

**WEST HIGH  
SCHOOL**



**STUDENT HANDBOOKS**

**2016 – 2017**

**ASHLEY JESSIE, PRINCIPAL**

**865-594-4477**

Parents, Students, and Community Members,

I have the greatest job ever which is to be the principal of a culture that promotes excellence for every child at West High School. West High School is dedicated to every student's success. West has a supportive administrative team that has extremely high expectations for our teachers and students. Our faculty and staff are dedicated to making sure students come first and are determined to continue to mold generations of life-long learners. We have a desire and passion to push our students to the next level academically with implementing the use of 1:1 technology in every classroom this next school year. We also want to continue to partner with the community to strengthen the opportunities for our students. Our greatest achievements will not be possible without the support of the parents and community we serve. We are who we are because of our school community. We are #OneWest.

I look forward to being a part of our team as we push our school to success for 2016-2017!

Ashley Jessie  
Principal  
West High School

WEST HIGH SCHOOL 24/7- <http://wesths.knoxschools.org/> COME CHECK US OUT!!!

**Executive Principal:**

**Ashley Jessie**

**Assistant Principals:**

**Jonathan East- Curriculum Principal and UPPER HOUSE 12<sup>th</sup> Grade**

**Melissa Walsh- FRAC Academy 9<sup>th</sup> Grade**

**Rocky Riley- WISE Academy 10<sup>th</sup> Grade**

**Michelle Clayton- UPPER HOUSE 11<sup>th</sup> Grade**

**Steve Killian- Athletic Director and UPPER HOUSE 12<sup>th</sup> Grade**

**Admin Assistant:**

**Paul Romero- WISE Academy 10<sup>th</sup> Grade**

**SCHOOL COUNSELING**

The West High School Counseling Department offers a comprehensive program of services and informational resources to students, parents, community, and staff. A major emphasis is placed on the individual student and his/her needs. School Counselors are certified/licensed educators trained in school counseling with unique qualifications and skills to address *all* students' academic, personal/social and career development needs. The counselor assignments are:

**IB Coordinator/Head Counselor: Sarah Bast**

**9<sup>th</sup> Grade Academy: Lisa Roberts**

**10<sup>th</sup> Grade Academy: Jennifer Mincey**

**11<sup>th</sup> Grade Upper House: Anna Brownlee**

**12<sup>th</sup> Grade Upper House: Kelly Page**

The services provided through the Guidance Department include: individual counseling, small and large group guidance, freshman orientation, new student orientation, scheduling, assistance with post-secondary education, career development, college information (scholarships, financial aid, vocational programs, colleges, application processes) and testing. The counselors work as a team in cooperation with faculty, administration, support staff, parents, and community volunteers to provide these services. Information on testing schedules, college and career fairs, scholarship availability, financial aid, and employment opportunities is provided to the student body on a regular basis by way of announcements and memos.

**GRADING SCALE AND GRADE REPORTING**

Grade	Descriptors	% Scale	Grade Points*
A	Excellent	93-100	4
B	Good	85-92	3
C	Average	75-84	2
D	Below Average	70-74	1
F	No Credit	0-69	0

\*Grade points for Advanced Placement and International Baccalaureate courses receive additional weights as follows: A:5, B:4, C:3, D:1, F:0. Grade points for Honors courses: A:4.5, B:3.5, C:2.5, D:1.5, F:0.

## GRADING PERIOD DATES

- 1<sup>st</sup> grading period: September 7<sup>th</sup>
- 2<sup>nd</sup> grading period: October 7<sup>th</sup>
- 3<sup>rd</sup> grading period: November 16<sup>th</sup>
- 4<sup>th</sup> grading period: December 22<sup>nd</sup>
- 5<sup>th</sup> grading period: February 8<sup>th</sup>
- 6<sup>th</sup> grading period: March 9<sup>th</sup>
- 7<sup>th</sup> grading period: April 19<sup>th</sup>
- 8<sup>th</sup> grading period: May 23<sup>rd</sup>

## GRADE REPORTING

All classes' grades are cumulative, representing all class work from beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons. Grades will be published every 4 ½ weeks. **Note:** All grade reports will be distributed in 1<sup>st</sup> period classes except for the end of term (year) reports, which will be made available.

