepted.** The parent or legal guardian or others noted on emergency contact card must come in to the Main Office and provide photo ID before checking students out.



Students who are on work based learning will have to check out through the Main Office each day. Co-op and work release students must be sixteen years old and enrolled in the class in order to be eligible for dismissal.

To be counted present for the day, a student must be in school for 3 hours and 16 minutes. Students who are 18 will be expected to follow early dismissal guide

### **EXTRACURRICULAR ACTIVITY CONTRACT**

Extracurricular activities have long been a part of the high school experience. Fulton High school has a rich tradition in athletics, the arts, student government, and many other extracurricular activities. This participation that represents our school and community brings much pride and recognition to Fulton. Our students are the face of Fulton and we want to represent the Fulton High School family in the best manner possible.

**Participation in extracurricular activities is a privilege not a right and with privilege comes responsibility.** The same high standards which are expected in the classroom are also expected in the community at large.

If any student has been charged with a misdemeanor, he or she is suspended from all extracurricular activities until a meeting is held with the school, parents, coach and the Athletic Director. After hearing the particulars of each incident, the Administration will decide on the length of the suspension.

Any student that is charged with a felony shall not participate in any activities until the matter is held in court or charges are dismissed. Any student who is found guilty of the charges will be denied participation in any extracurricular activity at Fulton High School.

### **FIRE, DISASTER, AND LOCKDOWN DRILLS**

Fire and disaster drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible.

### **GUIDELINES FOR MEDICATIONS**

(J-352)

No medication of any kind shall be self-administered by students, even with assistance from school nurses or other school personnel, except when medication must be given on a long term basis and is necessary to affect an improvement in, or control of, a health problem during the school hours. Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medication during the regular school hours must comply with the medication policy.

These regulations must include the following:

1. The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
2. 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, the time to be administered, route of administration, possible side effects, and method of storage
3. One medication per form is allowed on the Physician Form and the form(s) must be renewed each school year. If the prescribed medication order is changed during the school year, a new authorization (Physician's Form) is required. Both the medical health care provider and parent/guardian must sign the form.
4. A parent/guardian signature is required on the Physician Form for Administration of Self-medication before a student can be assisted with self-medication.
5. All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult (parent/guardian). Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens (anaphylaxis medications) or insulin delivery systems with written permission from a parent and authorization by a medical health care provider. Failure to properly register medication shall lead to a presumption that any such medication is not lawfully in the possession of the student.
6. All medications must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. The prescription bottle must be the latest one filled by the pharmacy or medical care provider. Any over-the-counter (OTC) medication prescribed for a student must be provided in its original unopened, unexpired container with the original label and has the student's name written on the medication container.
7. Upon receiving the medication at school, the quantity of medication received must be confirmed and documented. A secure location must be provided for the storage of medications. J-352
8. All medications self-administered must be documented on the Medication Administration Record. Medication records will be kept in the student's cumulative record when completed.
9. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis.
10. The parent/guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.

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

**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 so that the educational process is not disrupted. Also, it is against Knox County Schools policy for any fast food delivery to be received by students.

### **HALL PASS**

Any student outside of their assigned classroom during normal class times is required to have a hall pass. Any student found without a hall pass will be escorted to his or her SLC Administrator to determine next steps.

Depending on the circumstances, being in the hallway without a pass could result in disciplinary action as defined in the discipline guidelines found at the end of this document.

Any student that refuses to comply with a request from a staff member related to the absence of a hall pass will immediately be in violation of Non-Compliance with a Staff Request (see discipline table)

### **INTIMIDATION, BULLYING, SEXUAL, RACIAL, ETHNIC, AND RELIGIOUS HARASSMENT OF STUDENTS**

Knox County Schools prohibits acts of harassment, intimidation and bullying. Harassment, intimidation or bullying means any gesture, written on **paper or electronically**, verbal, physical or psychological act that takes place on school property and any school-sponsored function or on a school bus that:

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming an individual or damaging the individual's property, or placing an individual in reasonable fear of harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any individual or group in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing behavior (e.g. bullying). This policy for student conduct will be suited to the age level of the student. This policy requires all students to adhere to these rules and to be aware of such disciplinary measures as are appropriately assigned for violation of these rules and guidelines.
- In compliance with TCA Sec. 49-6-1014-1019, it is a violation for any student to harass, intimidate, bully, or cyber bully to create a hostile educational environment for another student.

- Sexual harassment is defined as any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing, or sexual comments directed at a person because of his or her sex. (*KC policy JCADA*)
- **WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/ or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries. (*KCS policy JCBEA*)

Students are expected to treat their fellow students with dignity and respect at all times on school property and during school programs and activities. **Students are strongly encouraged to report acts of harassment to teachers or administrators immediately.** The school will investigate any report of such behaviors, take prompt and fair action to resolve the situation and prevent its continued occurrence.

