



## **Ridgedale School**

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**Rebecca Bitner, Principal**

Check us out online

[www.knoxschools.org/ridgedale](http://www.knoxschools.org/ridgedale)

**Twitter: @RidgedaleSchool**

**Facebook: RidgedalePTA**

Ridgedale School follows the Knox County Schools calendar, including any inclement weather delays or closings. In addition to the following dates, Ridgedale will communicate special events or dates for students and families throughout the year.

## 2022

### AUGUST

#### August 1 (Monday)

First Day for Teachers - In-service (Building)

#### August 2 (Tuesday)

In-service Day (PreK - 12 System-wide)

#### August 3 (Wednesday)

Administrative Day (Teacher Work Day)

#### August 4 (Thursday)

In-service Day (1/2 day-School based); Administrative Day (1/2 day-Teacher Work Day)

#### August 5 (Friday)

Administrative Day (Teacher Work Day); Orientation for 6<sup>th</sup> and 9<sup>th</sup> graders

#### August 8 (Monday)

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

#### August 17 (Wednesday)

Early Release Day for Students

### SEPTEMBER

#### September 5 (Monday)

Labor Day – Holiday

#### September 7 (Wednesday)

End 4<sup>1/2</sup> Grading Period (22 Days)

#### September 17 (Saturday)

Constitution Day

#### September 21 (Wednesday)

Early Release Day for Students

### OCTOBER

#### October 7 (Friday)

End First 9-weeks Grading Period (44 days)

#### October 10-14 (Monday-Friday)

Fall Break

### NOVEMBER

#### November 8 (Tuesday)

In-service Day (PreK-12 System-wide) (Student Holiday)

#### November 16 (Wednesday)

End 4<sup>1/2</sup> Grading Period (22 Days), Early Release Day for Students

#### November 23-25 (Wednesday-Friday)

Thanksgiving Holidays

### DECEMBER

#### December 21 (Wednesday)

1/2 day for Students; End Second 9-weeks Grading Period (44 days); End First Semester (88 days)

#### December 22-January 5 (11 Days)

Winter Holidays

## 2023

### JANUARY

January 6 (Friday)

In-service Day (1/2 day--School-based); Administrative Day (1/2 day--Teacher Work Day); (Student Holiday)

January 9 (Monday)

First Day for Students after Winter Holidays

January 16 (Monday)

Martin Luther King, Jr. Day – Holiday

January 25 (Wednesday)

Early Release Day for Students

### FEBRUARY

February 8 (Wednesday)

End 4<sup>1/2</sup> Grading Period (22 Days)

February 15 (Wednesday)

Early Release Day for Students

February 20 (Monday)

In-service Day (Pre-K-12 System-wide)

### MARCH

March 10 (Friday)

End First 9-weeks Grading Period (Third 9-weeks Grading Period) (43 days)

March 13-17 (Monday-Friday)

Spring Break

March 22 (Wednesday)

Early Release Day for Students

### APRIL

April 7 (Friday)

Holiday

April 10 (Monday)

In-service (Building)

April 21 (Friday)

End 4<sup>1/2</sup> Grading Period (23 Days)

### MAY

May 24 (Wednesday)

Last Day for Students (1/2 day for students); End Second 9-weeks Grading Period (Fourth 9-weeks Grading Period); (46 days) End Second Semester (89 days)

May 25 (Thursday)

Administrative Day (Teacher Work Day) – Last Day for Teachers

### JUNE

June 19 (Monday)

Juneteenth - Holiday (Central Office Closed)

### **Ridgedale School Mission Statement**

To provide a safe and consistent learning environment with a structured plan for each student's personal success.

At Ridgedale School, we believe:

1. All students can succeed.
2. All students have a right to a safe, nurturing educational environment in which they can experience success.
3. All students will have access to highly effective educators.
4. Positive, proactive behavioral interventions include teaching students social competence skills.
5. Differences are appreciated and valued.
6. All decisions are based on what is in the student's best interest.
7. A collaborative effort by the school, family, students, and community is critical in meeting the academic, behavior, social, and emotional needs of each individual student.