## END-OF-COURSE TESTS

Examination dates for the entire school year are published online 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.***

Mandatory state level exams are administered in Algebra I, Algebra II, English I, English II, English III, Biology I, Chemistry I and US History. KCS policy states that the end-of course exam counts for 25% of the final course grade. After EOCs at end of year full credit will then be awarded for courses taken.

## 9<sup>th</sup> GRADE ACADEMY

**FRAC Principals: Melissa Walsh  
and Ashley Jessie  
Dean: Lindsay Bell  
Counselor: Lisa Roberts**

The West High School freshman academy is an academic community and program for all first-time 9<sup>th</sup> graders at West High School. The faculty within the freshman academy consists of core subject teachers, a lead teacher, a 9<sup>th</sup> grade guidance counselor as well as a freshman administrator. This core support team will ensure that the class of 2020 is successful and that each student is given the chance to reach their full potential throughout their first year of high school.

The introduction of a freshman academy at West High aims to assist 9<sup>th</sup> graders in meeting and exceeding expectations concerning student attendance, discipline and learning goals. The teachers and support staff of the academy will diligently foster positive relationships as well as develop appropriate levels of rigor in the classrooms. Students will be encouraged and supported in making wise social and academic decisions through extensive self-awareness opportunities. The freshman counselor will counsel students on their career goals and interests, and provide detailed information on college readiness, college alternatives, and financial aid.

The West High School 9<sup>th</sup> Grade Academy is designed to help our students “start high school strong” and finish high school even stronger. Welcome to a wonderful and rewarding academic community, Class of 2020.

**10<sup>th</sup> GRADE ACADEMY**  
**WISE Principals: Rocky Riley**  
**and Ashley Jessie**  
**Administrative Assistant: Paul Romero**  
**Dean: Jessica Ancrum**  
**Counselor: Jennifer Mincey**

The WISE Academy (West's Institute for Sophomore Education) is an academic community that is designed to continue the academic success of the Freshman Academy/FAC. There is a nucleus of core subject teachers, a lead teacher, a counselor and an administrator. The core nucleus will continue the mission of ensuring that each student maintains their academic success while preparing them for their Junior and Senior years.

**11<sup>th</sup> GRADE ACADEMY**  
**UPPER HOUSE Principals: Michelle Clayton**  
**and Ashley Jessie**  
**Dean: Caleb Clark**  
**Counselor: Anna Brownlee**

**12<sup>th</sup> GRADE ACADEMY**  
**UPPER HOUSE Principals: Steve Killian, Jonathan East,**  
**and Ashley Jessie**  
**Dean: Ashley Corey**  
**Counselor: Kelly Page**

The UPPER HOUSE Academy is an academic community of the junior and senior classes that are designed to continue the academic success of the WISE Academy. There is also a nucleus of core subject teachers, a lead teacher, a counselor and an administrator that makes up each of the junior and senior classes of the Upper House. The core nucleus will continue the mission of ensuring that each student maintains their academic success while preparing them for their Junior and Senior years. The core nucleus mission for both groups is to insure that each student maintains their academic success while preparing them for a future in a post graduate school and/or their place in the world as a successful and contributing members of society.

**IB TESTING POLICY**

When a student enrolls in an IB course, they are REQUIRED by the IBO to the IB exam at the end of the course. IB exams are administered in May of the senior year for most SL and all HL courses (2-year courses). Psychology SL (1-year course) exams are administered in May of the junior year. The IBO registration fee is \$168 and each exam costs \$116. All fees are due to the IB Coordinator in August/September of the first testing year. Full Diploma candidates pay only one registration fee; certificate students pay registration each year they test.

All testing fees, once submitted to the IBO are non-refundable. Therefore, if a student drops an IB course after paying the testing/registration fee, West High School will be unable to refund testing fees.

**Library/Media Services**  
**Ms. Nancy Williams, Librarian**

**Purpose:** To foster an appreciation of reading and to develop research skills and habits conducive to lifelong learning.

**WHS website:** <http://mediacenter.wesths.knoxschools.org>

How do I access the databases and e-books? Links, usernames and passwords are located on the library website.