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

#### **ILLNESS OR INJURY AT SCHOOL**

If a student becomes ill or injured, he or she should notify a faculty member immediately. The teacher is then to notify the administration. **If a student spends a class period in a restroom, this will be treated as an unexcused absence and class cut. Students who need to use the phone must have a signed hall pass from their teacher. No exceptions.**

#### **INTERNET ACCESS**

Before any student may access the Internet at school, an application and agreement form outlining terms and conditions for Internet use must be completed, signed by parent/guardian and returned to school. Applications may be picked up from the library or designated classroom teachers and returned for library processing when completed. Any unauthorized entrance will be subject to disciplinary action. While we do have a filter for inappropriate sites, it is impossible to block access to all sites. Students who misuse or abuse the Internet access or computers will be subject to loss of privilege, disciplinary action and possible legal action.

#### **KNOX COUNTY SCHOOL BOARD GANG POLICY**

No clothing or accessories are to display gang affiliations (JCBF). No gesturing or signing relating to gangs will be allowed. Accessories may include, but are not limited to: backpacks, towels, notebooks, jewelry, beads, school work, shoes, gang “colors”, hats, purses, scarves, bandanas, coats, etc.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which causes the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles, on buses, or at any school-sponsored activity, function, or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct. No student shall plan to haze, engage in hazing, or commit any act that injures, degrades, or disgraces others. This includes verbal abuse, inappropriate remarks or touching, and/or threats against others (JCB).

A student who displays gang affiliations through clothing, accessories and or gesturing will be asked to remove, change or stop the identified article/item or gesture on the first offense. Failure to comply or repeat of the behavior will result in out-of-school suspension (OSS).

Violations will result in:

- 1st offense - 1 Day RLC
- 2nd offense - Up to 10 Days of OSS
- 3rd offense - Up to 45 Days of OSS

Any violation of the above-mentioned Board Policy will result in discipline of student by administration. Administration reserves the right to amend any and all rules and consequences deemed necessary.

### **LEAVING CAMPUS WITHOUT PERMISSION**

**Upon arrival to school, students must leave their vehicles or school bus and proceed to the cafeteria, courtyard or library. Any student leaving campus at any time without permission or without being signed out will be referred to administration.**

Consequences for leaving campus without permission:

- 1<sup>st</sup> offense: 1 day RLC and mandatory parent conference
- 2<sup>nd</sup> offense: 1 day OSS
- 3<sup>rd</sup> offense: 2 Days OSS

### **LEAVING CLASS WITHOUT PERMISSION**

Students who leave class without permission will receive:

- 1<sup>st</sup> & 2<sup>nd</sup> offense – ISS or Extended Day
- 3<sup>rd</sup> offense – RLC
- 4<sup>th</sup> offense – 2 days RLC
- 5<sup>th</sup> offense: 4 days OSS

### **LOCKERS AND SEARCHES OF LOCKERS**

Locks should be placed on all assigned lockers. The student is responsible for the contents in his/her locker. Lockers are the property of the school and are subject to search by the

administration at any time. A list of lockers assigned to students will be on file in the Main Office. Students will be assigned a locker in their SLC.

### **PERSONAL ARGUMENTS, CONFRONTATIONS, AND FIGHTING**

If a student is having a problem with another student, he or she should report it to an administrator, teacher, guidance counselor, or Project GRAD. The student may also report it using the Drama Llama Log posted in Canvas. A mediation conference to settle the argument can be scheduled immediately. After mediation, students may be asked to sign a behavior contract. Upon observing an argument or confrontation in progress, teachers or students should immediately report those involved to an administrator. Restorative practices will be used throughout the process.

A chance to mediate a problem ends when personal contact, pushing, hitting, or shoving occurs. Consequences for students involved in fighting are found in the disciplinary guidelines at the end of this document. Students involved in a physical altercation with another student must stop immediately once a faculty or staff member intervenes.

Repeated offenses or excessive violence will result in long-term suspension. **Please note that fights are cumulative offenses throughout a student's high school career.** Inciting will be considered to be a disruption of the school or class environment.

### **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. iPods, MP3 players, headsets, cell phones, etc. should not be used during instructional time, unless they are used for instructional purposes as designated by the classroom teacher.

### **POSSESSION OF WEAPONS, ILLEGAL OR PROHIBITED ITEMS**

**(Zero Tolerance Policy will be enforced when necessary)**

Any student having in his or her possession on school property, on a bus, or during any school sponsored activity, any drugs, alcohol, lethal or dangerous weapon, or pyrotechnic device will be subject to immediate suspension or expulsion from school after due process and in accordance with school and board policy. Illegal or prohibited items include, but are not limited to, disabling sprays such as mace, pepper spray, mustard spray, stun guns, knives, razor blades, firecrackers, and ammunition, explosive powders, stink bombs, any device or liquid designed to explode, and any item or device used to injure others.

### **POSSESSION OR USE OF TOBACCO**

Students shall not possess nor use tobacco products in any form on school premises or on School buses during school hours. To "possess" shall mean to have tobacco products on the person or in the vehicle or other areas in control of the individual, including one's personal items. To "use" shall mean any smoking, chewing or dipping of a tobacco product. This includes electronic cigarettes.

School hours shall include the period of time beginning with the first bus pickup (or arrival of car riders) in the morning and ending with the last bus drop in the afternoon.

Violation of this policy shall subject the student to disciplinary measures as outlined in the disciplinary guidelines at the end of this document.

