

GIBBS MIDDLE SCHOOL

7625 Tazewell Pike
Corryton, TN 37721
865-689-1712



2023 – 2024 STUDENT HANDBOOK

This GMS Student Handbook is subject to change based on Tennessee Code Annotated and/or Knox County Schools Board of Education policies. Any updates and/or changes can be viewed at the online link on our school website.

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Important Contact Information

Administration

Principal	Candace Greer	candace.greer@knoxschools.org
8th Grade Principal	Brandon Vickers	brandon.vickers@knoxschools.org
7th Grade Principal	Scott Reed	scott.reed@knoxschools.org
6th Grade Dean	Regina Harold	regina.harold@knoxschools.org

School Supports

Counselor Last Names A-K	Katy McLemore	kathryn.mclemore@knoxschools.org
Counselor Last Names L-Z	Vincent Ambrosio	vincent.ambrosio@knoxschools.org
College & Career Teacher	Caitlin Long	caitlin.long@knoxschools.org
Restorative Interventionist	Trenna Jones	trenna.hamilton@knoxschools.org
Instructional Coach	Regina Harold	regina.harold@knoxschools.org

Extracurricular Support

Athletic Director	Scott Reed	scott.reed@knoxschools.org
Clubs and School Organizations	Brandon Vickers	brandon.vickers@knoxschools.org

Parent/Community Leaders

PTO President	Amanda Seaton
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Important Phone and Fax Numbers

Gibbs Middle School	(865) 689-1712
FAX	(865) 689-1713

Vision

Gibbs Middle School is a community committed to showing up for one another, supporting each other as we seek to be our best selves academically and in service to one another.

ACADEMICS

Grading Policy

Grade Percentage Range	
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
The above grade scale is based on KCS Board Policy .	

The Tennessee Comprehensive Assessment (TCAP) results will compose 15% of second semester grades in math, reading/language arts, science, and social studies for students in grades 3-8. Students taking a class for high school credit should refer to their class syllabus for grading policies.

Class Fees

Class Fees are approved by the Board of Education and are charged for some supplies. Students will be informed of these fees at the beginning of each school year by the individual classroom teachers. Class fees must be paid online via <https://schoolcashionline.com>.

ATTENDANCE

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session. For these reasons, the Knox County Board of Education has adopted the following policy on student absences.

Acceptable (excusable) conditions for students being absent from school include:

- Personal illness;
- Illness in family temporarily requiring help from the child;
- Death in family;
- Recognized religious holidays regularly observed by persons of the student's faith;
- Verifiable family emergency

- For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:
 - An excused absence for one day when the member is deployed,
 - An excused absence when the service member returns from deployment, and
 - Excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and fifteen (15) minutes per school day. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

Reference KCS Board Policy [J-120 - Attendance](#)

Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

Excuses for absences must be made in writing or in person to the front office by a parent or guardian. Written excuses must be submitted within five (5) days of the student's return to school. All absences, absence corrections and/or changes must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

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

Making Up Assignments and Late Work

If a student is absent for any reason, excused or unexcused, he or she may request make up work. Work missed because of field trips or school-sponsored activities must be made up according to this schedule.

The school's policy on make up work is summarized below:

- Student must request make up work within 3 school days of returning to school.
- All assignments have a maximum due date for the year. Due dates are below:
 - End of 1st 4.5 weeks: September 8th
 - End of 2nd 4.5 weeks: October 6th
 - End of 3rd 4.5 weeks: November 15th
 - End of 4th 4.5 weeks: December 20th
 - End of 5th 4.5 weeks: February 5th
 - End of 6th 4.5 weeks: March 8th
 - End of 7th 4.5 weeks: April 19th
 - End of 8th 4.5 weeks: May 17th

- See class syllabus for information regarding point deductions for late work not due to absences. Due dates for make up work due to absences will be determined between the teacher and the student.

CLASS ASSIGNMENTS WHEN ILL – When it becomes necessary for a student to be out of school from 3 - 10 days, assignments may be sent home. Teachers must have 24-hour notice to prepare this material. Students with extended absences due to illness should contact the grade level principal for homebound information.