**Hours:** Open 7:45am - 4:00pm Monday-Friday

**Fee List:** Overdue books - \$.10/day (maximum fine is \$8.00 per item)

Lost book – replacement cost + \$5.00 processing fee

**Printing:** there are costs for some kinds of printing, especially graphics and color. Be sure to check with one of the library staff so that you know your cost before you hit “Print”!

**What to do if...**

**...you want to leave school early...**

When leaving early is necessary, it is essential that parents make a written request for early dismissal.

1. **With a Note-** Students who need to be dismissed from school early must bring a note signed by a parent. The note should include telephone numbers for parent verification by the office. Notes for early dismissal should be brought to the Office by 8:30 am. Students may pick them up from the office after 1<sup>st</sup> block.

2. **Without a Note-** A parent/guardian must come into the Office to check out any student who does not bring a note. In case of emergencies, other adults sent by a parent to check a student out of school must be included in the student’s emergency information. **Student release by phone or fax is NOT an option!**

**Note:** The Office should be notified of any special circumstances regarding access to a student.

3. Students who are 18 years of age may be permitted to sign themselves out; however, a parent/guardian contact will be contacted. Since 18 year-old check-outs are a WHS privilege, not a system requirement, abuse or misuse of this opportunity may result in loss of individual privileges at administrative discretion.

4. Students who check out during the school day may not return to school that day without an official doctor/court note or parent/guardian sign-in.

5. Students arriving on campus (walking, driving, bus) prior to 8:30am may not leave campus without permission. Doing so will result in disciplinary action.

**...you are late to school...**

A student arriving any time after 8:30 a.m. should report directly to the front office to receive an Admit Slip.

**(Reminder:** arriving during the first 15 minutes of a class is considered tardy; arrival after the first 15 minutes is an absence.)

**Note:** Students on campus, but not in class or in the office, are considered cutting class. Doing so will result in disciplinary action.

**...you miss class work and want to make it up...**

It is up to the student to initiate the make-up work immediately upon returning to school. Failure to request make-up work within three (3) days of returning to school may result in the lost opportunity for credit for the missed work. It is understood that all requested work must be completed and turned in within 3 days of receiving the assignment or by teacher arrangement. Any work not completed will be recorded as zeros. In cases of prolonged illness, teachers will set a reasonable time limit for completion of the work.

If students are absent for at least three (3) days, parents may call the guidance secretary to request make-up work.

Student Services and teachers must have 24 hours to gather necessary assignments

**...you are asked to go on a school sponsored field trip...**

Students who participate in school-sponsored field trips are required to turn in a notarized Knox County Medical Release Form. One form will cover all field trips for the entire year. A notary public is on site to notarize the forms for parents. If the student is under the age of 18, the parent must sign the form in the presence of the notary public.

**Ashley Jessie  
Executive Principal**

## Volunteer Agreement

I understand that as a volunteer at West High School, ALL students and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer with West High School, any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all Knox County School Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the superintendent and/or school principal at any time if they determine it is in the best interest in the school or the students.

Thank you for your desire to volunteer at West High School.

# Ashley Jessie

Ashley Jessie  
Executive Principal  
West High School

**I have read, understand, and agree to the information presented above:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Fees, Dues and Textbooks**

**TEXTBOOKS:** Textbooks are assigned to students for most classes. In a few rare cases it is necessary to use “class sets” of books. All textbooks issued to students must be returned or replaced at the end of the term.

**FEES & DUES:** To provide adequate supplies for specified scholastic offerings, it is necessary to request a fee to offset costs for supplies, materials, etc. Each student is given a Fees & Dues List that gives details of these requests and procedures for collection by the staff.

### **ATTENDANCE POLICIES**

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. For the purpose of these attendance policies, an absence, a tardy, a class cut, etc. shall be defined as follows:

**Class Absence:** There are no excused or unexcused **class** absences. Family vacations, personal/family illnesses, non-school sponsored competitions or activities, etc. are all **class** absences. **School Absence:** Daily **school** attendance is checked one time each day for system and state attendance reporting. To be counted present for the school day students must sign in before 12:00 noon and cannot sign out until after 12:00 noon.

**Tardy:** A student is tardy if he/she arrives in class after the tardy bell has rung.

1. Students with 5 unexcused absences from school will receive communication from the school. At 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. (See above definitions) Excused absences for the following reasons do not count toward those reported to Juvenile Court.