**The school resource officer will issue a citation to those students in violation of the tobacco policy.**

### **PROFESSIONAL ATTIRE**

Students are expected to come to school looking clean and neat and dressed in a manner which is accepted as being in good taste. Hairstyles and makeup (male and female) that create problems of health and sanitation, obstruct vision, or are designed to call undue attention to a student are not acceptable. Jewelry and clothing that have inappropriate slogans, signs, words, or implied meaning is not to be worn to school. The following professional attire has been implemented to create a safe environment that is conducive to learning.

- **Merlin House Color: Maroon Shirt**
- **Peregrine House Color: Navy Shirt**
- **School of Health Science Color: White Shirt**
- **School of Communication Color: Black Shirt**
- **School of Skilled Professions Color: Gray Shirt**

**All students must adhere to the following at all times of day, including in the hallways during class change and in the cafeteria during lunch.**

- **Pants must be worn at the waist. Pants cannot have holes or frays that show the skin above the knees. No sagging allowed.** Students will wear dress pants or pants made out of denim or khaki material. (In multiple colors) Also, if skirts or shorts are worn they will be approximately knee length. *Sweat pant material and leggings are not professional dress. Holes and frays in pants at the knee or below are allowed. Holes and frays above the knee must have other material underneath to cover up the skin.*
- **Shirts must completely cover the abdomen, back, and shoulders and must have sleeves. Polo or button up must be a solid color in the assigned school color and be properly buttoned. Insignias must be less than 2 inches. Shirts may not be sheer or see through material. In addition, Fulton Family shirts and hoodies purchased through the school library are also allowed.**
- **Shorts or skirts are allowed. They are to be approximately knee length. Athletic shorts are not allowed at any length.**

- The bottom line for SLC attire is that the top layer of clothing must either be a polo in the appropriate SLC color, or a Fulton Family shirt in the appropriate SLC Color.
  - Fulton Family hoodies in the appropriate SLC color may be worn at all times
  - Non-Fulton Family hoodies, or other non-SLC colored shirts, may be worn (regardless of color) as long as they are underneath a shirt that is an appropriate SLC colored polo or Fulton Family t-shirt.
  - If the student needs to wear a jacket, it either needs to be in the appropriate SLC color OR be layered with an SLC polo or Fulton Family shirt on the outer layer.
  - At no time from 8:15 to 3:30 are students allowed to wear a hoodie over the head. This includes hallway times and cafeteria times.
  
- During cold weather students may wear light jackets, sweatshirts, or sweaters as long as they are in clear base SLC color. As stated above, light jackets may have a hood but must be worn underneath a Fulton appropriate shirt. If it is a light jacket in SLC color without a hood, it may be the top layer. If your jacket is NOT in your SLC color, you must wear an SLC polo, Fulton Family hoodie, or Fulton Family t-shirt over it. Polo or button up collar must be showing at all times. Students may wear shirts under the SLC specific collared shirt. A jacket in a school color does not negate the need for a collared shirt in the appropriate color. Other, heavier coats or jackets can be worn to school, but are not to be worn in the building. They are to be put in a locker.
  
- Head apparel, except for religious or medical purposes, must not be worn inside the school building. This includes shower caps, skull caps, and other types of head coverings that cover the entire top of the head. All head apparel must be left in locker or backpack after 8:25 AM. Hats cannot be carried around during school.
  
- Footwear is required and must be safe and appropriate for indoor and outdoor activity. House shoes/slippers are not acceptable footwear.
  
- 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.
  
- Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, (5) skin-tight outer materials such as spandex, (6) blankets, (7) excessive makeup deemed inappropriate by faculty or administration or (8) torn clothing.
  
- Heavy coats or jackets can be worn to school, but they are not to be worn in the building. They are to be put in a locker.



Cooperation is expected and students violating Professional Attire will be subject to disciplinary actions.

- If a student is out of dress code prior to 8:45, he or she will first be asked by the teacher to change attire in order to be within dress code. If the student is able to comply, there is no disciplinary action.
- If a student is sent to an administrator before 8:45 to get a pass, the administrator will provide one (policies vary from SLC to SLC), and the student will return to class with a pass from the SLC office.
- If the dress code violation cannot be fixed prior to 8:45, the student will be sent to ISS for the remainder of the day due to non-compliance of school policy. Additionally, the student must collect enough points to exit for the following day.
- Any student checking in late, and is out of dress code, should report directly to his or her SLC administrator before going to class.
- After 8:45, any student found to be out of Professional Attire will be subject to discipline for Non-Compliance with a Staff Request. **1st Time-** ISS for the day **2nd Time-** ISS for the day and 1 day of RLC **3rd Time-** ISS for the day, 2 days of RLC, and a parent phone call, **4th Time-** ISS for the day, 2 days of RLC, and a parent conference.

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, CTE classes, and science labs.

**PUBLIC 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 II of the Genetic Information Nondiscrimination Act of 2008, 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, genetics, 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 under the IDEIA should be directed to Melissa Massie, Director of Special Education, Room 909 of the Andrew Johnson Building, telephone number (865) 594-1540. All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should be directed to Rebecca Owens, Title VI, Title IX and ADA and OCR Coordinator, Room 1612B of the Andrew Johnson Building, telephone (865) 594-1686.

and/or  
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

**RESTORATIVE LEARNING CENTER**

The purpose of the Restorative Learning Center (RLC) is to provide students with a consequence for misconduct while keeping them at school. Students are assigned one day of RLC based on discipline referral by a school administrator. They can earn points throughout the day for positive behavior. If a student earns at least 15 of the possible 20 points, they have completed their RLC experience. If a student earns less than 15 points, they will be reassigned for another day of RLC.

