



WEST HIGH SCHOOL



Student Handbook

2025 – 2026



Dr. Ashley Speas, Principal

(865) 594-4477

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Dear West High Students, Parents, and Community:

Welcome back to what promises to be an outstanding 2025–2026 school year at West High School!

I am thrilled to begin another exciting year with each of you. Whether you are returning to campus or stepping through our doors for the first time, know this: You belong here. West High is more than a school — it’s a community rooted in excellence, unity, and a bold commitment to student **ownership and responsibility**.

This year, we continue to embrace and expand our work with **865 Academies**. Every student at West High will be a part of an academy: the **Freshman Academy**, the **Academy of Health Science and Human Services**, the **Academy of Creative and Technical Innovation**, and the **Academy of Global Commerce and Communication**. Through these academies, you will gain real-world experiences, connect classroom learning to future careers, and engage in work that matters — to you, to your future, and to your community.

As part of Knox County Schools, we are guided by four district-wide priorities:

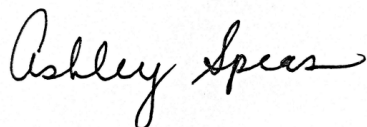
1. **Excellence in Foundational Skills**
2. **Great Educators in Every School**
3. **Career Empowerment and Preparation**
4. **Success for Every Student**

Here at West, we live these priorities every day. From the rigor of our courses to the relationships we build, we are preparing you not just for graduation, but for life beyond high school. You will be challenged, supported, and empowered — because your success is our mission.

Our incredible administrative team — Mr. Nate Martin, Mrs. Kelly Forester, Mr. Jonathan Egert, and Mr. Chris Caruthers — and I are here to walk alongside you every step of the way. We are ready to cheer you on, guide your growth, and help you write your own story of success.

Let's make this a year of learning, leading, and living with purpose. Together, we are shaping a future filled with opportunity.

We are proud. We are determined. We are OneWest!



Executive Principal

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ADMINISTRATIVE STAFF

Executive Principal:

Ashley Speas

Assistant Principals:

Nate Martin

FRAC Academy 9th Grade

Jonathan Egert

Academy of Creative and Technical Innovation

Kelly Forester

Academy of Health Science and Human Services

Chris Caruthers

Academy of Global Commerce and Communications

Athletic Director:

Paul Romero

Coaches and Coordinators:

Amelia Baker–Academy Coach

Corey Dugan –Instructional Coach/ IB MYP Coordinator

Shari Valencic–IB DP/CP Coordinator

STUDENT SERVICES (SCHOOL COUNSELING)

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

Department Chairs: Sarah Bast and Kelly Page

Freshman Academy: Lisa Roberts	Academy of Creative and Technical Innovation: Tabitha Rawlings
Academy of Health Science and Human Services: Kelly Page	College and Career Readiness: Sarah Bast
Academy of Global Commerce and Communication: Anna Griffin	Testing Coordinator: Andrea Lawyer

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

GRADING SCALE AND GRADE REPORTING

Grade	Descriptors	% Scale	Grade Points
A	Excellent	90-100	4
B	Good	89-80	3
C	Average	79-70	2
D	Below Avg	69-60	1
F	No Credit	59-0	0

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

AP AND IB 5 POINT POLICY

TDOE is requiring students in AP and IB courses to take the corresponding exam in order to receive the 5 additional points added to their final grade. Students who do not take the AP or IB exam will not receive any additional points. The exception is that all students in a two year IB course that does not have required IB assessments during the first year will receive five points added to their final grade at the end of year one. Students in a two year course (for example, IB English) who have required IB assessments during the first year must complete these assessments in order to receive the additional five points at the end of the year.

GRADING PERIOD DATES, 25-26

Grading Period	End Date	Grading Period	End Date
4 ½ Weeks	Sept. 5	4 ½ Weeks	Feb. 5
9 Weeks	Oct. 14	9 Weeks	March 17
13 ½ Weeks	Nov. 13	13 ½ Weeks	April 20
18 Weeks	Dec. 19	18 Weeks	May 21

GRADE REPORTING

All classes' grades are cumulative, representing all class work from beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons. Grades will be published every 4 ½ weeks and can be viewed on Aspen. If you need a printed copy, please go to Student Services.

END-OF-COURSE TESTS

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

Mandatory state level exams are administered in Algebra I, Algebra II, Geometry, English I, English II, Biology I and US History. KCS policy states that the end-of course (EOC) exam counts for 15% of the final course grade. After EOCs, at the end of the year, full credit will then be awarded for courses taken. Seniors who have a minimum of an “75” average may opt out of the class’s final exam (this exam cannot be a state, IB, or AP exam).

LIBRARY/MEDIA SERVICES

Nancy Williams, Librarian
Kate Hoppenrath, Librarian

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

Hours: Open 8:05 am - 4:00pm, Monday-Friday

Fee List: Overdue books – \$0.10/day (maximum fine is \$8.00 per item)

Lost book – replacement cost + \$5.00 processing fee

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

FEES, DUES AND TEXTBOOKS

TEXTBOOKS: Textbooks are assigned to students for most classes. In a few, rare cases it is necessary to use “class sets” of books. All textbooks issued to students must be returned/replaced at the end of the term to the teacher who assigned the book. If the textbook is not returned in good, used condition the cost of replacement becomes the student’s responsibility.

FEES: To provide adequate supplies for specified scholastic offerings, it is necessary to request a fee to offset costs for supplies, materials, etc. These class fees are available to pay online and are listed based on the students schedule for the school year.

DUES: Some clubs will charge dues for participation and the amount may vary per club. Information for payment will be given by the club sponsor.

ATTENDANCE POLICIES

According to School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Tennessee Compulsory Attendance Law states, "Every parent, guardian, or other person residing in the State of Tennessee, having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such children to attend public or private day school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided" (TCA 49-6-3001), and requires that you monitor your student's school attendance and require your student to attend school (TCA 49-6-3007).

Knox County Schools Attendance Policy states "Acceptable (excusable) absences:

- Personal illness
- Injury and hospitalization
- Illness in the immediate family temporarily requiring help from the child;
- Death in the immediate family
- Recognized religious holidays regularly observed by persons of the student's faith;
- Verifiable family emergency
- Court appearances for summons, subpoena or court order
- Students with a parent or guardian who is deployed as member of the United States Armed Forces the following excusable absences shall apply provided appropriate documentation of the service member's deployment is furnished: [(1) An excused absence for one (1) day when the member is deployed, (2) An excused absence for one (1) day when the service member returns from deployment, and (3) 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]; students who are pregnant are excused from school for hospitalization and doctor's appointments when a physician's statement is provided (if a student is participating in a homebound program due to pregnancy, the homebound teacher will maintain attendance documentation)." (KCS BOE Policy JB)

All absences must be verified in writing by the parent or guardian within five (5) days of the absence, notes may be received through parent square or handwritten. Medical excuse notes should be written on the physician's office pad/letterhead showing the address/phone number of the office, containing the child's full name and date of absence(s). *Absences for doctor appointments in which it is not medically necessary to miss the entire day will be unexcused.*

TRUANCY

Per TCA 49-6-3007, after a child has five (5) unexcused absences they are considered truant in the state of Tennessee. Any child who has five (5) or more unexcused absences are subject to progressive truancy interventions, including, but not limited to an invitation to a truancy meeting, a school support team meeting, pre-court juvenile hearing and juvenile court proceedings.

All Students are expected to attend classes as scheduled, regardless of their status related to absences or grades (students must go to class even if they are failing the course). Failure to attend

classes for the above reasons will result in possible consequences for truancy and/or class cuts. Parents will be notified daily of a student's absence.

LATE START WEDNESDAYS

This year, on August 13, 2025, we will begin "Late Start Wednesdays." On that day and each Wednesday following, classes will begin at 8:50 a.m. instead of 8:30, to allow teachers to meet for professional development. Class transition bells will begin 8:40 on those days.

From 7:30 until 8:40, students who arrive on campus on Wednesdays will be moved to either the cafeteria or the gymnasium. Students will not be allowed to roam the hallways prior to the 8:40 bell.

Four late Wednesday days will also be early release, meaning classes will occur from 8:50-noon.

TECHNOLOGY

For our educators and staff, Hāpara offers invaluable resources. It provides them with the ability to view students' open Chrome browser tabs, allowing for guidance and feedback to empower our students as positive digital citizens. Through the Teacher Dashboard, teachers can easily track learners' progress across various Google applications, enabling prompt and effective formative feedback that propels our students forward in their academic journeys.