Documentation must be submitted within 5 days of absence(s).

1. Personal or family illness
2. Hardship in family
3. Death in family
4. Court
5. Religious holidays

2. 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 for the above situation!!**

3. In School Suspension (ISS) does not count as a school absence.

4. Students who are TRUANT will be subject to disciplinary action.

5. Student 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. These activities must be approved school sponsored trips.

**Truancy:** Deliberate failure to attend school for unauthorized reasons is considered **truancy** and will result in disciplinary action.

**To apply for a drivers’ license**, a student must submit a completed **Compulsory School Attendance Form** to the Drivers’ License Bureau. This form is available in the school office. The top portion must be completed by the student and parent and then returned to the school secretary for attendance/grade verification and completion of the form. **Note:** Five school days should be allowed for completion of this form by the school.



### **Absences for Out-of School Suspension**

Students who are out of school for disciplinary suspension must follow the policy and procedures for requesting missed work. Suspension days DO count as school/class absences. A student is not permitted to participate in extracurricular activities if suspended on the day of the activity. OSS is an excused absence.

### **Drivers' License Requirements**

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 if the student has any of the following:

1. Ten (10) or more consecutive unexcused days absent in a term.
2. Fifteen (15) or more total unexcused days absent 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:

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

### **Medication**

No medication of any kind shall be self-administered by students at school 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 JGCB)*

- All medications (prescription and nonprescription) that must be administered during the school day require written orders on a Knox County Physician Form from a physician, dentist, nurse practitioner, or D.A. who has the legal right to write a prescription. Parent/Guardian signature is also required on this form. Only one medication per Physician Form is allowed. These forms are available in the school office. The original Knox County Physician Form must be kept in the office. A parent/guardian must bring the medication to the school office to be checked in or to administer the medication to his/her own child.

Students are not allowed to transport medication to and from school.

- Over-the-Counter medication prescribed for a student must be in an unopened original container and must be labeled with the student's name. Prescription medications must be in the original bottle from the pharmacy with the student's name, medication name, date, and dosage clearly marked.

- All medications must be secured and dispensed in the school office. This applies to both prescription and nonprescription medications.

- Failure to follow the medication policy may place a student in a Zero Tolerance situation.

### **Athletic Opportunities**

West 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. As a member of T.S.S.A.A., the 5A region in football, and the District 4-AAA, Region 2 in all other sports, WHS offers the following T.S.S.A.A. sanctioned sports: baseball, basketball, cheerleading, cross country, football, golf, soccer, tennis, track, volleyball, and wrestling.

**Note:** Students who are interested in participating in college sports should start the certification process early, usually by the end of the junior year. Information concerning the certification process is available in both Student Services and the Athletic Director's office.

We believe that athletics enhance an athlete's opportunity to learn, to encourage physical, mental, and social awareness, and to help create with him/her a greater desire to improve oneself. Our goal in athletics is to help the student athlete reach his/her potential academically as well as athletically and to become a more productive member of society after having participated in our athletic program.

#### **Objectives**

- To develop self-confidence and a positive self-concept.
- To set and work toward accomplishment of goals.
- To grow socially, emotionally and physically in a nurturing environment.
- To learn teamwork and cooperation.
- To develop a desire to excel.
- To learn to treat others as we would have others treat us.
- To receive self-satisfaction of accomplishment and enjoyment of participation.
- To develop an awareness and respect for a high degree of physical fitness through exercise and good health habits.

#### **Eligibility**

1. A student athlete must have earned at least 6 term credits the preceding school year or 3 term credit the preceding term.
2. A student athlete must not be nineteen years of age on or before August 1.
3. A student athlete is permitted eight terms of eligibility beginning with the ninth grade.
4. A student athlete must be taking at least three subjects per term.
5. A student athlete must have a medical examination before he/she participates in a practice or game.
6. A student athlete must have his/her parent/guardian complete the parent consent form. (Athletic participation and/or weight training)
7. A student athlete must comply with all eligibility rules as set forth by T.S.S.A.A.

#### **Athletic Insurance**

Coverage for West High School is a secondary coverage that covers only after parents have filed on their insurance plan. The cost for a catastrophic plan for a very serious injury is assessed each participating student athlete. This insurance is not optional and must be paid prior to participation as per Knox County Policy.