While in RLC students are expected to meet the following expectations:

1. Upon entering the RLC, students will give their cell phone to the teacher to lock up.

2. Students should adhere to Professional Attire guideline.
3. Students should remain in the RLC for the full day – no passes out.
4. Students should refrain from talking or disrupting other students.
5. Students are expected to work on their assignments from their teachers.
6. Students are expected to participate and engage fully in the Restorative Circle time.
7. Students will complete a Reflection Form at the end of the day.
8. If a student misses an assigned day of RLC for any reason, they have to make up that day of RLC upon returning to school.

#### Daily Schedule

8:25 – 9:45	Overview Expectations and Rubric, work on Coursework
9:45 – 9:50	Group Bathroom Break
9:50 – 10:55	Coursework
11:00 – 11:20	Lunch ***
11:20 – 11:30	Group Bathroom Break
11:30 – 2:00	Coursework
2:00 – 2:10	Group Bathroom Break
2:10 – 2:40	Restorative Circle
2:40 – 3:45	Coursework
3:45 – 4:00	Review of Daily Points

\*\*\* If a student earns at least 7 points before lunch, they can have their phone during lunch.

#### **SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES**

The Safe and Drug-Free Schools and Communities Act supports programs to prevent violence in and around schools; prevent the illegal use of alcohol, drugs and tobacco by young people; and foster a safe and drug-free learning environment that supports academic achievement. Without a safe and orderly learning environment, teachers cannot teach and students cannot learn. Students and school personnel need a secure environment, free from the dangers and distractions of violence, drug use, and lack of discipline, in order to ensure that all children achieve to their full potential.

Knox County has established effective disciplinary policies that prohibit disorderly conduct, bullying and harassment, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students. There are crisis management plans developed for all entities of our district and the approved code of conduct is published in each student handbook that was sent home at the start of the school year. Copies are available at the main office and library at each school and may also be accessed on our website [www.knoxschools.org](http://www.knoxschools.org) under the “Board of Education” link.

Board of Education policy, in accordance with state and federal law the public, prohibit the carrying of guns and other weapons on school property.

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

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

### **SCHOOL DAY**

The school day begins when you get on the bus in the morning or enter the campus via private transportation and ends when you get off the bus in the afternoon or your vehicle leaves the campus. The exception to the above is attendance at school-sponsored events. When you arrive on campus, you may remain in the courtyard, inside the cafeteria, or in the library. Other areas of the building are off-limits until the 8:15 bell rings. *Students will not be allowed in other parts of the building before 8:15 without teacher's written permission.* All students should be out of the building by 3:45 unless they are under direct supervision of a teacher.

**Upon arrival to the school campus, students are not to leave unless they have obtained administrative permission and signed out. Students are not allowed to go in or around vehicles during the school day. Students on field trips must not leave assigned areas without permission. Any of the above may result in disciplinary action.**

### **SCHOOL COUNSELOR**

Fulton High School has a school counselor assigned to each of the five Small Learning Communities. Each counselor is in place to assist students in individual academic planning and decision making, provide leadership in career development of all students, and coordinate and facilitate school wide testing. School counselors work collaboratively with the Project GRAD College Access Coordinator and Student Advocates to better surround each student with layers of support. While counselors assist students in selecting courses needed for graduation, Fulton strongly encourages each student to be aware of his/her own academic standing. School counselors also work collaboratively with The Learning Center instructors to coordinate students in Recovery Credit and Dual Enrollment options.

### **SCHOOL RESOURCE OFFICER**

In addition to regular school security, School Resource Officers have been assigned to Fulton High School by the Knoxville Police Department. The School Resource Officers have full police authority.

### **SEARCHES OF STUDENTS**

If an administrator has a reasonable suspicion that a student is concealing anything, the possession of which is prohibited by law or school rules, a search of that student's person, personal possessions, locker, or car will be conducted. **Permission for such searches by**

**school officials is provided by law.** When deemed necessary, police dogs are used to search the building and parking lot. Parents/Guardians will be notified by an administrator.

### **SUSPENSIONS AND EXPULSIONS**

**Out-of-school suspension is considered an excused absence. Make-up work will be allowed. If a Disciplinary Hearing is scheduled, the child cannot return to school until the meeting is held. Students under suspension or expulsion are not allowed on any Knox County School property and may not attend any school function. Failure to adhere to this policy may result in additional disciplinary actions and possible legal action.**

The student may be suspended from attendance at school, including its sponsored activities or from riding the school bus, for good and sufficient reasons which may include, but shall not be limited to the following:

- Willful and persistent violation of the rules of the school.
- Immoral or disreputable conduct or vulgar or profane language.
- Violence or threatened violence against a person or any personnel attending or assigned to any public school.
- Willful or malicious damage to real or personal property of said school.
- Inciting, advising, or counseling of others to engage in any of the acts violating Knox County School policy (Disruption of the school environment).
- Marking, defacing, or destroying school property.
- Possession of a pistol or firearm on school property.
- Possession of knife, etc., as defined in TCA 53-10-101.
- Assaulting an administrator or teacher with vulgar, obscene, or threatening language.
- Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-
- Possession or use of illegal substances under the Tennessee Drug Control Act of 1971, as amended (TCA 39-17-410), or any derivative or residue thereof, or any drug paraphernalia other than the medically prescribed.
- The use or possession of alcoholic beverage on school property.
- In a coordinated effort with Juvenile Court System and Knox County School Board, Fulton High School supports the position of zero tolerance.
- Pulling a fire alarm for any purpose than to report a fire, is a federal offense and therefore subject to discipline by Knox County Schools and the court system.