### **MS ALT Mission Statement :**

Ridgedale will make an impactful difference for students by providing an equitable, rigorous, engaging, academic program complete with emotional support that will enable them with the tools to become successful.

Ridgedale follows Knox Schools Board of Education Policy J-180, **Rights and Responsibilities of Students**. The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities;
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and

exercise care while using school facilities;

8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;

9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and

11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker or other student's storage area.

### **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:

Absences shall be classified as either excused or unexcused as determined by the school leader or his/her designee. Excused absences shall include:

1. Personal illness;

2. Illness of immediate family member;

3. Death in the family;

4. Extreme weather conditions;

5. Religious observances;

6. Pregnancy;

7. School sponsored or school endorsed activities;

8. Military active duty/deployment (as outlined below);

a) An excused absence for one (1) day when the member is deployed;

b) An excused absence for one (1) day when the service member returns from deployment; and

c) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country.

9. Summons, subpoena, or court order; or

10. Circumstances which in the judgment of the school leader create emergencies over which the student has no control.

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 thirty (30) minutes per school day. To view this policy (J-120) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

### **Guidelines for Medication**

Ridgedale School follows Knox County Board of Education Policy J-352. 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 (OTC) medications are included in these regulations. Any student who is required to take medication must comply with the following guidelines:

- The school system has final decision-making authority with respect to the administration of medications and to reject requests for administering medications..
  - Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, the 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 which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
  - Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
  - All medications self-administered must be documented.
  - School Nurses will monitor the administration, documentation, and storage of all medications.
  - The parent/guardian is responsible for picking up any unused medication at the end of the treatment of the school year.
- To view this policy in its entirety, visit [www.knoxschools.org](http://www.knoxschools.org). Failure to follow the medication policy may result in disciplinary action.

### **Ridgedale Student Dress Code**

Ridgedale students will follow Knox County Board of Education Policy J-260 with regard to dress code. Ridgedale students in the Middle School Alternative Program will adhere to the following additional requirements. These expectations for student dress have been established to promote a safe and optimum learning environment. In matters of opinion, the judgment of the principal / designee shall prevail.

1. Pants must be worn at the waist. No sagging, jeggings, leggings, joggers, pajamas, or pants that have bands, gatherings, or elastic at the ankles are not permitted. Pants must be free of see-through rips, tears, or holes above the knee. Pants must be solid color with no print or designs.
2. Shorts must be beyond mid-thigh in length. (At or below the fingertips) There can be no holes above the knee. No cargo shorts or shorts with extra pockets. No gym shorts permitted. Gym shorts cannot be worn under other pants.
3. Shirts and blouses must be solid color with NO writing, stripes, polka-dots, symbols or hoods. Shirts must have a crew neckline or collar (no scoop neck or low cut v-neck shirts that reveal undergarments). Solid long sleeve shirts and crew neck sweatshirts are acceptable. Shirts must completely cover the abdomen, back, shoulders, and must have sleeves. Shirts or tops must cover the waistband of the pants, shorts or shirts with

no midriff visible.

4. Hoodies and hooded garments are not allowed. This includes but is not limited to lightweight jackets, and pullovers with half zippers. Crew neck sweatshirts without hoods or pockets are permitted.
5. Students must wear tennis shoes or other rubber-soled, closed toe shoes. No boots, shower shoes, crocs or flip-flops are permitted.
6. No jewelry items are permitted. No clear posts or spacers in ears, nose, etc. Students will be asked to remove them and if unable, parents will be called to assist or pick up their student.
7. Writing on clothing or body is prohibited.
8. Sweatbands are prohibited.
9. Hair elastics, rubber bands, or hair bands must be worn in the hair and must remain there at all times. Placing these items in pockets or on wrists is prohibited.

The principal may allow exceptions in special circumstances or occasions such as holiday or special occasions. Any student in violation of the dress code shall be subject to correction of the violation, ***including parents being called to bring clothes to the school.*** If a correction cannot be made, the student shall be subject to ***parent pick up*** or additional disciplinary measures.