CLASS ASSIGNMENTS WHEN SUSPENDED – Students that are suspended from school for more than ten (10) days shall be offered placement in the Alternative School Program for the duration of the suspension, unless the student is considered to be a danger to the school community. Students that refuse Alternative School placement or are dismissed from the Alternative School Program early for any reason, or have been considered a danger to the school community shall not be given the opportunity to request make-up assignments. Students that are denied the opportunity to receive make-up assignments may appeal to the School Attendance Review Committee, then to the Superintendent and Board.

If a student is more than 10 minutes late to class or leaves more than 10 minutes early from class the student will be counted as absent.

Remediation of Assessments

Gibbs Middle School supports students' opportunities to demonstrate their mastery of the standards. Students have the opportunity to complete remediation assignments and retake assessments. The guidelines for scheduling remediation of a test are below:

- Students have one retake opportunity per assessment.
- Student must request the remediation work within one week of receiving the initial grade on the assessment.
- Student has one week to complete the remediation assignments and schedule the re-take of the assessment.

Tardy to Class & Tardy to School

Students tardy to school should sign in at the front office for attendance purposes. Students should not be tardy to class without a note from another staff member. Tardies to class without teacher permission will be considered class cuts. A student who is 10 minutes tardy to a class will be counted absent for that class.

Student Arrival and Dismissal

Students may begin arriving no earlier than 7:30am. No student should be left unattended prior to 7:30 when the doors open. Students arriving between 7:30- 7:45 a.m. should report to the gym to await dismissal for breakfast (7:45) or class (8:10). Students who choose to eat breakfast will be dismissed from the gym at 7:45. Students who are not eating breakfast at school should remain in the gym to await dismissal to class at 8:10. **No food or drink is permitted in the gym during bus hall.** Once a student arrives on campus, he/she may not leave without properly checking out. Classes begin promptly at 8:30 a.m.

At the end of the school day, bus riders, car riders, and walkers will be dismissed via announcement. Students should not leave their classrooms until specifically dismissed. Bus riders will report to the gym when their bus is called. Walkers and car riders will exit out of the front of the building when called.

School gates will be closed during dismissal to facilitate smooth flow of traffic and maintain safety of students. Gates will remain closed until traffic has abated and all buses have picked up their passengers. Gates will be closed during school hours to facilitate student safety.

Students waiting for a late ride after school hours should report to the office to call home. Parents should plan to pick up their student promptly upon dismissal from school. Frequent late pick ups will result in loss of school privileges.

Procedure for Changing Mode of Transportation Home

In the event that a student needs to ride home a different way, the guardian must submit a note in writing to the front office before the start of school on the date of the change with the following information:

- a. *Student's First and Last Name*
- b. *Student grade level*
- c. *Date of Change*
- d. *Parent Name and Phone Number*(parents will be called at the provided number to verify the early dismissal request)

Change in transportation requests should be submitted when students arrive at school before proceeding to class.

Withdrawal from School

A student who finds it necessary to withdraw from Gibbs Middle School should notify the front office immediately. At this time, the student's records are brought up-to-date, and his/her plans for the immediate future discussed. Documentation of enrollment in another institution may be required. Students must clear their records (return books and other school property, pay fines, etc.) before withdrawal is complete.

RESOURCES & SERVICES

Technology

Students will be issued a Chromebook at the beginning of the school year. In order to check out a device, parents must complete a device agreement. Device agreements will be available via the school website the first week of school. Students are expected to bring their charged device to school each day. It will be used at the teacher's discretion and kept in their backpack unless being used for instructional purposes in the class.

- Chargers- Students are responsible for their school-issued charger. If the charger is lost and needs to be replaced, KCS will send an invoice to the student to replace the charger. Chargers ARE NOT covered by the optional insurance.
- Lost/Stolen Devices- If a device is lost or stolen, the student or parent should inform the student's grade level principal immediately.
- Technology Support- Please [click HERE](#) for KCS Technology Support

Lockers

GMS provides lockers for students to use for storage of personal items during the school day. Students will not have access to lockers prior to 8:10am or after 3:45pm on weekdays, nor on weekends. All lockers are property of Knox County Schools and each locker and the contents thereof are subject to search at any time. Reference [KCS Board Policy J-200](#), lines 16-19.