**Any discipline involving out-of-school suspension shall follow the due process procedures of this handbook and the guidelines of the Fulton High School Discipline Code. The administrator shall consider extenuating or mitigating circumstances.**

### **TARDIES AND LATE ARRIVALS**

The student is expected to establish a habit of punctuality to school and all classes. Students arriving after 8:25 am are required to sign in at the Main Office. They will then be sent to class

and will be assigned lunch detention for that day. Students who arrive out of dress code will be expected to report to their SLC administrator prior to attending class.

Students will be sent/escorted directly to ISS when tardy to 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> block

### **TEXTBOOKS**

Textbooks are furnished by the state of Tennessee with the understanding that parents are responsible for lost, stolen, or damaged books. Report cards/grades will be withheld until Fulton High School is reimbursed. Textbooks will not be issued until all debts are cleared.

### **USE OF PROFANITY**

Use of profanity in the school environment is not acceptable and will not be tolerated. **Profanity used in class will result in disciplinary action. Profanity directed at staff may result in OSS anywhere from 4 to 45 days depending on the severity of the situation.**

### **VANDALISM**

Students who destroy or damage any school property (including school buses) shall pay for such damage according to the value set by the school authorities and will be subject to disciplinary action. Charges may be filed in Juvenile Court.

### **VEHICLE REGISTRATION**

Driving to school is a privilege, not a right, and may be revoked at any time if students abuse their privilege. When a student is granted permission to drive to and from school, he/she agrees to abide by these guidelines:

- Be in possession of his/her own valid Tennessee driver's license.
- Pay the annual, non-refundable parking fee (\$45.00). The presence of a security officer at Fulton High School is in no way a guarantee by the school, or by the Knox County Board of Education, that either the school or the Board will assume responsibility for any damage incurred by vehicles parked on campus. It is the intent that the presence of the security officer will decrease the chances of vehicles receiving any damage due to accident or vandalism, but that cannot be guaranteed.
- Abide by all rules relating to student driving. These include, but may not be limited to:
  - Park only in a lined space in area designated as student parking. Seniors only will park in the senior lot; all other students will park in the upper parking lot by the gym
  - Arrive promptly to avoid tardiness.
  - Leave vehicles immediately.
  - Do not return to vehicles after arrival unless receiving approval from the office.
  - Do not leave campus after arrival unless receiving permission from the office.
  - Observe the speed limit on campus of 10 m.p.h.
  - Properly display parking permit.

- Maintain the volume on radios or other sound systems in vehicles at a level so that they are not a nuisance to others nor disruptive to classes.
- Every student driver must purchase a non-transferable parking permit designed to be placed inside the windshield on the driver side of the vehicle. In the event a permit is lost or stolen, it must be reported immediately. A replacement permit may be issued for a \$5.00 fee. Otherwise, the student may lose the privilege of driving.
- Student parking will be limited to the spaces available. Once this number is reached no further permits will be sold.
- If a non-registered vehicle is parked on campus, the vehicle is subject to being towed at the owner's expense.
- Students should use the steps next to the gymnasium when walking from the school parking lot to the main building.

### **VENDING MACHINES**

Vending machines are placed throughout the building. Machines will remain on our campus provided students are responsible in seeing that drink cans and trash are disposed of properly. The administration will not continue to provide this service if the student body fails in its responsibility to keep the building and campus clean. Vandalism of machines will result in machines being removed. These machines are full-service machines, and the school will not be responsible for refunds or exchanges. Any profits from the machines will go to support school programs.

### **VISITORS**

Visitors must check into the Main Office and show photo ID. It is the discretion of administration to issue a pass to visitors. School doors will be locked at 8:30. Visitors should enter through the 3<sup>rd</sup> Floor lobby using the Video Phone buzzer system.

## **DISCIPLINE TERMS**

### **AFTER SCHOOL DETENTION (EXTENDED DAY)**

After School Detention is an alternative to suspension from school. It is designed to cut down on instructional time missed due to suspension from school. After School Detention is from 3:45-4:45 on Tuesday and Thursday. Failure to serve After School Detention will follow the disciplinary guidelines listed at the end of this document. Students entering After School Detention are required to bring appropriate school assignments and materials in order to be admitted. They are personally responsible for securing assignments from their classroom teachers; in addition, service to the school can be required. Students are expected to be involved actively with their homework and class material for the duration of the day. Transportation from After School Detention is the responsibility of the students and their parents.