#### **Prohibited Items at Ridgedale**

This is not an exhaustive list, but contains the most common items students bring to school. Essentially, students should only bring their house key and agenda / paper / home note with them to school. At no time will bus drivers, staff, or teachers hold prohibited items for students during the school day. Items left on buses are not the responsibility of Knox County Schools or their contracted Bus Drivers. ***Prohibited items will be confiscated and held in the office for parental pickup only.***

- Cell phones / Electronic Devices not issued by school
- Money
- Backpacks, book bags, and duffel bags (Middle School Alternative) / clear only for all other students
- Unsealed food or drink -- Water is permitted in an un-opened plastic bottle. ***Empty refillable water bottles are permitted and can be filled once inside the school.*** It is the responsibility of the student to keep up with their bottle. Ridgedale will not provide a cup or bottle to students.
- Gum and candy
- Hats, bandanas, any other headwear
- Hair picks, combs, and brushes
- Liquids such as cologne, perfume, aftershave, and mouthwash
- Makeup, lip gloss, etc. This includes Chapstick
- Markers, Sharpies, paint pens, crayons, colored pencils
- Any other item banned by Knox County Board of Education policy

\*Feminine hygiene products will be collected by staff at morning check-in.

### **Guidelines for Telephone Use, Messages, and Deliveries:**

To avoid excessive interruptions of the instructional day, only emergency messages from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. Deliveries such as flowers, balloons, etc will not be accepted. Since all students eat free, food deliveries will not be permitted. Students should arrange transportation details with their parents / guardians before leaving home. Students are not permitted to use the phones. In the event of any emergency, a staff member will call the parent / guardian.

### **Bus/Shuttle**

Many Ridgedale students ride Knox County Bus / Shuttle Transportation to and from school. Students are expected to follow Knox County Board of Education Policy J-250 Bus Conduct. The policy may be viewed in its entirety at [www.knoxschools.org](http://www.knoxschools.org). Appropriate behavior on our buses is a priority in order to ensure the safety of all students. Students should be courteous to the bus driver, staff, and fellow students. Riding the school bus is a privilege and improper conduct on the bus may result in disciplinary action. The principal or administrative designee has the final discretion to issue appropriate consequence

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#### **Level 1 Violations**

- Eating or drinking
- Failure to remain seated
- Improper boarding / departing procedures
- Refusing to obey driver/staff
- Loud, rude or abusive behavior
- Profane language
- Any behavior jeopardizing safety
- other

#### **Consequences Level 1**

- Warning – Max. 1
- Assigned Seating

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#### **Level 2 Violations**

- Third violation of Level 1 behaviors
- Tampering with bus equipment
- Fighting / pushing / tripping
- Bringing articles aboard the bus of injurious or objectionable nature
- Destruction of property
- Possession / use of tobacco products
- Profane language / obscene gestures
- Throwing objects in or out of bus
- Hanging out bus window
- other

#### **Consequences Level 2**



- Bus riding suspension 3 or more days

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**Level 3 Violations**

- Third violation of Level 2 behaviors
- Physical assault / verbal threat directed to bus driver
- Attempting to set fire to seat, hair, clothing, etc.
- Possession / use of alcohol, drugs, drug paraphernalia
- Possession of a weapon
- Use of chemical substance with intent to cause harm
- Unapproved use of emergency exits
- other

**Consequences Level 3**

- Bus Riding Suspension 10 or more days

**Ridgedale Program Descriptions**

Ridgedale Middle School Alternative is a program for students in 6-8 grade who have received a long term suspension from their zoned middle school. While serving that suspension, students may attend Ridgedale to receive academic instruction and behavioral supports with the goal of a successful return to their zoned school at the end of the suspension.

Ridgedale's Special Day School is a program for students with disabilities, aged 5-22yr, who have a history of significant behaviors that impede their learning. Students are placed at Ridgedale by the IEP team for an undetermined amount of time to receive academic and behavior instruction that will allow them to return to their zoned school successfully.