#### **Privilege - Not a Right**

The athletic department encourages participation in athletics as an extracurricular activity, and such participation is a privilege. No one is guaranteed a place on a team. Without such a guarantee, the student must be ready to meet the standards established by the school or have the possibility of being dismissed as a member of that team.

The better one's talent, the better one's chance is of making the team. Rarely, however, will talent be the sole criteria. Other factors such as attitude, desire, cooperation, and self-discipline will play important parts.

#### **Parking and Traffic Information**

West High School strives to provide a safe and secure campus for its students and for all vehicles on its property. Because of the limited parking spaces available, campus parking permits will be sold to seniors first and then to others on a space available basis. All student drivers are expected to adhere to specific parking/traffic guidelines and to sign a contract agreeing to do so. Violations of these guidelines will be taken very seriously since the safe and efficient operation of the school may be affected. Possible consequences could be, but are not limited to: Booting (\$20.00 removal fee), towing and/or loss of privileges.

**Bus drop-off/pick-up is on the Tobler side of the school directly in front of the Gym and should not be used for car riders.**

WHS does not recommend student parking anywhere but on the West campus. Most business/organizations near the school do not wish to have students parking on their property and may have cars towed at the owner's expense. Students are encouraged to ride the bus, carpool, or make other arrangements, rather than park in an area that may

pose a dangerous situation for students or their vehicles. Parking a vehicle on school grounds entitles the principal or designee to search that vehicle upon reasonable suspicion that school policy or Knox County law has been violated. WHS is not financially responsible for vehicular damage or theft that may occur while the vehicle is on campus. However, campus security can complete an accident report that the student can submit to the student's automobile insurer. The administration will administer appropriate disciplinary action if vehicle damage is the result of campus safety or rule violations.

**NOTE: Parking is a privilege and may be revoked for disciplinary reasons.**


**Guidelines for Students Messages, Packages, Flowers, Balloons, Etc...**

To avoid excessive announcement, 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.*

**Personal Belongings**

Students should not bring iPods, cell phones, headsets, large amounts of money or other personal belongings to school due to the risk of loss or theft. ***The school cannot be responsible for such items that may be lost or stolen while at school.***

**Disciplinary Terms & Definitions**

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

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

**IN SCHOOL SUSPENSION (I.S.S.)** –ISS is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for the entire day with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service and follow the schedule guidelines outlined by the staff member in charge.

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

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

**LONG TERM SUSPENSION**- Any out-of-school suspension which 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/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:

**Initial Hearing** (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.

To determine guilt or innocence.

**M-Team** (For Special Ed if guilty)

To determine if violation is a manifestation of the Special Ed certification

To determine if placement/programming is needed

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

To determine the appropriate consequences for the violation

**SEARCH AND SEIZURE-** According to Knox County Board Policy Handbook (JCAB) Any principal, or his designee, having reasonable suspicion for a search may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, if he receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

(Guidelines concerning such searches are outlined in the Knox County Policy Handbook available on-line or in the school office.

#### **Cafeteria Guidelines & Rules for Food and Drink**

1. All food and drinks must be consumed in DESIGNATED AREAS only unless by special permission
2. Eating areas should be left clean and trash-free
3. NO commercial food is to be brought or delivered to students on campus during school hours.
4. Visitors are NOT permitted in the cafeteria during lunch periods without administrative approval.
5. Student lunch numbers may not be loaned or misused in any way. (Such violations may result in loss of free/reduced lunch privileges and/or disciplinary actions.)
6. All school behavior guidelines should be followed during lunch.
7. Students must remain in the cafeteria or in designated areas during lunch periods. Students should NOT be in instructional or unsupervised areas.
8. No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.

#### **Relationships**

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

#### **Restricted Areas**

Students are not allowed in the following areas:

- Parking lots/vehicles during school hours arriving or leaving or with administrative permission
- Rooms or areas designed for "Staff Only"
- Instructional Areas during lunch periods
- Hallways, bushes or any unsupervised area during classes w/o permission
- In the building or on campus after 4:00 without staff supervision for a school activity

### **Zero Tolerance Policy**

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year. The Director of Schools 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; or
  - (b) Knowingly possesses a firearm as defined in 18 U.S.C. § 9212; or
  - (c) Commits a battery on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system. It is the Board's intent that the Director of Schools exercises his power to modify to ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. The Director of Schools shall consider each zero tolerance case for placement in the alternative school program.