In order to ensure the effectiveness of this system and to maintain a conducive learning environment, I would like to highlight a few important points for students:

- **Use of Student Google Accounts:** During school hours, students are required to use their designated KCS student Google accounts via the only acceptable wireless communication device, their Chromebook.
- **School WiFi Usage:** To access online resources, students must utilize the school's WiFi network.
- **Adherence to Technology Policies:** Intentional use of alternative devices during school hours may result in minor referrals for inappropriate technology use, as outlined in our media agreement.
- **Purpose of Monitoring:** The monitoring of student activity is solely aimed at enhancing academic progress and fostering a secure digital learning space for all.

This implementation is in line with the media agreement previously signed for student Chromebooks, ensuring that our students are equipped with the tools and resources they need while maintaining a safe and conducive learning environment.

WHAT TO DO IF...?

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

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

- **With a Note** – Students who need to be dismissed early from school must bring a note signed by a parent. The note should include telephone numbers for parent verification by the office. Notes for early dismissal should be brought to the Front Office by 8:30 am. Students will then pick up their early dismissal slip up back from the Front Office after 1st block.
- **Without a Note** – A parent/guardian must come into the Front Office to check out any student who does not bring a note. In emergency cases, other adults sent by a parent to check a student out of school **must** be included in the student's ASPEN emergency information. **STUDENT DISMISSAL**

BY PHONE OR FAX IS NOT AN OPTION! **Note:** The Front Office should be notified of any special circumstances regarding access to a student.

- Students who check out during the school day may not return to school that day without an official doctor's note, court note or parent/guardian sign-in.
- Students arriving on campus (walking, driving, bus) prior to 8:30 am may not leave campus without permission. Doing so will result in disciplinary action.
- **No early dismissals after 3:00 p.m.**

...you are late to school...

A student arriving any time after 8:30 a.m. should report directly to the Front Office to receive an Admit Slip. (**Reminder:** arriving during the first 15 minutes of a class is considered tardy; arrival after the first 15 minutes is an absence.) **Note:** Students on campus, but not in class or in the Front Office, are considered cutting class and doing so will result in disciplinary action.

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

It is up to the student to initiate the make-up work immediately upon returning to school. Failure to request make-up work within three (3) days of returning to school may result in the lost opportunity for credit for the missed work. It is understood that all requested work must be completed and turned in within 3 days of receiving the assignment or by teacher arrangement. Any missing work will have a negative impact on the student's grade; the representation of the missing grade in Aspen will be under individual teacher discretion. In cases of prolonged illness, teachers will set a reasonable time limit for completion of the work (See KCS Board Policy J-120 for complete district attendance policy).

If students are absent for at least three (3) days, parents may call/email the Student Services secretary, Dana Redd (dana.redd@knoxschools.org), to request make-up work. Student Services and teachers must have 24 hours to gather necessary assignments.

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

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

Students who are TRUANT may be subject to progressive truancy intervention including by not limited to court intervention.

Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school.

ABSENCES FOR OUT OF SCHOOL SUSPENSION

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

DRIVER'S LICENSE REQUIREMENTS (SF1010)

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

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

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

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

To apply for a drivers' license, a student must submit a completed **Compulsory School Attendance Form (SF1010)** to the Drivers' License Bureau. This form is available online or in the school office. The top portion must be completed by the student or parent and then returned to the school secretary for attendance/grade verification and completion of the form. **Note: Two school days should be allowed for completion of this form by the school.**

PARKING AND TRAFFIC INFORMATION

West High School strives to provide a safe and secure campus for its students and for all vehicles on its property. Because of the limited parking spaces available, campus parking permits will be sold to eligible twelfth grade drivers (with a valid license) first, and then to eligible eleventh graders on a space available basis. All student drivers are expected to adhere to specific parking/traffic guidelines and to sign a contract agreeing to do so. Violations of these guidelines will be taken very seriously since the safe and efficient operation of the school may be affected. Possible consequences could be, but are not limited to: Booting (\$20 removal fee), towing and/or loss of parking privileges.

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

WHS does not endorse student parking anywhere but on the West campus. Most businesses/organizations near the school do not wish to have students park on their property and may have cars towed at the owner's expense. Students are encouraged to ride the bus, carpool, or make other arrangements, rather than park in an area that may pose a dangerous situation for students or their vehicles. Parking a vehicle on school grounds entitles the principal or designee to search that vehicle upon reasonable suspicion that school policy or Knox County law has been violated. WHS is not financially responsible for vehicular damage or theft that may occur while the vehicle is on campus. However, campus security can complete an accident report that the student can submit to the student's automobile insurer. The administration will administer appropriate disciplinary action if vehicle damage is the result of campus safety or rule violations. **NOTE: Parking is a privilege and may be revoked for disciplinary reasons or for vehicle violations. .**

Students will be assigned a parking decal when the parking pass is purchased, and must place stick it on the driver's side windshield in the bottom corner. Students park anywhere in the white numbered parking spots (yellow numbered spots are reserved for Staff/Visitors). Violators will be booted and fined. (Updated 8/6/2021)

MEDICATION

No medication of any kind shall be self-administered by students at school (even with the assistance from school nurses or other school personnel), except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (OTC) 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.
- Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, possible side effects and method of storage.
- One medication per form is allowed on the Physician Forms, and the forms must be renewed each school year.
- A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorized by a medical care provider.
- All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An OTC medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.
- School Nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.

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

See KCS Board Policy "[J-352 Medication](#)."

GUIDELINES FOR STUDENT MESSAGES, PACKAGES, FLOWERS, BALLOONS, ETC. AND FOOD DELIVERY

To avoid excessive announcements, interruptions and the overloading of front office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents/guardians will be accepted for distribution to students during school hours. *Students will be called to the office between classes only.* **NO commercial balloons, flowers, gifts, etc. are to be brought or delivered to students on campus during school hours.**

Due to loss of instructional time, food deliveries from DoorDash, Grubhub, UberEats, and other concierge services will not be permitted. Students who attempt to place and receive orders will not be able to accept them, and appropriate disciplinary action will be taken. The school is not financially liable for any funds lost/wasted if students attempt to order food for delivery.

PERSONAL BELONGINGS

Students should consider not bringing expensive cell phones, headsets/earbuds, large amounts of money or any other personal belongings to school due to the risk of loss or theft.

Subsequently, the school cannot be responsible for such personal items that may be lost or stolen while at school. The school will not be responsible for the recovery of items stolen during the school year.

CAFETERIA GUIDELINES AND RULES FOR FOOD AND DRINK

- Visitors are not permitted in the cafeteria during lunch periods without administrative approval.
- Student seating is allowed only in the cafeteria or the front lobby porch. Students should not wander the school during this time, or they will be subject to out of area or class-cut disciplinary consequences. Special permission may be granted to a teacher to allow an alternative lunch setting through administrative approval. Students must have a pass.
- Each student is to use his/her personal cafeteria number only - **this number is not to be used by any other student, with or without the permission of the owner.**
- Students must present all food and drink items to a cashier for payment. **Food or drink not presented and paid for will be considered stolen**, and appropriate disciplinary actions will be assigned.
- All school behavior guidelines should be followed during lunch.
- **Students must remain in the cafeteria or in designated outside areas during lunch periods. Students should not be in instructional or unsupervised areas.**
- No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.
- All food and drinks must be consumed in DESIGNATED AREAS only unless by special permission.
- Eating areas are to be left clean and trash-free and trays properly returned to designated area.

RESTRICTED AREAS

Students are not allowed in the following areas:

- ✓ Parking lots/vehicles during school hours arriving or leaving unless with administrative permission
- ✓ Rooms/areas designed for "Staff Only"
- ✓ Any unsupervised area during classes without permission
- ✓ Instructional Areas during lunch periods
- ✓ In the building or on campus after 4:00 pm without staff supervision for a school activity
- ✓ In the building before the designated time in the morning without staff supervision

DISCIPLINARY TERMS AND DEFINITIONS

CLASS CUT: A class cut occurs when a student on campus and does not attend class. This can occur when a student does not show up to a scheduled class OR when a student misses an extended period of class time with a hall pass.

UNAUTHORIZED AREA: Being present in areas of the school without authorization. This will often be but always not be determined by the color of the hall pass that the student is carrying.

CONFISCATION: Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the assigned 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.

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

MINORS/INFRACTIONS: a minor offense such as tardy, minor misuse of cell phone, correctable dress code offense, minor horseplay, small class disturbance, etc. These offenses are reported to the PBIS system directly by teachers. After accruing so many of these, a referral is submitted. Infractions are classified as [Level 1, 2, or 3](#) depending on severity and/or frequency.

REFERRAL: a referral is handled by an administrator. If a behavior rises to the level past an infraction, in the judgment of the teacher, a referral is submitted and an administrative action will be taken. Some actions, such as class cut, off campus without permission, threats, bullying, harassment, fighting, possession of illegal or prohibited substances, etc, will result in immediate referral and immediate disciplinary action.