Both programs benefit from staff that are highly trained to de-escalate behaviors and reinforce positive behavior. Our low staff to student ratio allows us to plan for the individual needs of our students. Through the use of Positive Behavior Intervention Supports, Restorative Practices, and Specialized Instruction, our students receive high levels of support while attending Ridgedale.

**Ridgedale Middle School Alternative Program Procedures****Arrival**

Students in both programs enter the building every day at bus check-in. Students and their belongings are subject to search upon arrival. Middle School Alternative students will be in dress code before proceeding to the cafeteria for breakfast or to the homeroom class. Any outerwear will be checked in at arrival and returned to the student at the end of the day. Students who opt not to get breakfast upon arrival will not be allowed to return to the cafeteria at a later time to get food. Students arriving late will check in through the office.

**Hallway Transitions**

At the end of every class, students will line up in the classroom and state a hallway transition rule, before moving into the hallway. Students are expected to follow hallway expectations. Students will follow their behavior level expectations during hallway transitions. Students will

keep their hands and feet to themselves, refrain from touching other students or property. Students will wait outside their next class for the teacher to greet them.

### **Lunch**

Students are expected to quietly go through the serving line, get all items in one trip and then walk in line back to their classroom. Conversation during lunch should be quiet and appropriate. If expectations are not followed, students may lose their privilege to talk during lunch. Students should clean up their area after eating. Students must remain seated in their area during the entire lunch period.

### **Dismissal**

At the end of the last class, students will return to their homeroom. Students will remain in their seats until their bus is called. Students are expected to walk to the bus, adhering to hallway rules. Jackets / coats will be returned to the homeroom.

### **Restroom**

Students at Ridgedale are never allowed to be in the restroom with other students. Students will be escorted to the restroom by staff. Before entering the restroom, students state “bathroom check” to determine if the restroom is already occupied. If a student finds the restroom to be a mess, they should immediately report it to staff.

### **Ridgedale Middle School Alternative Behavior Program**

At Ridgedale, one of our main goals is to encourage and reward positive behavior in order to teach students the value of controlling their actions and attitude. While sometimes privileges are denied and consequences issued, it has been proven that positivity is one of the best ways to influence a student’s ability to demonstrate appropriate behavior. Positive Behavioral Interventions and Support (PBIS) is a way for school staff to focus on teaching and promoting positive behaviors.

### **Score Card**

Every student entering the alternative program will enter in the “minor league”. The minor league means the student is following school expectations as expected. If a student maintains at 97-100 they have entered the “major league”. Major league means the student is meeting all expectations with minimal disruption. Out of Group or OOG means the student has earned a 69 or below. Scorecards will be sent home daily, parents should sign the bottom and return the next day.

#### **Levels**

**ALL Star** – Major League points (97-100 Positive Points) and no unexcused absences for 10 consecutive days.

- Classroom / Schoolwide Assistant
- May move about certain areas of the building without an adult escort
- Can follow KCS Dress Code policy (except for hoodies and must wear tennis shoes)

**Major League** – 97–100 Positive Points the previous day

- Talk with friends during lunch and homeroom
- Eligible to peer tutor

**Minor League**– 96-70 Positive Points the previous day

- Talk during lunch and homeroom
- Adult escort during hallway transitions

**Out of Group** – Below 69 Positive Points the previous day.

- NO Privileges
- Assigned seat in a designated area of the classroom

### **#TheRidgedaleWay Recognition**

Another way students can be recognized for making positive choices is with #TheRidgedaleWay Recognition. Staff can award students with #TheRidgedaleWay Recognition for any commendable reason and the student can choose from a variety of prizes (at the principal's discretion) for being recognized.