### **Harassment, Intimidation and Bullying**

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.
- 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.

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.

#### **Transfer Option for Students Victimized by Violent Crime at School**

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 the Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under the 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, Supervisor of Transfers, at (865)594-1502.

#### **Bus Information & Expectations**

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

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

#### **BUS DISCIPLINE CODE (Handled by Administration)**

##### **LEVEL 1**

- Improper boarding/departing procedures.
- Failure to remain seated.
- Refusing to obey driver.
- Loud, rude, abusive, or profane language/behavior.
- No eating or drinking allowed.
- Keep the bus clean.
- Keep hands and head inside the bus.

##### **Consequences**

- Written reprimand (maximum 1 warning)
- Bus riding suspension (3-5 school days)
- OSS

##### **LEVEL 2**

- Third violation of Level 1 behavior.
- Tampering with bus equipment.
- Fighting/pushing/tripping
- Bringing items of injurious/objectionable nature aboard bus
- Destruction of Property.
- Keep hands and head inside the bus

- Possession and/or use of tobacco, alcohol or drugs
- Loud, rude, abusive, or profane language/behavior.
- Throwing objects in or out of bus.

**Consequences**

- Bus riding suspension (min. 5 days)
- Repeat occurrence of Level 2 violation (min. 15 day bus suspension)
- OSS

**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.

**Consequences**

- Bus riding suspension (min. 30-max 180 school days)
- OSS
- Action by the Board of Education (up to and including expulsion)
- Appropriate legal action

**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 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, or veteran status should be directed to Rebecca Owens, Title VI, Title IX and ADA and OCR Coordinator, Room 1607 of the Andrew Johnson Building, telephone (865) 594-1686 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

### Disciplinary Violations & Consequences

**Level I-** Handled by classroom teacher or other staff members. 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. If a student refuses to accept the staff member's assignment of consequences, the violation moves immediately to an administrative level.

**Level II-**Handled by the classroom teacher, administration, and/or administrative designee. These behaviors, either by frequency or seriousness, indicate a pattern of misbehavior or a behavioral problem that may hinder the student's personal or academic progress or disrupt the learning climate of the school.

**Level III-**Handled by the administration and/or administrative designee. These behaviors include acts directed against person or property. Level III behaviors are a result of a student's unwillingness to take responsibility for or to correct previous behaviors. **NOTE: Only 4 ISS assignments will be made in a semester. OSS for persistent misconduct will be assigned thereafter. An administrator, in lieu of ISS or OSS, may assign Saturday School (community service may be a component of Saturday School). A student will only be allowed 3 Saturday Schools per semester. Failure to serve Saturday School will result in OSS**

### International Baccalaureate Programme

West High School is Knoxville's only IB World School, and we are very proud to offer this prestigious program to our students. The IB programme offers world-class curriculum and a true concurrence of learning. West High School will be the only school in Knox County to offer IB curriculum, and only the 11<sup>th</sup> high school in the state of Tennessee to be authorized by the International Baccalaureate Organization.

**Determining Diploma Programme Readiness:** The student will be admitted into the programme if it is determined that they meet the designated criteria. Please visit the West High School website for admittance criteria.

### IB Diploma Programme Options

As an IB student at West High School, you can choose one of two options:

#### Option 1: IB Full Diploma Candidate

A full diploma candidate is a student who has committed to the full Diploma Programme, which entails taking 6 IB courses, writing an Extended Essay, completing a CAS project, and successfully completing the Theory of Knowledge course during the junior and senior years. Full diploma candidates must take IB exams in all 6 courses and receive a cumulative score of 24 points to receive an IB diploma. The IB diploma is a special diploma awarded by the International Baccalaureate Organization and is separate from the Tennessee State diploma awarded to all Tennessee high school graduates. Declaration as an IB diploma candidate can be achieved only through an application and interview process with the IB Coordinator at West High School. Applications are distributed and reviewed during the spring semester of the student's sophomore year. For more information, please download our IB Information Booklet on the IB General Information page at [wesths.knoxschools.org](http://wesths.knoxschools.org).