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. The student should spend time considering necessary steps to restore with the help of the facilitator to normal scholastic setting, and attempts should be made by the student to correct the behavior in the future.

ALTERNATIVE TO SUSPENSION (ATS): For some disciplinary infractions resulting in suspension for 10 or fewer days, ATS may be assigned. ATS is housed in the James Agee building. Students will spend the day with a designated staff member. Students will be expected to complete regular academic assignments, follow the schedule and expectations of ATS, participate in some form of school service, and reflect through restorative practice. ATS will be considered a form of suspension as outlined in the Knox County Schools Misbehaviors and Disciplinary Options (Board Policy J-191).

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

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

LONG TERM SUSPENSION: Any OSS that is longer than four consecutive days is considered "long term." A disciplinary hearing (DH) will be held before any long-term suspension has been given.

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

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

- To present information concerning the violation
- To hear the student's statement or statements of others who may have information relative to the violation

IEP Team Meeting/504 Team Meeting

- To determine if violation is a manifestation of the Special Ed or 504 eligibility
- To determine if placement/programming is needed

Disciplinary Hearing (DH) (All regular Ed. & Special Ed./504: If not a manifestation)

- To determine guilt or innocence
- To determine the appropriate consequences for the violation

See KCS Board Policy "[J-191 Misbehaviors and Disciplinary Options](#)"

SEARCH AND SEIZURE

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

See KCS Board Policy ["J-200 Interrogations and Searches"](#)

ZERO TOLERANCE POLICY

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year 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:

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;
- B. Knowingly possesses a firearm as defined in 18 U.S.C. § 9212;
- C. Commits aggravated assault and battery on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system;
- D. Possession of explosive or incendiary devices.

It is the School Board's intent that the Director of Schools exercises his/her 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.

Students should note that possession, use, or distribution of any Delta 8, Delta 9, or CBD products while on campus constitute a violation of the zero tolerance policy and will be subject to the same zero-tolerance disciplinary action.

See KCS Board Policy ["J-194 Zero Tolerance Offenses"](#) at the back of handbook

HARASSMENT, INTIMIDATION, AND BULLYING

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

"Cyber-bullying" means bullying undertaken through the use of electronic devices; "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices,

personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, social media, and web sites.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance.

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

- Physically harming a student(s) or damaging a student’s property.
- Knowingly placing a student(s) in reasonable fear of physical harm to the student(s) or damage to the student’s property.
- Causing emotional distress to a student(s).
- Creating a hostile educational environment.

If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board policy, case law, and federal and state statutes. Most events classified as any of these categories is reported to law enforcement.

It is important to understand that a harassment, bullying, or cyberbullying event that involves another Knox County Schools student often becomes a school disciplinary issue regardless of the time or location of the action or whether or not the action occurred on school campus. Such actions may become punishable by school officials or may be subjected to law enforcement.

See KCS Board Policy “[J-211 Harassment, Intimidation and Bullying or Cyber-Bullying](#)”

STUDENT 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. It is best to avoid apparel that will distract from the learning environment, and it will be the discretion of the staff and administration to determine if an article of apparel does indeed distract from the learning environment.

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

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

- Head apparel, except for religious or medical purposes, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor and outdoor activity.
- 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.
- Skirts, dresses, and shorts must be beyond mid-thigh length.
- Sleepwear, pajamas, and/or blankets cannot be worn in school.

Prohibited items include:

- Large, long, and/or heavy chains
- Studded or chained accessories
- Sunglasses, except for health purposes
- Sleepwear
- 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 even-handedly 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 may include sending the student home until the issue can be corrected.

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.

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

WIRELESS COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES

KCS Board Policy [J-240 Use of Wireless Communication Devices](#)

Wireless communication devices have many applications, some of which may be appropriate for student use during the school day. This policy outlines the permissible and appropriate use of such devices during school hours. DEFINITIONS A "wireless communication device" (WCD) is a personal portable wireless device that has the capacity to provide voice, messaging, or other data communication between two or more parties.

WCDs include, but are not limited to cell phones, smart watches, smart glasses, and tablets. A "district-issued device" refers to an electronic device, such as a laptop or tablet, purchased for student educational use during and outside of instructional time. Earbuds/headphones are considered a WCD and therefore forbidden. .

For the purposes of this policy, “instructional time” refers to scheduled in-class time in which students are expected to be learning during the school day. “Non-instructional time” refers to scheduled out-ofclass time during the school day, such as breakfast and lunch or transition time between classes. The “school day,” for the purposes of this policy, is further defined as on-campus time between the designated start and end of the school day, as defined in Policy A-140.

PENALTIES

1st offense (in class handled)	Warning issued by teacher (parent square)
2nd offense - Silent Lunch	Parent square sent from administrator
3rd offense - RLC (full day)	Cellphone confiscated; student pick up from office at dismissal
4th offense RLC (full day)	Cellphone confiscated; parent pick up from office at dismissal
5th offense 2 Days OSS	Parent conference with admin;

Refusal to submit to confiscation will result in insubordination, which may result in penalties up to a disciplinary hearing for out of school suspension.

USE OF DISTRICT-ISSUED DEVICES

Knox County Schools is a 1:1 district, meaning every student is equipped with a district-issued device to assist with learning in and outside of the classroom. Use of district-issued devices are therefore exempt from the parameters outlined within this policy and may be used at the discretion of the school to facilitate learning.

USE OF WIRELESS COMMUNICATION DURING THE SCHOOL DAY

WCDs may be stored in backpacks, purses, or personal carry-alls. However, the use of the devices during the school day is prohibited for all students except in the following circumstances:1

1. The principal authorizes a teacher to approve the use of WCDs for educational purposes during instructional time;
2. A student uses a WCD in the event of an emergency or to manage the student’s health;
3. A student’s use of a WCD during instructional time is included in the student’s Individualized Education Program (IEP), Section 504 plan, or Individual Learning Plan (ILP); or
4. A student with a disability uses a WCD to operate assistive technology to increase, maintain, or improve the student’s functional capabilities.

These restrictions are 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 WCDs may result in confiscation of the device until it can be released directly to a student’s parents and/or legal guardians. A student in violation of this policy is subject to related disciplinary action as defined in Policy J-191. Knox County Schools is not liable for loss or damage to any wireless communication devices brought onto school

campuses. Although Knox County Schools will take reasonable steps to protect a student's WCD should it be confiscated, KCS does not expressly or implicitly assume, and does not assume, any responsibility for loss of or damage to any WCD.

Using a WCD to record a fight is an infraction that could cause an immediate suspension.

LOSS OF DEVICE PRIVILEGES

Any device used outside these parameters may result in confiscation until it can be released directly to the student's parent or legal guardian. A teacher may withhold a WCD from a student during a class if the device is a distraction to the class or student.² A student who possesses a WCD in violation of this policy is subject to related disciplinary action, as defined in Policy J-191. Continued violation of this policy may also result in loss of WCD privileges. Additionally, students may lose WCD privileges for any policy violation that is related to or is the result of the use of a WCD.

PROHIBITED USE OF WIRELESS COMMUNICATION DEVICES

In addition to the parameters established above, use of a WCD to bully, harass, or intimidate others will be subject to related disciplinary action, as defined in Policy J-191. Using a WCD 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.

COMMUNICATION IN THE EVENT OF AN EMERGENCY OR POSSIBLE EMERGENCY

Students will be authorized to use WCDs for communication purposes in the event of an emergency or possible emergency. However, the principal or principal's designee will remain the primary point of contact for families in the event of an emergency or possible emergency. All emergency communication from the school or district will be shared through the district's mass communication system.

Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school sponsored events. Students who record or post videos of other students, such as a fighting video, could be charged on the school level with harassment and will be subjected to school disciplinary measures.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and or/federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

See KCS Board Policy "[J-240 Use of Wireless Communication Devices in School](#)"

TARDY CONSEQUENCES

- Students are expected to be on time to school and class. Students who are tardy will be subject to progressive discipline.
- Tardies to school are separate from tardies to class. If a student is not in first period by the time the tardy bell rings at 8:30, students must report to the front office to pick up a pass and report immediately to class. Not doing so will result in a class cut.
- Students consequences will begin at each 3rd tardy infraction, and escalate with each additional 3 infractions; these can be collected from multiple classes.
 - 1st incident: (3 tardy infractions) Admin/Dean Conference, parent phone call
 - 2nd incident: (6 tardy) Silent lunch
 - 3rd incident: (9 tardy) 1 block of RLC
 - 4th incident (12 tardy) 2 blocks RLC, parent conference
 - 5th incident (15 tardy) and beyond, full RLC, parent conference
- These consequences and infraction counts reset each 9 week period.
- There will be pre-planned tardy sweeps throughout the school year. These will be sent to teachers by email invite.
 - 1st incident: Silent lunch
 - 2nd incident: Period of RLC to be served immediately
 - 3rd incident: 2 Periods of RLC, 1 immediate and one assigned for another time
 - 4th + : 1 Day RLC, parent conference

TRANSFER OPTION FOR STUDENT VICTIMIZED BY A VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under the Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under the Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell, Supervisor of Transfers, at (865)594-1502

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 the Knox County School System has discriminated against them or another individual may file a complaint. Complaints can be filed [at this link](#). Knox County Schools has designated the following people to handle such grievances to comply with the law.

Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

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

BUS INFORMATION AND EXPECTATIONS

Bus riding is a privilege for general education students in Knox County Schools. Therefore, a loss of privilege can occur if policies and expectations are not adhered to.

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the Guidance Office or the Knox County Transportation Office. Discipline on our school buses is a priority in order to ensure the safety of all children. Bus transportation provided by the Knox County School system is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is also expected on the school bus. Knox County bus rules are posted on each bus and failure to cooperate with the driver may result in removal of student riding privileges and/or suspension from the bus.

BUS DISCIPLINE CODE (Handled by Administration)

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

SCHOOL-WIDE DISCIPLINE PLAN

West High implements a school-wide discipline plan. The advisory teacher will provide updates on your student’s progress throughout the school year. We also encourage you to use the Parent Portal to stay updated on your child’s academic progress. Below you will find a table outlining the school-wide discipline plan:

<p><u>Major Offenses (referrals)</u></p> <ul style="list-style-type: none"> ● Fighting ● Harassment (Bullying, Sexual, etc.) ● Possession of Tobacco, Alcohol, Pornography, Drugs, Weapons ● Vandalism ● Stealing ● Threats of Violence against staff or students ● Out of Assigned Area ● Class cut ● Insubordination (ie: refusal to submit WCD) ● Academic Dishonesty ● Uncorrectable violation of Dress Code ● Off campus without permission ● Cell phone use in class ● Each 3rd tardy 	<p><u>Minor Offenses (Infractions)</u></p> <ul style="list-style-type: none"> ● Tardies (incremental, until 3, which is a major offense) ● Class Disturbance ● Horseplay <p><u>Discipline Procedure</u></p> <ol style="list-style-type: none"> 1. Send student to office (or call principal/officer for a “pick up” for aggressive or threatening behavior). 2. Fill out “Student Discipline Record” ASAP and send to administrator 3. Administrator determines discipline according to policy.
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DISCIPLINARY REFERRAL PROCESS CHART

The following chart outlines many disciplinary infractions and their process consequences at West High School. Please note that this list is not exhaustive, and the Academy administrators **reserve the right to modify this disciplinary policy as it best serves students and West High School.**

Key Abbreviations:

- LD: Lunch Detention, held in Room 142 during your assigned lunch period
- RLC: Restorative Learning Center, Room 136. Penalty can range from 1 period to full day.
- OSS: Out of School Suspension
- ZT: Zero Tolerance; 180 days (1 full calendar year) of suspension.
- DH: Disciplinary Hearing. A process used if the penalty for the infraction may be more than 4 days. Parents have to attend.
- C: Confiscation. The KCS Board of Education does authorize schools to confiscate materials, like cell phones, for policy violations.
- S: Search. Students may be searched on KCS property without consent of parent, on suspicion of a policy or law violation.

Referral Behavior	1 st	2 nd	3 rd
	Offense	Offense	Offense
Assault/Battery of a student	OSS (30+)	OSS (90+)	OSS (90+)
Assault of staff member	ZT (180)	ZT (180)	ZT (180)
Class Cut (w/o leaving campus)	RLC (1)	RLC (2)	RLC/OSS)
Cell phone/WCD use in class (admin sends parent square to parent at 2nd offense)	in class warning	LD	RLC +parent phone
Excessive hallway disturbance	ISS (2war)	OSS (2)	OSS (2+)
Excessive inappropriate language	OSS (2)	OSS (4+)	OSS (4+)
Excessive Insubordination	OSS (2+)	OSS (4+)	OSS (15+)
Failure to serve lunch detention	RLC (1)	RLC (2))	OSS (2)
Failure to surrender WCD admin (otherwise is classified "insubordination")	C+OSS (3)	C+OSS (4)	C+OSS (10+)
3rd tardy infraction (each additional 3)	LD (1)	RLC (1 pd)	7 th to ISS (then OSS)
Fighting (over high school career)	OSS (10)	OSS (20)	OSS (30+)
Gang-related activity	OSS (30+)	OSS (90+)	OSS (90+)
Instigation of others	OSS (4+)	OSS (15)	OSS (30+)
Internet Use Violation	LOP+OS S(4+)	LOP+OS S(10+)	LOP+OSS (15+)
Leaving Campus W/O Permission (penalty may be greater at admin discretion)	OSS(1)	OSS (2)	OSS (4+)
Out of Area	S+ ISS (2)	S+OSS (2)	S+OSS (4+)
Possession of Alcohol	OSS (30+)	OSS (90)	OSS (90+)
Possession of Drugs (including THC Vapes)	ZT (180)	ZT (180)	ZT (180)
Possession of Firearm	ZT (180)	ZT (180)	ZT (180)
Possession of pyrotechnic	OSS (90+)	OSS (90+)	OSS (90+)
Possession of Tobacco/ Vape (non-THC)	OSS (2)	OSS (4)	OSS (15+)
Possession of weapon of any kind (other than firearm, including non-weapon items utilized as weapons)	OSS (90+)	OSS (90+)	OSS (90+)
Public Intoxication (under influence)	S +OSS (4+)	S+OSS(1 5+)	S+OSS(30 +)
Removal from RLC	OSS (2)	OSS (4)	OSS (4+)
Sexual or other harassment	OSS (15+)	OSS (30+)	OSS (45+)
Theft	OSS (4+)	OSS (15+)	OSS (30+)
Threat toward staff (including profanity directed toward staff)	OSS (30+)	OSS (90+)	OSS (90+)
Trespassing on KCS property	OSS (4)+A	OSS(15+)+A	OSS (30+)+A
Truancy	PC+A	PC +A	PC+A
Use of noxious chemicals	OSS (30+)	OSS (45+)	OSS (90+)
Vandalism (major)	OSS (45+)	OSS (90+)	OSS (90+)
Verbal Altercation (w/o profanity)	ISS(2) +HC	OSS(2)+ HC	OSS(4+)+ HC
Verbal Assault toward staff (considered "threat")	OSS (30+)	OSS (90+)	OSS (90+)

DISCIPLINE “Q & A”

Q: When can I leave class?

A: West High School values instructional time, so it is highly encouraged for students to use the breaks between classes to use the restroom, get water, use the vending machines, etc. However, there may be times that a student may find it absolutely necessary to leave the classroom. It is recommended that each teacher allow five hall passes per student per quarter. Use of hall passes beyond five will be up to teacher discretion. Students who do not have a hall pass when they are out of the classroom will be asked to return to class to get a hall pass. Students who have a hall pass, but are in the incorrect part of the building for their designated hall pass can be subject to appropriate disciplinary action.

Q: What is a class cut?

A: A class cut occurs when a student is not in a scheduled class and does not have official, authorized permission to be elsewhere. This may include a class to which a student did not return, or a class to which the student never arrived. If a student uses a hall pass and is not in class beyond the time limit of that pass, a student has cut the class. If a student arrives late to a class by more than 10 minutes, the student has both a **tardy** infraction and a **class cut** infraction.

Q: What is the difference between a “class cut” and “off campus without permission?”

A: While both are considered referrals, not infractions, a class cut is when a student does not attend class but instead is in another location *within the building*. Class cuts include not showing up to class or missing an extended period of class with a hall pass. Off campus without permission means that the student left campus and may or may not have returned. The consequence for “off campus” is, even at first instance, more severe than for a class cut.

Q: When am I considered “on campus” so I’ll know when I go “off campus?”

A: When you first set foot on campus, or even on a bus, you are considered “on campus.” Therefore, leaving school grounds to pick up food or engage in other activities, once you have been discharged by a parent or bus, means that you are “off campus without permission,” even if school has not yet begun.

Q: Can I leave for lunch, as long as I return to school?

A: Only if a parent physically comes to the building to check you out. Otherwise, you are off-campus without permission.

Q: What is the penalty for fighting?