- Tardy students will not be admitted.
- No visitors will be allowed during Extended Day
- All school rules will be followed during Extended Day
- Working is not an excuse for missing Extended Day
- Refusal to serve Extended Day or misconduct will result in RLC

### **ASSAULT OF A STUDENT**

Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. A child may not receive the same disciplinary consequence for their involvement in an altercation, if the school administrator determines that they acted in self-defense to protect themselves from physical harm. (TCA 49-6-3401) Response E may only be used if the attack was premeditated and if the student committing the act presents an ongoing safety risk to others. When Response E is used, evidence of premeditation and safety risk must be listed in the discipline referral.

**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.)

### **DISPLAYS OF AFFECTION**

Displays of affection such as kissing or cuddling are not permitted at school. Students are expected to behave like ladies and gentlemen. Failure to comply will result in Disciplinary action.

### **DISRESPECTFUL CONDUCT**

Students are expected to be respectful to all staff. Disrespectful actions or attitudes will not be tolerated and student will face disciplinary action from administration.



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

### **HARASSMENT, INTIMIDATION, BULLYING, AND CYBERBULLYING**

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

"Cyber-bullying" means bullying undertaken through the use of electronic devices; "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

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

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 student 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;
- Creating a hostile educational environment;

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. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.**

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, and federal and state statutes.

**IN SCHOOL SUSPENSION (I.S.S.):** I.S.S. is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a 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. Students serving ISS are expected to be in professional attire

The purpose of In School Suspension is to provide students with a consequence for misconduct while keeping them at school. Students are assigned ISS, typically for one period, based on tardy sweeps, dress code violations, class removal, or a discipline referral by a school administrator. They can earn points throughout the day for positive behavior. If a student earns at least 5 of the possible 6 points, they have completed their ISS experience. If a student earns less than 5 points, they will be assigned a day in the Restorative Learning Center. A breakdown of points is shown on the ISS Rubric.

While in ISS students are expected to meet the following expectations:

- Upon entering ISS, students will give their cell phone to the teacher to lock up.
- Students should adhere to Professional Attire guidelines as much as possible.
- Students should remain in ISS for one full block – no passes out.
- Students should refrain from talking or disrupting other students.
- Students are expected to work on the daily iXL lesson, attempting to earn 75 points.
- Students will complete a Reflection Form at the end of the block.

Failure to comply with the rules of in-school suspension or repeated offenses will result in an escalated consequence such as RLC or suspension.

**OUT OF SCHOOL SUSPENSION (O.S.S.):** This is a consequence given for persistent misbehavior of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. are subject to the following rules:

- The student is not allowed at any time on any Knox County School property.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.
- **Long Term Suspension:** Any out-of-school suspension that is longer than four consecutive days is considered “long term.” A disciplinary hearing will be held before any long-term suspension has been given.
- **Initial Hearing / Disciplinary Hearing:** When information is received by the Administration indicating that a student has committed a violation that could result in a

suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

- **Notice of Disciplinary Hearing**
  - Document informing parent or guardian: the day, time and place of the upcoming disciplinary hearing.
  - Document will also include the alleged violation as well as student signature verifying the form will be delivered to parent or guardian.
  - S-Team will take place prior to a Disciplinary Hearing Meeting.
- **I.E.P. Team (Family, Special Education Teacher, Student and Admin attending.)**
  - To determine if violation is a manifestation of the Special Ed certification.
  - To determine if placement/programming is needed.
- **Disciplinary Hearing (Family, Student and Admin attending)**
  - To present information concerning the violation
  - To hear the student's statement or statements of others who may have information relative to the violation.
  - To determine guilt or innocence.
  - To determine the appropriate consequences for the violation

**NON-COMPLIANCE WITH A STAFF REQUEST:** Refusal to comply with a reasonable request by any adult

### **SEARCH AND SEIZURE**

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

### **THREAT: CLASS 1**

A verbal, written, electronic, or gestured threat to cause harm to students or school staff. The threat must be one that would cause a person to reasonably fear bodily injury.

### **THREAT: CLASS 2**

A verbal, written, or electronic threat to cause harm to students or staff in which evidence exists that a student has a specific, credible plan to cause harm to staff or students. The threat must be one that would cause a person to reasonably fear bodily injury.

### **VEHICLE VIOLATION**

Operating any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Failure to display required school parking pass or parking in an unauthorized area.

### **ZERO TOLERANCE EXPULSIONS (Knox County Board of Education)**

According to Knox County Board Policy Handbook JCCC2:

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<sup>1</sup>; or
- knowingly possesses a firearm as defined in 18 U.S.C. § 921<sup>2</sup>; or
- commits a battery 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.<sup>1</sup>
- 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.