Lockers may be requested via our school website beginning the first week of school. Once the form is completed, the student will need to report to their advisory teacher with a combination lock and the combination to be given access to their locker.

At the end of the academic year, students will need to remove all items and locks from the locker. Any lockers that remain locked after school dismissal at the end of the year will have the locks cut and contents donated.

Cafeteria

The cafeteria is a non-profit service for the convenience of all students and teachers who may wish to purchase all or part of their lunches or breakfasts. The cafeteria prices are established by the Board of Education. Breakfast costs \$2.00 and lunch is \$3.00. Free Lunch applications can be found online or from the cafeteria manager. No charges are allowed. Students must have a cafeteria ID number to purchase food. **No restaurant/fast food delivery services to students are allowed.**

Cafeteria Guidelines & Rules for Food & Drink

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

Athletics

Gibbs Middle School is a member of the TMSSAA and participates in school sports. Eligibility requirements of TMSSAA athletic participation are:

- Each student must complete a physical examination for the sport in which they are participating and he/she must be insured.

Individual teams may have additional academic requirements for participation in sports. Athletes should review the handbooks associated with their sports to ensure they are compliant with player eligibility.

Boys Sports include: Basketball, Track, and Cheer

Girls Sports include: Basketball, Track, and Cheer

Athletic Event Guidelines

Students attending after school athletic events must have been present in school the day of the event in order to attend. The student body, players, and cheerleaders are reminded that an attitude of good sportsmanship is to be maintained at all athletic events. Students shall be respectful of our opponents, fans, and officials.

The student body will not be allowed on the playing surface after an event either in celebration or protest. Students are not to engage in any dress or conduct which would incite others or would be offensive to our opponent. The judgment of the administration or the security officer will prevail.

Any student removed from an athletic event for unsportsmanlike conduct will face disciplinary action by the administration with consideration given for suspension from school and losing the privilege of attending any athletic events for the remainder of the year.

Students are to be picked up promptly from school events. Any student whose ride is prohibitively late will lose game attendance privileges.

Food and drink from outside of the facility are not to be brought into the stadium or gym.

Clubs & Activities

At Gibbs Middle School, there are several opportunities for students to become involved in clubs and activities. Some of our club offerings include: 4-H, DECA, Student Government, Robotics, Art Club, Literary Magazine, Spikeball, Project U, Ensemble, Drumline, and others.

PROCEDURES

Guidelines for Student Messages, Packages, Flowers

To avoid excessive visitors, only emergency messages or packages from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. The

school will not accept deliveries from professional courier services, Door Dash, Ubereats, or other delivery services on behalf of students.

Lost Books

In the event a textbook or Media Center book is lost, it will be the responsibility of the student or his/her parent/guardian to locate and return the book or pay for it.

Parking & Traffic

Gibbs Middle School strives to provide a safe and secure campus for its students, staff, and visitors. To accomplish this, it is necessary for everyone who drives and parks on campus to adhere closely to traffic rules and regulations. These include, but are not limited to, maintaining a speed of no more than 10 mph on the roads or parking areas, following the correct traffic patterns, yielding to the officers, stopping when the busses have the Stop arm extended, stopping for people crossing the roads, and adhering to all Knox County safety and traffic laws.

Illness at School

Students who become sick at school must go to the clinic or front office to report the condition. In case the student is unable to continue functioning at school, the parent/guardian will be notified to come for the student. If time is of the essence and the parents cannot be reached, the Principal will handle the emergency immediately. Parent/Guardian should make certain that any information concerning an unusual medical situation is placed on the permanent record with the school nurse (i.e. diabetes, heart condition, insect allergies, and other potential medical emergency information). All medications needed to be taken during the school day must be left with the school nurse in the clinic along with [proper documentation](#). The clinic is located on the first floor in the counseling suite.