A: The penalty for fighting, on first offense, is 10 days out of school suspension. However, if this is not your first fight in your high school career (9-12), then you will receive either 20 days (2nd offense), 30 days (3rd offense) or longer for subsequent offenses. Fighting consequences are cumulative for your entire high school career. If one of the parties involved in the altercation is a clear aggressor and the other party does not commit a physical action against the aggressor, the fight may be deemed an “assault,” and will subject the aggressor to the possibility of 30-45 days.

Q: What is the penalty for vaping?

A: Vaping nicotine substances results in two days out of school suspension for the first offense, and four days for the second. Third offense will require a disciplinary hearing to discuss longer-term suspension consequences. **Vaping any THC (or CBD) derivative product, regardless of classification, will result in a zero-tolerance suspension** for possession of a controlled substance on campus.

Q: What is PBIS?

A: Positive Behavioral Instructional Supports is the practice of rewarding desired behavior with desired consequences. The notion is that desired behaviors are taught and rewarded, and the incentive for a reward is likely to make the desired behavior repeated. We utilize an online system that keeps track of positive “points” so students can buy rewards for desired behaviors. Likewise, the student may receive an “infraction” write-up in PBIS, which is used to deal with our Level I offenses. Repeated infractions may result in loss of privileges, like Food Truck Day, or result in administrative referrals.

Q: What do I do if I do if I have knowledge of a student with a weapon?

A: IMMEDIATELY inform a teacher, security person, or administrator if you see, have knowledge of, or have a conviction that someone has a weapon on campus. Do not hesitate...you could be saving lives! KCS is in the process of obtaining an app that will allow community members to provide anonymous tips that will go directly to school security personnel.

See Knox County Board Policy "[J-191 Misbehaviors and Disciplinary Options](#)"

PERSONAL CONDUCT

PHILOSOPHY OF PERSONAL CONDUCT: It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

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

- Treat one another with courtesy and respect at all times.
- Take responsibility for one’s actions.
- Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
- Refrain from behavior that threatens or attempts to disrupt school or school district operations.
- Refrain from physically hurting someone; intentionally causes damage; employs loud or offensive language, gestures or profanity and/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.

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

INTERNATIONAL BACCALAUREATE PROGRAMMES



The International Baccalaureate (IB) is a continuum of programs that is designed to develop well-rounded individuals by providing a consistent framework that tailors students' education according to their culture and context. For over 50 years, IB programs have enabled teachers to develop resilient, self-motivated young people who have the knowledge, skills, and sense of purpose they need to thrive throughout their lives and contribute to making the world a better place.

West High School is Knox County's first IB World School and one of few schools in the State of Tennessee to be authorized to offer the prestigious IB Middle Years, Diploma, and Career-related Programmes.

The **Middle Years Programme (MYP)** includes all students in grades 9 and 10 and is a continuation of a program shared with Bearden Middle School. The MYP centers around a common curriculum framework in eight subject areas and culminates with the Personal Project in grade 10.

The **Diploma Programme (DP)** is an elective, rigorous pre-collegiate curriculum available to students in grades 11 and 12. Participation in the DP requires completing six IB subjects and three core requirements: Theory of Knowledge (TOK), Creativity, Activity, and Service (CAS), and the Extended Essay throughout both years. Students interested in pursuing the IB Diploma should prepare by taking challenging courses during their freshman and sophomore years (such as AP and honors classes) that will prepare them for IB subjects that demand ample student participation and oral presentations, intense writing, and independent research. Students must register for the DP during the second semester of sophomore year. Prospective DP students are also required to have two years of second-language instruction (or commensurate experience) in order to navigate the DP's requirements.

The **Career-related Programme (CP)** is an elective, rigorous pre-collegiate curriculum available to students in grades 11 and 12. Participation in the CP requires completing at least two IB subjects and four core requirements: Personal and Professional Skills (PPS); Service Learning/Community Engagement; Language Development/Language and Cultural Studies; and the Reflective Project throughout both years. Additionally, students must determine a career-related study aligned to one of West's 865 Academy career pathways (or, Junior ROTC) and take and pass a related industry certification(s). Students interested in pursuing the IB CP Certificate should prepare by taking challenging courses during their freshman and sophomore years (such as AP and honors classes) that will prepare them for IB subjects that demand ample student participation and oral presentations, intense writing, and independent research. Students must register for the CP during the second semester of sophomore year.

"IB for All!"

All West High School juniors and seniors are eligible to take IB subjects; enrollment in the DP or CP is not required. IB subjects are available in six discipline groups and two levels: standard level (SL, requiring 150 hours of study) and higher level (HL, requiring 240 hours of study). Group 2 (world language) subjects are also available at the *ab initio* level for students with limited second-language experience. *Ab initio* students are most often co-sat with other levels.

Group 1: IB Language and Literature (SL, HL)

Group 2: IB French (Ab Initio, SL, HL); IB German (Ab Initio, SL); IB Spanish (Ab Initio, SL, HL)

Group 3: IB Environmental Systems and Societies (SL); IB Global Politics (SL, HL); IB History (SL, HL);
IB Psychology (SL); IB World Religions (SL)

Group 4: IB Biology (HL); IB Chemistry (HL); IB Environmental Systems and Societies (SL); IB Physics (HL)
Group 5: IB Math Applications and Interpretation (SL, HL); IB Math Analysis and Approaches (HL)
Group 6: IB Visual Arts (SL, HL)

Due to the hour requirement mandated by IB for all subjects, daily attendance is exceptionally important for students and will be scrutinized. Only students who are committed to attending school all day, every day should consider enrollment in IB subjects.

IB Subject Assessments

All IB subjects require Internal Assessments (IAs) and External Assessments (EAs).

IAs are teacher-based assessments in all subjects and include one or more of the following: individual oral (IO) work in Group 1 and 2 subjects; field work or comparative research in Group 3 subjects; laboratory work in Group 4 subjects; exploratory work in Group 5 subjects; and artistic performances in Group 6 subjects. Students are expected to research and authentically generate the work required for IAs independently.

EAs are IB exams conducted at the end of the school year. Registration for exams begin in late September and require a fee of \$124 (subject to change annually) per subject. Students qualifying for free/reduced lunch may request financial assistance. Exams are typically held from late April through the month of May, and may be scheduled after West High School's graduation; most are held at a location alternative to West's campus and require independent transportation to and from the exam site. IB sets the dates and times for all exams and they are inflexible; there are no make-up dates.

EAs are required for all DP and CP students. They are optional for students not enrolled in these programs. However, students wishing to pursue earning potential collegiate credit for their work in IB subjects must take the EA to complete the course. College credit is granted by each prospective post-secondary institution; West High School has no role in this process.

Students MUST submit their required IAs for their respective subject in order to sit for their EA. No IA = No EA. IAs are the first part of the required assessment process for an IB subject and students will not be issued a passing score for an IB subject without it. Thus, if a student does not submit the required IA for a subject, she/he will not be permitted to take the exam for the subject, forfeiting any exam fees or quality grade points.

IB Academic Integrity

All work students submit for assessment in IB subjects, whether a class assignment or a research paper, is expected to be genuine and authentically the student's own. West High School IB teachers, the IB Coordinator, and the IB globally employ multiple methods of authenticity checking, if necessary, in accordance with Knox County School's related policies.

IB teachers reserve the right to question a student's work that is suspicious of not being in that student's unique voice, and/or having evidence of plagiarism. Students are to be cautious of their use of artificial intelligence to produce any part of any assignment for an IB subject. Work that is submitted to the IB will be returned to the student as ungradable with a plagiarism content of more than 10%. The decision of IB is final and undisputable.

IB teachers and the IB Coordinator will review West High School's IB Academic Integrity policy with all IB students at the start of the school year.

West High School IB Policies

In addition to Academic Integrity, West High School's IB Programs have policies regarding Access and Inclusion, Admissions, Assessment, and Language. The most current versions may all be viewed on West's website.



In 2015-16, West High School began implementing the International Baccalaureate (IB) Middle Years Programme (MYP). West High School is an authorized IB MYP World School. IB World Schools share a common philosophy – a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.

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

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

865 ACADEMIES

During the Fall of 2024, West launched the 865 Academies initiative. The 865 Academies initiative is aimed at transforming the high school experience for Knox County students, and Freshman Academy is the first step on that journey. Freshman Academy is designed to welcome 9th-graders to high school, provide a smaller learning community to build connections with teachers and classmates, and prepare students to select an academy pathway for Grades 10-12.

This happens in several ways:

Freshman Seminar is a class that focuses on helping students identify interests, aptitudes and professional skills, through tools including the YouScience assessment tool; Career Exploration activities introduce students to professional opportunities and host guest speakers from various industries; Industry Experience visits will provide insight into potential career paths related to their interests. The transition from middle school to high school is essential for academic success, and Freshman Academy will prepare students to take advantage of all 865 Academies have to offer! All freshman students will be enrolled in the Freshman Seminar course.