### **Restorative Practices**

Ridgedale School utilizes Restorative Practices for building community with the school setting and for responding to challenging behaviors. We believe that through real dialogue, a mutual understanding of a specific situation and making things right, students can learn critical life skills for success upon leaving Ridgedale and returning to their base school. Restorative practices are not a specific program, but rather an approach to addressing difficult behavior. We believe that decisions are best made, and conflicts best resolved, by those most directly involved in them. We seek to develop good relationships and restore a positive learning environment when students are not able to maintain safe and appropriate behavior. While all students in the building have access to a full time Restorative Interventionist (RI), our students in the Middle School Alternative Program work most closely with the RI. The RI facilitates the implementation of morning circles in every homeroom as a way to build community. The RI coordinates visits between the students and base schools while the students attend Ridgedale as a way to keep communication and collaboration open. Additionally, the RI provides collaborative transition services to assist students in Middle School Alternative as they are returning to their home schools and follows up with at least one visit to the home school upon that student's return.

### **Ridgedale School Academic Program**

Ridgedale School follows TN Curriculum Standards. Students will have classes in language arts, mathematics, social studies, and science. Limited elective courses are offered, including PE and Middle School Computer Science Exploration. Additional programs include interventions and special education programs.

### **Peer Tutoring**

Students can be selected to work in a classroom from our Special Day Program several times per week, where they not only work with the students and staff in that class, they also complete projects that teach them about different disabilities and differences in people. Peer tutors must apply and will be selected based on their willingness to work, parent permission, and teacher recommendation. Peer tutors will be issued a grade based on their performance.

### **Grade Reporting and Grading Scale**

All class grades are cumulative representing all class work from beginning of the course to date of the report. Progress reports and report cards will be distributed within 5 days of the end of the grading period.

Grading scale:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

The Tennessee Comprehensive Assessment results will compose a portion of the second semester grades in math, language arts, science, and social studies for students in grades 3-8.

### **Appropriate Use of Technology**

Students should bring no electronic devices to school, except for school issued devices. However, students will have access to technology throughout the day. Students are required to use their device for instructional purposes only. Students should not view any website or app that is not required by their teacher. Students may lose their use of device privileges during the day for accessing prohibited sites or not following expectations with their device.

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

### **Harassment, Intimidation and Bullying or Cyberbullying**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyberbullying. These acts are 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 Schools staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

"Cyberbullying" means bullying undertaken through the use of electronic devices (i.e. telephones, cellular phones or other wireless communication devices, PDAs, computers, electronic mail, instant messaging, text messaging and websites.) "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, and

- 1 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
  - a. Knowingly placing a student or students in reasonable fear or physical harm to the student or damage to the student's property;
  - b. Causing emotional distress to a student or students;
  - c. Physically harming a child or damaging a student's property;
  - d. Creating a hostile educational environment; or
- 2 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 educational environment or learning process.

Students who feel they have been 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 the student 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 KCS Board of Education Policy, case law, Federal and State statutes. To view this policy (J-211) in its entirety, visit [www.knoxschools.org](http://www.knoxschools.org).

### **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 the 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 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: Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540

Complaints of discrimination on the basis of disability sex, race, color, religion, national origin, age, or veteran status should be directed to Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and / or the following: Title VI Coordinator Tennessee Department of Education and / or The Office of Civil Rights US Department of Education P.O. Box 2048, 04-3010 Atlanta, GA 30301-2048

### **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 TCA 40-38-11(g), or the attempt to commit one of these offenses as defined under TCA 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.

### **Knox Schools Statement of Compliance**

Knox County Schools is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. KCS will not discriminate or limit access to any educator, principal, student or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools and their grant partners are broad in their support of

the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants if/ when unique situations and circumstances occur. Support services include but are not limited to hearing, speech, vision services, physical access managements, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students. The Knox County Schools continue to be committed in its support of all equity statutes as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

### **Knox County Board of Education Civility Code**

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. The 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. To view this policy (B-230) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

### **Expectations**

Students, faculty, staff, parents, guardians, and all other members of the community shall:

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

### **Response to Uncivil Behavior**

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress. 1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator. 2. A parent, guardian, community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator. 3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening, or obscene the employee is not obligated to respond. 4. Any visitor on school district property who has breached the 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.

All Knox County School Board of Education policies can be read in their entirety at [www.knoxschools.org](http://www.knoxschools.org).