Guidelines for Medication

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

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- A medical health care provider who has the legal right to write a prescription must provide written orders. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.
- A parent/guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication.

- All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers that are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.
- School Nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.
- Failure to follow the medication policy may result in a Zero Tolerance offense.

Reference KCS Board Policy [J-352 - Medication](#)

Telephones

Students may request to use school phones via request made to a staff member. Student phones must be turned off and out of sight during class time and assemblies.

STUDENT CODE OF CONDUCT 2022-2023

Teachers and administrators shall strive to create a school environment favorable to the development of increasingly responsible, self-directed young people. Acceptable behavior is essential to an effective school program. Each teacher is responsible for and has such authority as is necessary for the maintenance of good order within the classroom for the promotion of an environment conducive to learning. The authority to control pupil conduct extends to all activities of the school, including all athletic events and pupil performance on athletic teams, trips, excursions, and other school activities and groups.

Gibbs Middle School's discipline procedures include, but are not limited to, parent conferences, before/after school detention, lunch restriction, Restorative Learning Center, loss of privileges, loss of participation in extracurricular activities, out-of-school suspension (OSS), recommendation for placement at an alternative program, and expulsion. Failure to serve Administrative Detentions or RLC will result in further disciplinary action. Disciplinary Hearings will be held if a student has committed or may have committed an offense which could result in a suspension of five (5) or more days. Loss of privileges and suspensions from extracurricular activities may result from ANY disciplinary infraction.

Any student behavior that is a violation of law will be referred to the Knox County Sheriff's Department (KCSO). Students may be transported to juvenile detention facilities or jail if warranted by local law enforcement agencies with jurisdiction. Students who attend Gibbs Middle School that are involved in any crime will be prohibited from participating in or attending any extracurricular activity. Any student who is

arrested (regardless of time, location, in/out of school) will be immediately suspended from ALL EXTRACURRICULAR ACTIVITIES, pending an investigation by school officials. Loss of privileges may result in ANY disciplinary infraction. Extra-curricular activities include, among other things, an approved record of attendance and conduct. Students who are suspended are subject to restriction from participation in any student activities.

Disciplinary Terms And Definitions

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

Disciplinary Hearing/Initial Hearing: A meeting to allow the due process for students to determine the appropriate consequences for the possible violation(s) of the Knox County Schools Discipline Policy that could result in more than a four day suspension.

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

Hearing Notification: Includes Administrator and Student & Parent/Guardian to present information concerning the violation and to hear the student's statement or statements of others who may have information relative to the violation prior to a Disciplinary Hearing or I.E.P. Team Meeting (for Special Education students).

I.E.P. Team: Meeting held as appropriate to determine if conduct violation is a manifestation of the Special Education certification & to determine if placement/programming is needed.

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.

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.

Restorative Learning Center (RLC): RLC is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for at least one-half 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 and guidelines outlined by the staff member in charge.

Search and Seizure: According to Knox County Board Policy Handbook (JCAB), school lockers, backpacks, pocketbooks, etc. are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office.) Parents will be contacted after the student is searched.

KCS Misbehaviors & Disciplinary Options J-191

Reference [KCS Board Policy J-191](#)

Personal Cell Phones & Other Electronic Devices (Bluetooth or Internet Capable Devices)

PCDs (personal communication device) and personal electronic devices including but not limited to CD players, iPods, MP3 players, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carryalls. However, the use of the devices while on campus is not allowed 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. During school hours, the PCD must be in the off mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

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

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student's parent or guardian. A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at

school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies, which may result in arrest or criminal prosecution.