During the spring of their freshman year, students will select a career pathway to follow during their tenure at West High. Students will be placed in an academy for their remaining years at West High. The academies are listed below:

Freshman Academy



The Academy of Creative and Technical Innovation

Principal: Jonathan Egert
Counselor: Tabitha Rawlings



Coding
Engineering
Mechanical & Electrical



The Academy of Global Commerce and Communication

Principal: Chris Caruthers
Counselor: Anna Brownlee



A/V Production
Digital Arts & Design
Marketing



The Academy of Health Science and Human Services

Principal: Kelly Forester
Counselor: Kelly Page



Cosmetology
Nursing Services
Sport & Human Performance

Guaranteed experiences are an integral part of 865 Academies. They are listed below for each grade level.

9th grade	10th grade	11th grade	12th grade
Freshman seminar	Level 1 CTE class	Level 2 CTE class	Level 3/4 CTE Class
YouScience	Post-Secondary Visit	Job Shadow Experience	Capstone Experience
Guest speakers	Guest Speakers	Hiring Expo	Hiring Expo
Pathway Fair		Guest Speakers	Guest Speakers
Industry Experience		College Fair	College Fair

You can access the frequently asked questions about the 865 Academies [here](#).

865 ACADEMY LEADERSHIP STRUCTURE

Academy	Principal	Dean	Counselor
Freshman	Nate Martin	Nat Scott	Lisa Roberts
Creative and Technical Innovation	Jonathan Egert	Brooke Gasper	Tabitha Rawlings
Global Commerce and Communication	Chris Caruthers	Sarah Green	Anna Griffin
Health Science and Human Services	Kelly Forester	Dani Sorrells	Kelly Page

ATHLETICS

West is proud of its athletics program. Although academics are of primary importance, an excellent athletic program in itself can be a very meaningful learning experience. As a member of the Tennessee Secondary School Athletic Association (TSSAA), West offers the following TSSAA sanctioned-sports: baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, tennis, track and field, volleyball and wrestling.

Note: Students who are interested in participating in college sports should start the certification process early, usually by the end of the junior year. Information concerning the certification process is available in Student Services.

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

Objectives

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

Eligibility

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

Athletic Insurance

Insurance coverage for West High School is a secondary coverage that covers only after parents have filed on their primary insurance plan. The cost for a catastrophic plan for a very serious injury is assessed to each participating student athlete. This insurance is not optional and must be paid (\$65) prior to participation as per Knox County Policy I-171. (*"Every participant in athletics shall participate in the Knox County Schools Athletic Insurance Program."*)

Privilege - Not a Right

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

dismissed as a member of that team. The better one's talent, the better one's chance is of making the team. Rarely, however, will talent be the sole criteria. Other factors such as attitude, desire, cooperation and self-discipline will play important parts in determining placement on the team. Students who violate the spirit of athletics by violating team policy, school policy, or TSSAA policies regarding sportsmanship (see below), may be subjected to the West High School Progressive Discipline policy, as outlined here:

[West High Athletics Progressive Discipline](#)

Athletic Suspensions & Fines

Students are expected to demonstrate professionalism and appropriate behavior both on and off the field of play (see [TSSAA regulations on Sportsmanship](#)). Any West High student-athlete that is ejected from a contest will be required to miss one full week of their sports schedule for the first offense and two full weeks for the second). Please note that any athlete ejected from a contest will not be allowed to be on the sidelines, bench, or locker room areas during games until the suspension has been served. The player may watch the game from the stands. Students who are ejected as fans, will be required to pay a \$250 fine per TSSAA requirements in order to participate in any further events. See further details here: [West High Ejection of Athletes Policy](#)

SCHOOL SAFETY REGULATIONS

- 1) Every student, whether they attend a dual enrollment class or not, must check in at the Front Office upon arrival to school. Dual Enrollment students are advised to park as close to the Front Office as they can.
- 2) Students are not allowed to open exterior doors to the building except under direct supervision (watching them) of a teacher. This includes opening doors for late arrivals to campus. Students in violation of this will be subject to disciplinary action.
- 3) Students returning from the athletic fields to the main building must use the rear cafeteria doors, under the supervision of a coach or teacher.
- 4) Students are not allowed to "force open" exterior doors. Cameras are on all exterior doors. Students using a "force open" method will be subject to disciplinary measures, including suspension from school, forced damage payment, and a report to law enforcement.
- 5) Students are not allowed to climb over security locks (such as gates between main building and vocational) in order to bypass security features.
- 6) Students violating traffic regulations in the parking lot (speeding, reckless driving) will be subject to disciplinary action and will lose parking privileges, without a refund of the parking fee.
- 7) Students should participate fully in all school safety drills.
- 8) Students should report any non-staff adult who does not have a badge or visitor ID to a teacher immediately.

HALLWAYS

- 1) Once the tardy bell has sounded, students are not to be in the hallways until ten minutes after the start of class. Students are not to be released during the ten minutes prior to the bell for the next class. If a student needs to be in another class, the student should either arrange the prior day (among all teachers involved) for the student to report directly to the class, or the student should wait fifteen minutes for release.
- 2) Students should always have a hall pass from the teacher when in the hallway during authorized release times. Hall passes are not to be issued during unauthorized (10 after the bell, 10 prior to the next) times.
- 3) Students are not allowed to congregate at the intersection of the main hallway and elevator hallway (outside Room 100) just above the steps. This is a main thoroughfare and sees the most traffic flow during class changes.

EVACUATION /REVERSE EVACUATION

An announcement will be made to evacuate the building to either Primary Site (Football field) or Secondary site (Armory)

- The building must be cleared silently so that instructions can be heard.
- Exit procedures that are practiced during drills must be followed. These plans are posted on the wall of each classroom beside the door.
- Each teacher should pick up his/her Strategic Response Chart and carry it to the evacuation site. Current class rolls must be always included in the chart.
- Class roll must be checked once students are assembled. Missing students should be reported to the Student Accountability Coordinators (Churchie/Juanita).
- All teachers are to keep their students assembled and supervised.
- Students and teachers should remain at the evacuation site until all-clear instructions are given.

PRIMARY SITE: WHS Football Field

SECONDARY SITE: National Guard Armory, accessed via Sutherland Avenue sidewalk

FIRE

- Classrooms have diagrams near the door that define the location of each exit point. Essentially, classes must exit at the nearest exit point.
- Exit procedures that are practiced during drills must be followed. These plans are posted on the wall of each classroom beside the door.
- Take red SRT folder with class. Retake roll. Report any missing students to administration at the evacuation area.
- Students should remain out of the way of emergency traffic and remain in grassy areas.

STORM/TORNADO/SHELTER IN PLACE

- Classes should close exterior windows and lock doors.
- Classes with an exterior window should move into the hallway, or to the nearest area without exterior access.
- Remain in this area until given the all-clear

LOCKDOWN

HARD

- Keep students quiet
- Turn off classroom lights
- Make sure the classroom door and windows are closed and locked
- Close window blinds/curtains where applicable
- Students should be on the floor and away from windows and doors – out of view
- Check roll! Where possible, list missing (-) or extra (+) class members and personnel on a sheet of paper and slide under the door into the hallway
- No one is to leave the room until instructed to do so by the principal or a law enforcement officer*
- COMPLY IMMEDIATELY WITH LAW ENFORCEMENT COMMANDS**

***You are advised to use best judgement if the threat is within the building, escaping may be best option**

****Barricade option should be used only if threat is contained to building.**

MEDIUM

- Continue Teaching
- Keep doors locked
- Keep students out of the hallways; do not release students until announcements allow
- Students remain seated
- Close windows, blinds/curtains
- **No Class changes**

SOFT

- Continue Teaching
- Keep doors locked
- Keep students out of the hallways; do not release students until announcements allow
- Students remain seated
- Close windows, blinds/curtains
- **Class changes w/announcements**

RED/BLUE CALENDAR

West High School						
2025 - 2026 School Calendar						
August '25						
Su	M	Tu	W	Th	F	S
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
September '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
October '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
December '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
January '26						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
February '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
March '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May '26						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June '26						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
July '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- | | |
|---|--|
| <ul style="list-style-type: none"> School Closed/ Holidays Half Day (<i>early release days in white</i>) In-service | <ul style="list-style-type: none"> Red Day Blue Day First and last days for teachers |
|---|--|

TECHNOLOGY

West High School is a “One to One” Technology school, which means each student is to be assigned a Chromebook for academic use both in school and at home. Students are required to sign a “Knox County Schools Technology Agreement,” wherewith they agree to the following in order to receive the appropriate technology.