**THE ADMINISTRATION OF FULTON HIGH SCHOOL RESERVES THE RIGHT TO AMEND ANY AND ALL RULES, POLICIES, AND PROCEDURES OF THIS HANDBOOK WHEN DEEMED NECESSARY**

## 2019-2020 DAILY SCHEDULES

2019-2020 Advisory and NEST Schedules (Monday, Tuesday, and Thursday)		
1st Block	8:25	8:25 - 9:06
	9:50	9:09 - 9:50
5 Minutes Passing Time		
2nd Block	9:55	9:55 - 10:36
	11:20	10:39 - 11:20
5 Minutes Passing Time		
3rd Block (Lunch Embedded)	11:25	11:35 - 12:08
	1:25	12:11 - 12:54
Advisory / NEST	Begins	1:30
	Ends	2:00
5 Minutes Passing Time		
4th Block	2:05	2:05 - 2:46
	3:30	2:49 - 3:30
Lunch Schedule		
1st Lunch	Begins	11:25
	Ends	11:52
2nd Lunch	Begins	11:56
	Ends	12:23
3rd Lunch	Begins	12:27
	Ends	12:54
4th Lunch	Begins	12:58
	Ends	1:25

<b>2019-2020 Early Release (Wednesday)</b>		
1st Block	8:25	8:25 - 8:57
	9:32	9:02 - 9:32
5 Minutes Passing Time		
2nd Block	9:37	9:37 - 10:09
	10:44	10:12 - 10:44
5 Minutes Passing Time		
4th Block	10:49	10:49 - 11:21
	11:56	11:24 - 11:56
5 Minutes Passing Time		
3rd Block (Lunch Embedded)	12:01	12:01 - 12:41
	2:00	12:45 - 1:25
Lunch Schedule		
1st Lunch	Begins	12:01
	Ends	12:28
2nd Lunch	Begins	12:32
	Ends	12:59
3rd Lunch	Begins	1:03
	Ends	1:30
4th Lunch	Begins	1:34
	Ends	2:00

<b>2019-2020 Regular Full-Day Schedule (Friday)</b>		
1st Block	8:25	8:25 - 9:11
	10:00	9:14 - 10:00
5 Minutes Passing Time		
2nd Block	10:05	10:05 - 10:51
	11:40	10:54 - 11:40
5 Minutes Passing Time		
3rd Block (Lunch Embedded)	11:45	11:45 - 12:33
	1:50	12:36 - 1:23
5 Minutes Passing Time		
4th Block	1:55	1:55 - 2:41
	3:30	2:44 - 3:30
Lunch Schedule		
1st Lunch	Begins	11:50
	Ends	12:17
2nd Lunch	Begins	12:21
	Ends	12:48
3rd Lunch	Begins	12:52
	Ends	1:19
4th Lunch	Begins	1:23
	Ends	1:50

## GRADUATION REQUIREMENTS

A diploma shall be awarded to students who have earned the prescribed 28 credits, take the ACT and the civics exam 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 and Geography	1
US History and Geography	1
US Government and Civics	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. ***
Elective Credits	6
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 foci.

**Note:** Additional information on graduation requirements and types of diplomas can be found in the school counseling office. Also, a successfully completed portfolio by Fulton High School guidelines is required to walk at graduation.

## GRADING SCALE

Class % Range	Grade	Regular Quality Points	Honors Quality Points	AP/Dual Enrollment Quality Points
93-100	A	4	4.5	5
85-92	B	3	3.5	4
75-84	C	2	2.5	3
70-74	D	1	1.5	2
0-69	F	0	0	0

- For both Dual Enrollment (core classes only) and AP classes, an extra quality point will be added. For example, an A in an AP or Dual Enrollment (core classes only) class is a 5 point A rather than a 4 point A.
- For AP classes only, an additional 5 percentage points will added to grades to calculate the semester average if the student takes the AP exam. Students who do not take the AP exam will not receive the additional 5 percentage points.
- Weighting for Honors Courses includes an extra  $\frac{1}{2}$  quality point and the addition of 3 percentage points to grades used to calculate the semester average. For example, an A in an honors class is a 4.5 point A rather than a 4 point A.

Determining eligibility for the HOPE lottery scholarship is based upon the unweighted GPA, which does not include additional quality points for AP, DE, and/or honors courses.

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

Note: All grade reports will be distributed in advisory except for the end of term reports, which will be mailed.

**Note:** Students are responsible for ordering AP College Board tests through the school Counseling Office. Payment must accompany the order(s). AP exams are administered in May.

## **END-OF-COURSE TESTS**

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

State EOC examinations will be given in English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. The results of these tests will be calculated as 15% of the final grade (in accordance with TCA 49-1-302(2)). Students will take KCS final exams for all other classes and results will also be calculated as 15% of the final grade. Students will not be required to pass any one examination, but instead must achieve a passing score for the final cumulative grade.

## **KNOX COUNTY BOARD OF EDUCATION**

### **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.

### **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:

- 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.

# Fulton High school

## Discipline Offenses And Recommended Consequences

Inappropriate Behavior Level ONE	Consequence - 1st Offense	Consequence - 2nd Offense	Consequence - 3rd Offense	Consequence - 4th Offense
Non-Compliance with Professional Dress	See Professional Attire on Pages 12-14			
Vehicle Violation	Warning	Possible Loss of Privilege / Towing		
Tardy to Class	1 Block of ISS			
Tardy To School	Lunch Detention			
Public Display of Affection	Administrative Conference	1 Day of RLC		