Sample Sequence Table\*

Sample Sequence of Studies for a West High School IB Diploma Candidate

\*Course sequencing will vary based on individual student needs and desires

Grade 9	Grade 10	Grade 11	Grade 12
English 9 Honors **	English 10 Honors/AP**	IB English HL	
World History/Geography**	AP US History	IB History/Americas HL	



Spanish 1 Honors	Spanish II Honors	IB Spanish SL	
Chemistry 1 Honors	Biology 1 Honors	IB Chemistry HL	
Geometry Honors	Algebra II Honors	IB Mathematics SL	
Computer Applications	AP Government	IB Music SL	
Pre-IB	Music Theory	Theory of Knowledge	
Wellness	Speech	Marketing I	Marketing II

\*\*COMBINED COURSES

### Option 2: IB Certificate Candidate

A student wishing to take select IB courses without enrolling in the full Diploma Programme will be able to do so. Students who enroll in individual courses will receive an IB certificate noting the courses they took and the marks they earned. To enroll in an IB course for certificate only, students must complete the IB application.

## FAQs

### 1) What characteristics should a successful IB candidate possess?

First and foremost, a successful IB candidate should be highly motivated. The IB curriculum is a true concurrence of learning designed around 6 major subject areas. Students need to have developed time management skills as well as a true respect for diversity and different points of view.

### 2) When do students begin IB studies?

Although an IB student does not enroll in IB courses until his/her junior year, a course of study should begin in the freshman year in order to prepare for the rigor of the IB curriculum. If a student is interested in becoming an IB candidate in the junior year, he/she will be designated as an “International Honors” student during the freshman and sophomore years. The IB Coordinator and guidance counselors will work with each student individually to ensure that he/she is properly prepared to enter the IB program as a junior.

### 3) How does IB differ from AP?

The IB curriculum is an international curriculum that is studied worldwide, whereas the AP curriculum is written and studied only in the United States. AP courses are designed to be stand-alone, whereas the IB curriculum is designed as a 6-subject concurrence of learning with integrated central elements such as Theory of Knowledge, Creativity, Action and Service, and the Extended Essay, which can be used as an impressive addition to a college portfolio. West High School has always had an extremely strong AP program, and that will not change with the implementation of the IB Diploma Programme. Students will be encouraged to take both AP and IB courses. In some cases it is possible for a student to take both an AP exam and an IB exam upon completing one IB course and potentially to earn both AP and IB credit.

### 4) How will a student benefit from being an IB student?

Students will be thoroughly prepared for university studies and will have attained an extremely high level of critical thinking, which is valuable in everyday life. Many universities offer significant credit for success in IB courses as well as up to sophomore standing for the completion of the full IB diploma. College acceptance of IB vs. AP credit

will differ from school to school, so we highly encourage students to research which IB credits their potential schools of choice accept by visiting the following webpage: <http://ibo.org/diploma/recognition/directory/index.cfm>.

### **MYP**

In 2015-16, West High School began implementing the International Baccalaureate (IB) Middle Years Programme (MYP). West High School is a candidate school\* for the International Baccalaureate (IB) Middle Years Programme and pursuing authorization as an IB World School in Spring 2017. IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.

The MYP is designed for students in grades 6-10. West High School is in a partnership with Bearden Middle School to offer the MYP to all students, grades 6-10. It provides a framework of learning that encourages students to become creative, critical and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies and the real world. It fosters the development of skills for communication, intercultural understanding and global engagement—essential qualities for young people who are becoming global citizens and global leaders.

All students at West High School in grades 9 and 10 will be MYP students. At the end of the 10<sup>th</sup> grade year, students will have the choice to continue into the IB Diploma Programme (DP) or follow a traditional high school curriculum track. Students may choose to pursue the Full IB Diploma, take individual IB classes, take Advanced Placement (AP) classes, or college prep (CP) level classes. Each student will discuss and design their individual pathway with the 11<sup>th</sup> grade counselor during their 10<sup>th</sup> grade year.

For more information on the IB MYP, please contact Shannon Siebe, the Knox County Schools IB Facilitator at [shannon.siebe@knoxschools.org](mailto:shannon.siebe@knoxschools.org).

*\*Only schools authorized by the International Baccalaureate can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted.*