- the device may be collected and inspected at any time
- the device should be returned at any time when required by West High School
- the device is to be protected from damage; you are responsible for its condition once it is issued to you, regardless of who(m) possesses it at the time of damage.
- the device is to be immediately reported if damaged or stolen
- the device cannot be used for any unlawful or inappropriate activity either here or at home
- parents are responsible for the costs associated with damage or theft of the device
- the device is to be charged and brought to class every day
- Failure to comply with any of these guidelines may result in suspension of the use of technology

HAPARA

Knox County Schools and West High School utilize a monitoring program called **Hapara** in order to monitor student Chromebook activity in classes. For our educators and staff, Hāpara offers invaluable resources. It provides them with the ability to view students’ open Chrome browser tabs, allowing for guidance and feedback to empower our students as positive digital citizens. Through the Teacher Dashboard, teachers can easily track learners’ progress across various Google applications, enabling prompt and effective formative feedback that propels our students forward in their academic journeys.

In order to ensure the effectiveness of this system and to maintain a conducive learning environment, WHS would like to highlight a few important points for students:

- **Use of Student Google Accounts:** During school hours, students are required to use their designated KCS student Google accounts
- **School WiFi Usage:** To access online resources, students must utilize the school's WiFi network.
- **Adherence to Technology Policies:** Intentional use of alternative devices during school hours may result in minor referrals for inappropriate technology use, as outlined in our media agreement.
- **Purpose of Monitoring:** The monitoring of student activity is solely aimed at enhancing academic progress and fostering a secure digital learning space for all.

This implementation is in line with the media agreement previously signed for student Chromebooks, ensuring that our students are equipped with the tools and resources they need while maintaining a safe and conducive learning environment.

DIGITAL CITIZENSHIP

Knox County Schools provides one-to-one devices for all of its students. In order to obtain a device, students/parents must sign a digital citizenship agreement and adhere to its policies. This agreement is linked here: <https://bit.ly/KCSDigcit>.

TEXT-A-TIP

Do you have information regarding school safety that you would like to share with KCS? Our Text-A-Tip line allows students and families to anonymously share information about potential violence, bullying or other threats. To submit a tip, send a text to: 274637 (which spells CRIMES) and type in the keyword knoxschools,

followed by your tip.

RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

(excerpted and adapted from the International Baccalaureate's Academic Integrity Policy, 2023)

The goal of academic integrity is to make knowledge, understanding and thinking transparent. Students must also master the technical components of academic integrity, which includes learning how to correctly reference and ethically use information, opinions and artificial intelligence (AI) tools...

The IB does not ban the use of AI software...it is more sensible to adapt and teach students how to use these new tools ethically.

Teachers at West High School will work to ensure that:

- they provide students with clear expectations and guidance in the appropriate use of AI in their class
- students can explain their work sufficiently—to give confidence that it has been created by them
- students are clear when they are quoting other people's ideas and when they are claiming an idea or conclusion as their own work
- the quality of the final piece of work is in line with what they would expect the student to be able to produce

Students at West High School should be aware that:

- if they use the text (or any other product) produced by an AI tool—be that by copying or paraphrasing that text or modifying an image—they must clearly reference the AI tool in the body of their work and add it to the bibliography
- the in-text citation should contain quotation marks using the reference style designated by the teacher and the citation should also contain the prompt given to the AI tool and the date the AI generated the text (or any other product)

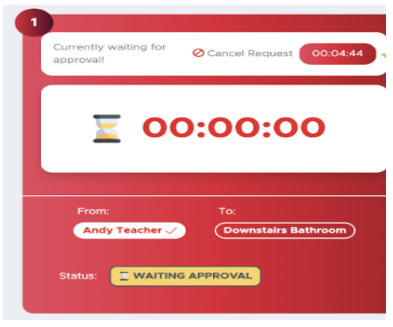
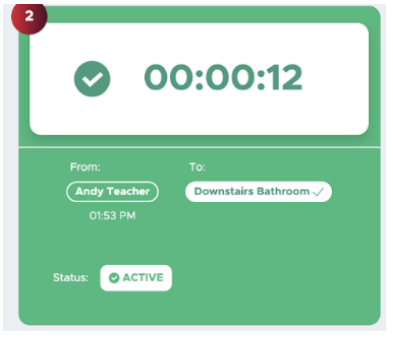
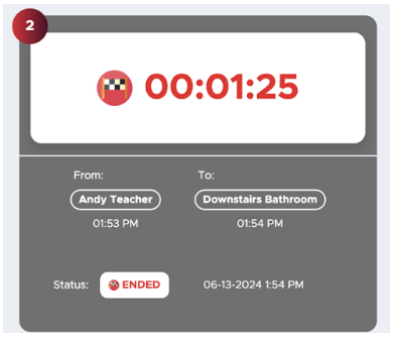
Teachers at West High School may provide further guidance regarding the acceptable uses of artificial intelligence in their specific classes.

SECURELY PASS

For the 25-26 school year, West High School will use a digital pass system, which can be accessed via your 1-to-1, school-assigned Chromebook. The system, Securely Pass, will monitor student hall passes and will be a requirement every time a student leaves the classroom.

SECURELY PASS EXPECTATIONS

- Students must keep the pass visible on their Chromebook while out of the room.
- Students must stop auto passes on their own.
- Students will receive out of area discipline if they are found anywhere other than the pass destination location they are found.
- Excessive passes out of class will result in pass limitations.

	<p>Students awaiting SecurelyPass approval will see this screen on their Chromebooks:</p>
	<p>An approved pass, whether approved by teacher or automatically by the system, will look like this:</p>
	<p>When a pass has ended, the screen will look like this:</p>

Additional information on SecurelyPass is available here:



WEST HIGH CALENDAR OF EVENTS (25-26)

Date	Event
August 5, 2025	Freshman Orientation
Aug 7	First Day for students (½ day)
Aug 11	Chromebook distribution/ verification
Aug. 13	First Late Day Wednesday
Aug. 27	First Half-Day/Late Day - arrival 8:50, depart 12 p.m.
Aug. 28	Open House, 5-7 p.m.
Sept. 1	Labor Day (Holiday)
Sept. 5	End 1st 4.5 week grading period
Sept. 17	Constitution Day, (Early release day- 12 p.m.)
Sept. 18	School-Wide Talent Show (7-9 p.m.)
Sept. 30	12th Grade ACT Day
Oct. 6-10	Fall Break
Oct. 13	FAFSA Help Night 5-7 pm.
Oct. 14	End 1st 9 week grading period/ Parent Conference Night (5-7)
Nov. 4	System-wide In-Service Day(student holiday)
Nov. 6	FAFSA Help Night 5-7 p.m.
Nov. 13	End 1st 13.5 week grading period
Nov. 19	Student Early release (12 pm)
Nov. 26-28	Thanksgiving Holidays
Dec. 9	FAFSA Help Night 5-7
Dec. 15-19	Semester Exams
Dec. 19	End 2nd 9 week period (½ day students)

Dec. 22-Jan. 2	Winter Break
Jan 5, 2026	1st day for students, 2nd semester
Jan. 9	FAFSA Help Night 5-7
Jan. 19	Martin Luther King Jr. Day, (holiday)
Jan. 28	Early release day for students (12 p.m.)
Feb. 5	End of 4.5 week grading period
Feb. 16	System-wide Inservice Day (student holiday)
Feb. 18	Early release day for students (12 p.m.)
Feb. 26	Parent Conference Night (5-7)
March 3	Junior College Kickoff (5:30-6:30, library)
March 9-13	Spring Break
March 17	End 3rd 9 weeks grading period
March 25	Early release day for students (12 p.m.)
April 3	Holiday (Easter)
April 10	Prom @ Mill and Mine, 7:30-10:30
April 13	State Testing window begins
April 20	End 4th 4.5 weeks grading period
April 23	Best of West Celebration, 6-7:30 p.m. Gymnasium
April 24	Senior Celebration, 9-11 a.m.
May 4	State testing window closes
May 5	Systemwide In-Service Day (student holiday)
May 15-20	Final Exams
May 21	Last day for students (end 4th 9 weeks)
May - TBD	West High Graduation

BELL SCHEDULES

Regular Daily Schedule

1st Block	8:30-9:50
Advisory	9:56-10:41
2nd Block	10:47-12:07
3rd Block	12:13-2:02
<i>1st Lunch</i>	<i>12:07-12:32</i>
<i>2nd Lunch</i>	<i>12:37-1:02</i>
<i>3rd Lunch</i>	<i>1:07-1:32</i>
<i>4th Lunch</i>	<i>1:37-2:02</i>
4th Block	2:08-3:30