Inappropriate Behavior Level TWO	Consequence - 1st Offense	Consequence - 2nd Offense	Consequence - 3rd Offense	Consequence - 4th Offense
Class Cut	Search and 1 Block ISS	Search and 1 day RLC	Search and 2 days RLC	Search and 2 days OSS
Profanity / Abusive Language in School	1 Day RLC	2 days RLC	2 days OSS	
Unauthorized Area	Escorted to class with possible search	1 day RLC and search	Search and Up to 4 Days OSS	
Failure to Serve Detention	1 day RLC	2 days RLC	1 day of OSS	
Inappropriate Physical Contact/Horseplay	1 day RLC	2 days RLC	1 day of OSS	

Inappropriate Behavior Level THREE	Consequence - 1st Offense	Consequence - 2nd Offense	Consequence - 3rd Offense	Consequence - 4th Offense
Cheating	This is a classroom issue resolved academically unless other circumstances are involved			
Cheating by Academic Theft (Stealing a Teacher's Test)	Up to 4 Days OSS			
Pornography	Up to 4 Days OSS			

Possession of Prescription or Non-Prescription Medication	Confiscate and depending on circumstances 1 Day RLC - Up to 4 days OSS			
Trespassing	Up to 4 Days			
Falsify/Forgery of Records	1 Day RLC	1 Day OSS	2 Days OSS	
Disruption of Class or School Environment	1 Block ISS up to 4 Days OSS			
Non-Compliance with Staff Request	1 Day RLC up to 4 Days OSS			
Profanity or Abusive Language Towards Staff Member	4 Days OSS	Disciplinary Hearing - Recommend Long Term OSS up to 45 days		
Theft of Property (under \$1000)  Bus Misconduct	4 Days OSS	Disciplinary Hearing - Up to 45 Days OSS		
Possession of tobacco & electronic cigarettes	2 days OSS & KPD Referral	Up to 4 days OSS & KPD Referral	DH - 15 days OSS & KPD Referral	
Leaving School w/o Permission	1 day RLC and mandatory parent conference	1 day OSS	2 days OSS	4 days OSS
Inappropriate Use of Electronic Device	See Previous Cell Phone Policy on Page 6			
Tamper with Fire Alarm	10 days OSS	DH - 45 days OSS		
Possession or Igniting of Pyrotechnic	10 Days OSS	45 Days OSS		
Vandalism or Damage of Property	1 Day RLC up to 10 Days OSS			
Threat Class 1	1 to 4 Days OSS with Restorative Conference and possible student contract	10 Days OSS		

Fighting	DH - 10 days OSS	DH - 20 days OSS	DH - 45 days OSS	***Offenses for fighting cumulative for all years of HS
Bullying	Follow State Law for Investigating - Up to 4 Days OSS	Up to 45 Days OSS		
Cyberbullying	Follow State Law for Investigating - Up to 4 Days OSS	Up to 45 Days OSS		
Harassment	Follow State Law for Investigating - Up to 4 Days OSS	Up to 45 Days OSS		
Sexual Harassment	Follow State Law for Investigating - Up to 4 Days OSS	Up to 45 Days OSS		
Possession of Drug Paraphernalia	Disciplinary Hearing - Up to 30 Days OSS			

<b>Inappropriate Behavior Level FOUR</b>	<b>Consequence - 1st Offense</b>	<b>Consequence - 2nd Offense</b>	<b>Consequence - 3rd Offense</b>	<b>Consequence - 4th Offense</b>
Theft of Property (over \$1000)	Disciplinary Hearing - Up to 45 Days OSS			
Breaking and Entering	Up to 45 Days OSS			
Gang Activity	1 Day RLC - Parent Conference - KPD Notification	Up to 10 Days OSS - KPD Notification	Up to 45 Days OSS - KPD Notification	
Threat Class 2	Up to 45 Days OSS			
Under the Influence	Disciplinary Hearing - 15 Days OSS			
Possession, Use, or Distribution of Alcohol	Disciplinary Hearing - Recommend 30 days OSS			
Sexual Misconduct	Disciplinary Hearing - 30 Days OSS	Disciplinary Hearing - 45 Days OSS		

<b>Inappropriate Behavior Level FIVE</b>	<b>Consequence - 1st Offense</b>	<b>Consequence - 2nd Offense</b>	<b>Consequence - 3rd Offense</b>	<b>Consequence - 4th Offense</b>
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Assault of Staff	Disciplinary Hearing - Up to 45 Days OSS
Assault of a Student	Disciplinary Hearing - Up to 45 Days OSS
Aggravated Assault of a Student	Disciplinary Hearing - Up to 45 Days OSS
Sexual Battery	Disciplinary Hearing - 45 Days OSS
Possession of a Weapon (Other Than a Firearm)	Confiscate and Disciplinary Hearing - Up to 45 Days OSS
Bomb Threat	Disciplinary Hearing - Up to 45 days OSS
Felony Behavior	Disciplinary Hearing - Up to 45 days OSS
Possession, Use, or Distribution of Illegal Drugs	Zero Tolerance Offense - Disciplinary Hearing - Not less than one calendar year
Aggravated Assault of Staff Member	Zero Tolerance Offense - Disciplinary Hearing - Not less than one calendar year
Possession of Explosive or Incendiary Device	Zero Tolerance Offense - Disciplinary Hearing - Not less than one calendar year
Possession of Handgun, Shotgun, or Rifle	Zero Tolerance Offense - Disciplinary Hearing - Not less than one calendar year