Reference KCS Board Policy [J-240 - Use of Personal Communication Devices in School](#)

Cell Phone/Airpods/ Earbuds/ Smartwatches/ Internet Device Expectations

- Phones, smartwatches, and earbuds or any device deemed a PCD by a staff member are powered off and put away unless otherwise directed by staff
- Students are encouraged to use a locker to store any PCD safely during school hours

Students using a PCD during school hours are subject to the policy below:

1st Offense	Provide a warning to the student and direct them to power off the device and put it away.
2nd Offense	The teacher will collect the device and hold it the remainder of the class period. The teacher will call or email the student's parent to notify them of the concern. Grade level admin will be copied on the communication.
3rd Offense	Administrator collects the device to be returned to the student at the end of the day. Administrator documents incident in Aspen and contacts parents.
Repeat Offenses	Administrator collects the device to be returned to a parent or guardian. Other disciplinary interventions as needed.

Dress Code

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

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

The following standards will be observed in all Knox County Middle and High Schools:

1. Pants must be worn at the waist. No sagging allowed.

2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses, and shorts must be beyond mid-thigh length.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration should strive for consistency so the dress code is applied evenhandedly to male and female students.

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in [Policy J-191 "Misbehaviors and Disciplinary Options."](#)

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.

Reference KCS Board Policy [J-260 - Dress Code](#)

Zero Tolerance Behavior

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.¹ And shall be offered an alternative placement to complete school work. 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 at a school bus stop, 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. § 921](#); or
 - c) commits aggravated assault or, commits assault and intentionally, knowingly or recklessly causes bodily injury, on a teacher, principal, a School Security Officer (SSO), a teaching assistant or any other employee of the school system, or a School Resource Officer (SRO); or
 - d) possession of explosive or incendiary device.

It is the Board's intent that the Director of Schools exercise his power to modify to ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. Upon re-entry to the base school, a restorative conference shall be utilized to the extent practicable.

The Director of Schools shall consider each zero tolerance case for placement in the alternative school program.

The following definitions apply to section 1(a) above:

- “Legend drug” – any item that federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian.
- “Controlled substance” – a drug, substance, or immediate precursor listed in the drug schedules established by the federal government and the State of Tennessee based upon levels of danger and addiction. Examples include, but are not limited to, marijuana, heroin, cocaine, methamphetamine, ecstasy, etc.

The following definitions apply to section 1(c) above:

- “Aggravated assault” - a student causes death or serious bodily injury to another, uses a deadly weapon (firearm or using another device to cause serious bodily injury), or attempts strangulation.⁵
- “Recklessly” - a student consciously disregards a substantial and unjustifiable risk; more than a mistake/negligence.

Reference KCS Board Policy [J-194 - Zero Tolerance Offenses](#)

Drug Paraphernalia

Any student, who furnishes, uses, possesses a simulated look-alike substance, or any drug paraphernalia other than that medically prescribed, will be subject to disciplinary action. This is in effect for all school activities on and off campus.

Students shall not use, possess, or distribute illegal drugs or alcoholic beverages or any tobacco products or electronic cigarette devices or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students shall not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials, if appropriate, and the student shall be subject to suspension.

E-Cigarette & Vaping Policy

Vaping without THC

Student's first offense:

- May be cited at the discretion of law enforcement and result in court costs
- Receives two days of out-of-school suspension
- Upon returning to school, spends one day in the restorative learning center for intervention services, including:
 - Completing four (50 minutes) INDEPTH videos (Intervention for Nicotine Dependence: Education Prevention Tobacco and Health), and
 - Making a presentation to the parent/guardian and staff member.

Student's second offense:

- May be cited at the discretion of law enforcement and result in court costs
- Receives four days of out-of-school suspension

Student's third offense:

- May be cited at the discretion of law enforcement and result in court costs
- The school conducts a disciplinary hearing that could result in a five to 10-day out-of-school suspension.

Vaping with THC

Any vaping that contains THC will result in a zero-tolerance offense (180-day out-of-school suspension and an alternative placement will be offered).

These protocols were developed with the assistance of our community partners, as well as KCS administrators, teachers and security personnel. We want to thank the Knox County Health Department, Knox County Sheriff's Department, Knoxville Police Department, Tennessee Department of Health, Knoxville DEA 360 and the National Drug Enforcement Agency for their collaboration on this important matter.