Late Arrival Wednesday Schedule

1st Block	8:50-10:20
2nd Block	10:26-11:56
3rd Block	12:02-1:52
<i>1st Lunch</i>	<i>12:02-12:27</i>
<i>2nd Lunch</i>	<i>12:32-12:57</i>
<i>3rd Lunch</i>	<i>1:02-1:27</i>
<i>4th Lunch</i>	<i>1:27-1:52</i>
4th Block	1:58-3:30

Early Release + Late Arrival Wednesday Schedule (9/17, 11/19, 1/28, 3/25)

1st Block	8:50-9:33
2nd Block	9:39-10:22
3rd Block	10:28-11:11
4th Block	11:17-12:00

One Hour Delay Schedule

1st Block	9:30-10:44
3rd Block	10:50-12:50
<i>1st Lunch</i>	<i>10:44-11:11</i>
<i>2nd Lunch</i>	<i>11:16-11:44</i>
<i>3rd Lunch</i>	<i>11:49-12:17</i>
<i>4th Lunch</i>	<i>12:22-12:50</i>
2nd Block	12:56-2:10
4th Block	2:16-3:30

Two Hour Delay Schedule

1st Block	10:30-11:23
3rd Block	11:29-1:30
<i>1st Lunch</i>	<i>11:23-11:51</i>
<i>2nd Lunch</i>	<i>11:56-12:24</i>
<i>3rd Lunch</i>	<i>12:29-12:27</i>
<i>4th Lunch</i>	<i>1:02-1:30</i>
2nd Block	1:36-2:30
4th Block	2:36-3:30

Pep Rally Schedule

1st Block	8:30-9:50
2nd Block	9:56- 11:16
3rd Block	11:22-1:11
1st Lunch	11:16- 11:41
2nd Lunch	11:46-12:11
3rd Lunch	12:16-12:41
4th Lunch	12:46-1:11
4th Block	1:17-2:39
Adv/Pep Rally	2:45-3:30

Student Incentive Schedules - Staff vs. Student

1st Block	8:30-9:37
2nd Block	9:43-10:50
4th Block	10:56-12:03
3rd Block	12:09-2:04
1st Lunch	12:09-12:34
2nd Lunch	12:39-1:04
3rd Lunch	1:09-1:34
4th Lunch	1:39-2:04
Adv/ Activity	2:10-3:30

Student Incentive Schedule - Rotations

1st Block	8:30-9:55
2nd Block	10:01-11:21
3rd Block	11:27-1:16
1st Lunch	11:21-11:46
2nd Lunch	11:51-12:16
3rd Lunch	12:21-12:46
4th Lunch	12:51-1:16
4th Block	1:22-3:30
1st Group	1:30-2:05
2nd Group	2:10-2:45
3rd Group	2:50-3:30

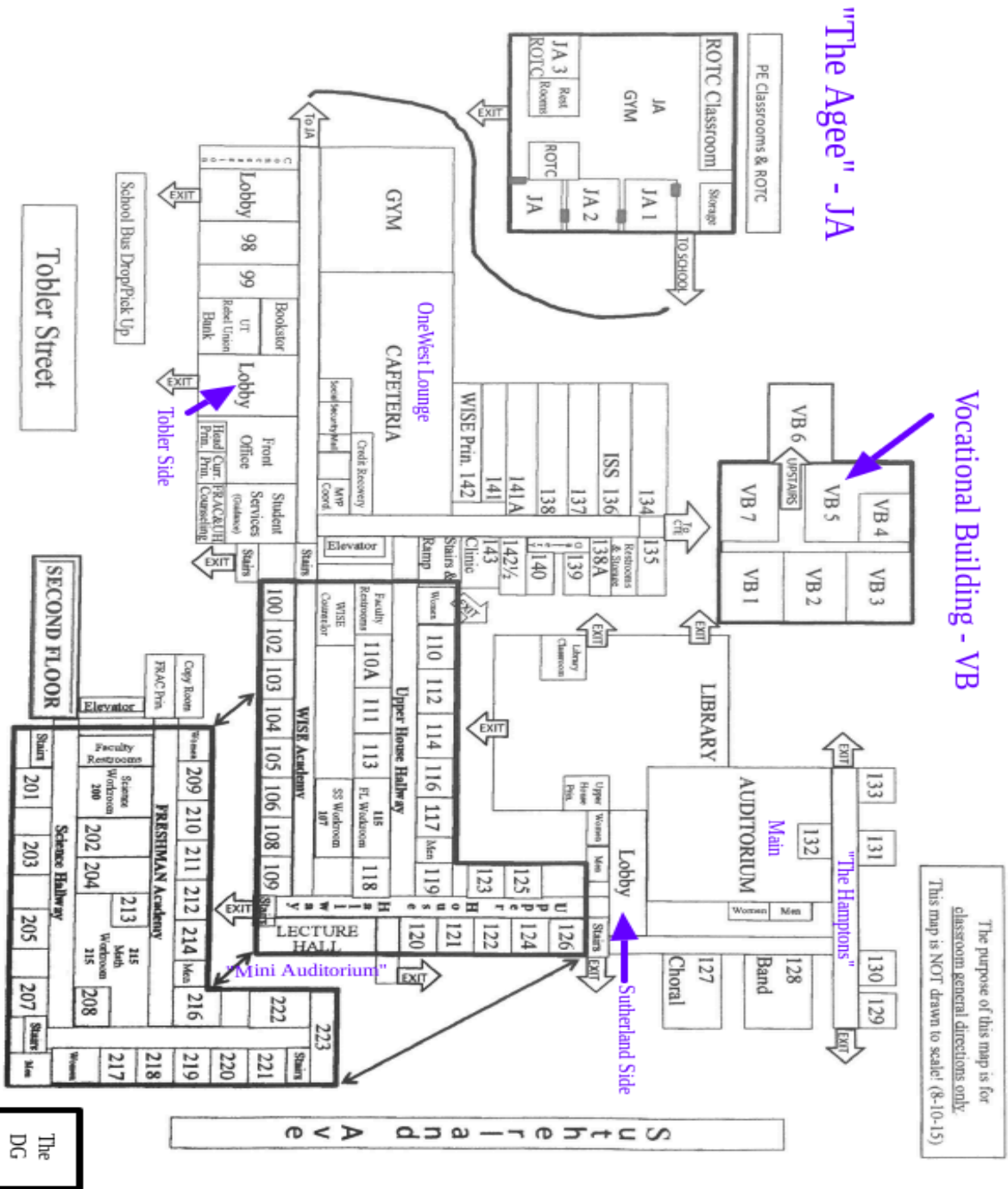
August 7th, 2025 Half Day Schedule

Advisory	8:30-12:00
FRAC Meeting	9:02-9:42
CTI Meeting	9:48-10:28
HSHS Meeting	10:34-11:14
GCC Meeting	11:20-12:00

Reverse Day Exam Schedule

4th Block	8:30-10:05
3rd Block	10:10-11:45
Lunch	11:50-12:25
1st Block	12:30-2:00
2nd Block	2:06-3:30

SCHOOL MAP



LUNCH SCHEDULE 25-26

Blue 1	Blue 2	Blue 3	Blue 4
Beck	Beeler	Franklin	Ayres
Bergeron	Bouldin	Gasper	Clark
Cardin	Davis, J	Gideon	Foster, C
Casini	E. Kenner	Higdon	Furnari
Finch	Eggleston	Johnson	Gosnell
Hensley	Eichelberger	Lawton	Haniford
Hodges	Green	Myers	Housam
Keene	Lundy	Natour	Kenner, N
Longo	McCauley	Ollis	Labello/Jordon
Martin	McElfresh	Perez	Moore
Miller, An	Morris	Reece	O'Dell
Miller, J	Proctor	Rochelle	Stacy
Pena	Simerly	Scott.	Stalvey
Simler	Street	Strangward	Taylor
Waldrop		Tudeen	Wessel
			Wing
Red 1	Red 2	Red 3	Red 4
Beck	Bouldin	Bailey	Ayres
Bergeron	Davis	Fillers	Capps
Bolt	Dingus	Franklin	Clark
Cardin	Eggleston	Gasper	Furnari
Casini	Haniford	Gideon	Gosnell
Colbert	Hensley	Hardwig	Holbrook
Finch	Kenner, E	Johnson	Kenner, N
Hodges	Krebs	Natour	Lee
Keene	Lundy	Ollis	Lindsay
Longo	Lyles	Perez	Moore
Martin	McCauley	Pruett	Myers
Miller, J	Morris	Rochelle	Stacy
Pena	Proctor	Smith	Stalvey
Simler	Simerly	Strangward	Taylor
Ufnar	White	Tudeen	Wessel
			Wing