Bus Conduct & 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.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.

Bus drivers shall inform a student's principal of any serious discipline problem and the principal may take disciplinary action as appropriate. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the base school.

Reference KCS Board Policy [J-250 - Bus Conduct](#)

Bus Rules

- Obey the bus driver; follow the bus driver's first request; the driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed; keep the bus clean.
- Keep hands and head inside the bus; no throwing objects in or out of the bus.
- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be fiscally responsible for any act of vandalism.
- Students requesting permission to ride a different bus must bring in a parent note and request permission from an administrator. Notes must be turned in to the office before the start of the school day in order to be approved.
- Bus riding is a privilege that may be revoked at any time.

Technology Misconduct/Disruption

The Guidelines for Acceptable Use of Electronic Media (KCS Publication MC-108) apply to all Knox County Schools students and employees as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by or through Knox County Schools.

- A. All users shall act in a responsible, ethical, and lawful manner when using the school district's Information Technology resources.
- B. Users observing any illegal activities shall report these activities to the appropriate school district administrator.
- C. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the Knox County School District.
 - Parents/guardians wishing to deny independent access to electronic media involving district technological resources may do so by returning a signed right of refusal form supplied by the school. This document shall be kept on file as a legal, binding document. (In order to modify or rescind the agreement, the user's parent/guardian must provide the Principal with a written request.)

The District reserves the right to take immediate action regarding activities on its network that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) other activities as determined by the District as inappropriate. The following are examples of inappropriate activity on the District network:

- A. Violating any state, federal, or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials
- B. Criminal activities that can be punished under law
- C. Selling or purchasing illegal items or substances
- D. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials
 - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; impersonating other users, or sending anonymous email;
 - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - d. Using any computer or other electronic device to pursue "hacking", internal or external to the District, or attempting to access information protected by privacy laws;
- E. Using the network or Internet for Commercial purposes, such as:
 - a. Using the network for personal financial gain
 - b. Using the network for personal advertising, promotion, or
 - c. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Any violation of District technology resources or violation of this policy by students may lead to disciplinary and/or legal action including, but not limited to, suspension or expulsion.

Reference KCS Board Policy [I-222 Internet Safety](#)

Unauthorized Areas

Students are not allowed in the following areas:

- Parking lots during school hours without direct staff supervision.
- Cafeteria outside of the student's designated breakfast or lunch time.
- Any rooms set aside for staff only (except by invitation).
- At lunchtime: all instructional areas
- Restrooms not in the immediate vicinity of the area of instruction.
- Classrooms before 8:10am
- Campus buildings after 3:30 p.m. unless under the direct supervision of a faculty member.

Restroom Stalls and Usage

At no point should more than one person be in a restroom stall at the same time. Multiple students in the same stall shall be considered in violation of the school rules, and are subject to search. Students in violation of this rule face a minimum of one day suspension.

Students must secure staff permission to visit the restroom during instruction. No more than two students will be in the restroom from the same class at the same time.

Personal Relations

TOWARD SCHOOL STAFF: Students are expected to cooperate fully with and to obey all instructions from any personnel assigned to our school. The staff includes: teachers, custodians, cafeteria workers, clerks, security officers, bus drivers, substitute teachers, interns, secretaries, principals, and other school personnel. Students are to address all staff members with a respectful tone of voice. Students are to respond to all staff at all times while on campus or while attending school activities/events here or at other schools. The school staff has supervisory responsibilities in all areas of the campus at all times and at school activities/events on other campuses.

TOWARD OFFICIAL VISITORS: Official visitors, whether observers, speakers, entertainers, or parent/community volunteers are considered to be honored guests and will be treated with courtesy and respect.

TOWARD FELLOW STUDENTS: Students are to address all other students respectfully. Students will treat other students with courtesy and respect at all times.

SAFETY & SECURITY

Closed Campus

Gibbs Middle School is a closed campus. Gates will be closed to traffic during the school day. In order to ensure the safety of our campus, parents, community members, business people, etc., must check-in to the front office. Gibbs Middle School students are prohibited from bringing a visitor for all day/partial day without prior approval by administration.

Emergency Drills

Fire Drill: In accordance with the Tennessee State Law, fire drills are required to be held. The signal to leave the building is sounding the siren. In case it should be out of order, the students will be given three (3) short bells or instructions over the public address system. Students must leave the building quickly and orderly from whatever room they are in without going to lockers. Some students may be asked to assist the teachers with some responsibilities for the classroom. Following instructions and maintaining order is essential.

Severe Weather Drill: Upon receipt of a “severe weather alert”, each member of the faculty will be notified immediately. Teachers and students should be prepared to act instantly upon receipt of a tornado warning. The principal will notify everyone over the public address system, and they will go to prearranged locations where they will remain until an “all clear” signal is given over the P.A. System. In the event of a power failure, these

signals will be given with a “bull horn” or by runners. Care will be taken to avoid glassed areas and those areas with long suspended roofs such as auditorium and gymnasium.

Lockdown Drill: Students are not allowed to use messaging equipment without authorization. No student should leave the classroom or designated area during a lockdown drill. All areas are to remain secure until given the “all clear” signal. All areas are secured, gates and doors are locked. Bells will be turned off. If the bells ring, ignore them. Assigned areas are checked for suspicious persons. If you find anything suspicious, report to administration or security.

Civility Code & Expectations

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 facilities. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

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 a person does not immediately and willingly leave, law enforcement may be called.

Reference KCS Board Policy [B-230 - Civility Code](#)

Unsafe School Choice Notice

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

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

Reference KCS Board Policy [J-290 - Unsafe School Choice](#)

Harassment, Intimidation, & Bullying or Cyber-Bullying

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

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

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

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or
- If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable.

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

EQUALITY

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 Schools has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, (865) 594-1540. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, (865) 594-1918 and/or the following:

Title VI Coordinator, Tennessee Department of Education
and/or

The Office for Civil Rights, U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Knox Schools Equal Opportunity Statement of Compliance

All students shall have the same opportunities with regard to programs and activities regardless of race, color, creed, religion, national origin, sex or disabilities.

The Board of Education fully supports the rights of all students to be free from discrimination based on discrimination as discussed herein, and will seek to investigate and as applicable, remedy any such discrimination within the Knox County Schools.

Students may submit complaints when they believe they have been discriminated against because of race, color, creed, religion, national origin, sex or disabilities.

COORDINATOR

The Director of Schools or the Director's designated representative (Coordinator, Ombudsman) shall be responsible for coordinating the system's efforts to comply with non-discrimination laws.

The Ombudsman may be contacted in person at the Knox County Schools administrative offices at 865-594-1192.

PROCEDURES

All complaints may be presented to a student's teacher, and/or the building level administrator (Principal), and/or directly to the Ombudsman. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the complainant may discuss the matter with the Director of Schools. After review of the case, the Director of Schools shall take such action as the Director deems appropriate and shall notify all parties concerned of the decision. The complainant may appeal the Director's decision to the Board. The Board will hear only complaints which have been carried through the proper procedure from the point of origin.

Title IX 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, 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 the Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to

Executive Director of Student Supports
Office 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

Director of Employee Relations
Title VI, Title IX and ADA and OCR
P.O. Box 2188
Knoxville, TN 37901-2188
Fax (865) 594-5014

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

CALENDARS

At Gibbs Middle School, we will attempt to schedule as normal of a year as possible and update our calendar per the direction of the district and state. It is understood that planned events may have to be rescheduled or canceled depending on the requirements from the Knox County School system and the State of Tennessee.

KCS Calendar

The Knox County Schools Academic Calendar can be found by going to <https://www.knoxschools.org/Page/23992>.

GMS Bell Schedule

The Gibbs Middle School Bell Schedule is available on the school website and will be updated periodically as needed.

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IEPs	Case Manager and Grade Level Administrator
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This GMS Student Handbook is subject to change based on Tennessee Code Annotated and/or Knox County Schools Board of Education policies.