

Austin-East Magnet High School

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Knoxville, TN 37914
(865) 594-3792

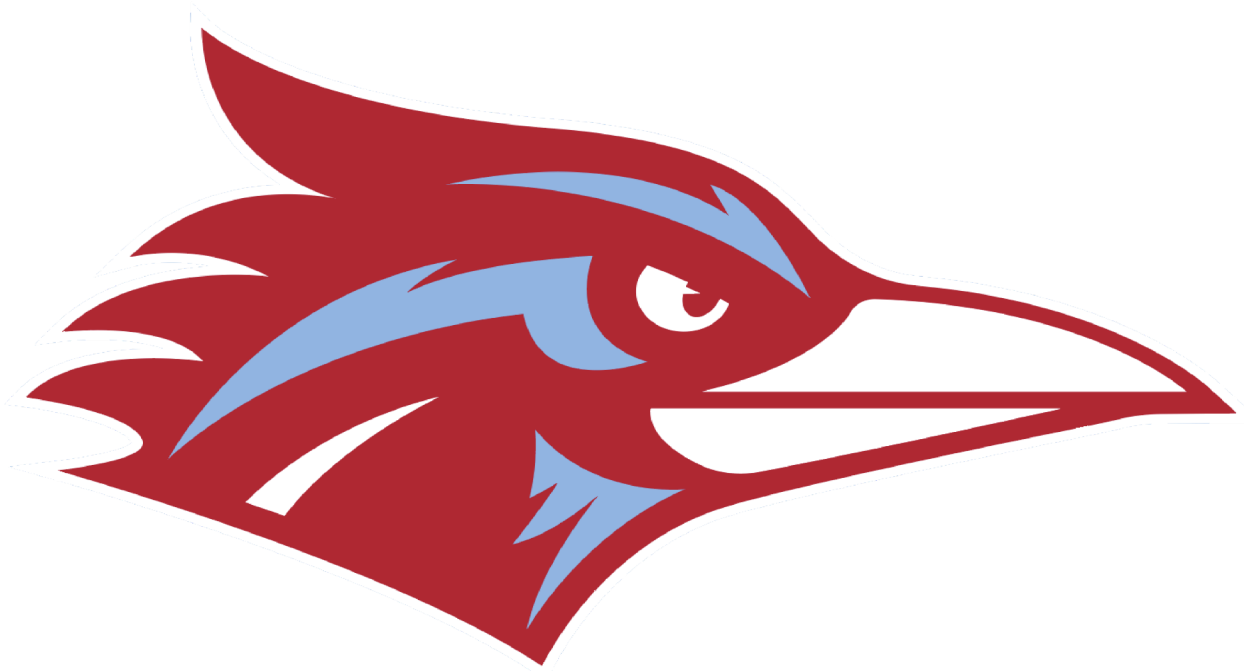


2025-2026 STUDENT HANDBOOK

This Austin-East Magnet High School Student Handbook is subject to change based on Tennessee Code Annotated and/or Knox County Schools Board of Education policies.

Austin-East Magnet High School Mission Statement

At Austin-East Magnet High School, we will *Educate*, *Equip*, and *Empower* our students to achieve academically, thrive socially, dream limitlessly, and serve their community with purpose and pride.



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Important Contact Information

Administration

Executive Principal	Dr. Rob Speas	rob.speas@knoxschools.org
Principal of Curriculum and Instruction	Bevin Gresham	bevin.gresham@knoxschools.org
Principal of School Culture and Climate	Dr. Tara Lowe	tara.lowe@knoxschools.org
A.S.C.E.N.D. Principal	Rukiya Foster	rukiya.foster@knoxschools.org
Academy of Entrepreneurship and Professional Services Principal	Dr. India Hilliard	india.hilliard@knoxschools.org
Academy of Entrepreneurship and Professional Services Administrator	Jack DeFur	jack.defur@knoxschools.org
Academy of Health Science and STEM Principal	Jordan Culp	jordan.culp@knoxschools.org
Academy of Health Science and STEM Administrator	Kellie Layden	kellie.layden@knoxschools.org

School Counselors

A.S.C.E.N.D. Counselor	Quana Fields	quana.fields@knoxschools.org
Academy of Entrepreneurship and Professional Services Counselor	Anthony Wright	anthony.wright@knoxschools.org
Academy of Health Science and STEM Counselor	Katrina Thaxton	katrina.thaxton@knoxschools.org

Academy & Extracurricular Support

865 Academy Coach	Canterra Simerly	canterra.simerly@knoxschools.org
Athletic Director	Heather Blakemore	heather.sumpterblakemore@knoxschools.org
Campus Manager	Stanton Stevens	stanton.stevens@knoxschools.org

865 Austin-East Academy Structure

AUSTIN-EAST MAGNET HIGH SCHOOL

Academies & Pathway Choices



Freshman Academy

Freshman Academy is the **first step** in the 865 Academies initiative. It aims to create a **close-knit community** for students to **ease the transition** from middle to high school and **prepare them** for advanced classes, industry certifications, and college courses.

Students will be introduced to **local industries**, participate in **college & career fairs**, and complete **career exploration** activities. These experiences combined with the Freshman Seminar assessment help students identify their skills, abilities, and interests and guide the academy and pathway decisions they'll follow through graduation.



Academy of Entrepreneurship & Professional Services

Cosmetology
Culinary Arts
Entrepreneurship



Academy of Health Science & STEM

Engineering
Nursing Services
Audio/Visual Production

School Schedules

KCS 2025-2026 School Calendar



2025-2026 Knox County Schools Calendar

Thursday, July 31	First Day for Teachers (School Based In-Service Day)
Friday, August 1	Systemwide In-Service Day (PreK-12)
Monday, August 4	Administrative Day (Teacher Work Day)
Tuesday, August 5	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6 th and 9 th Grade Orientation
Wednesday, August 6	Administrative Day (Teacher Work Day)
Thursday, August 7	First Day for Students (½ Day)
Monday, September 1	Labor Day Holiday (Knox County Schools Closed)
Friday, September 5	End 4½-weeks Grading Period
Wednesday, September 17	Constitution Day (Knox County Schools Open), Half-Day for Students
Monday, October 6 - Friday, October 10	Fall Break
Tuesday, October 14	End First 9-weeks Grading Period
Tuesday, November 4	Systemwide In-Service Day (PreK-12) (Student Holiday)
Thursday, November 13	End 4½-weeks Grading Period
Wednesday, November 19	Half-Day for Students
Wednesday, November 26 - Friday, November 28	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 19	Half-Day for Students; End Second 9-weeks Grading Period; End First Semester
Monday, December 22 – Friday, January 2	Winter Break
Friday, January 2	Systemwide In-service Day (½ Day School-based; Administrative Day (½ Day Teacher Work Day)
Monday, January 5	First Day for Students after Winter Break (Full Day)
Monday, January 19	Martin Luther King, Jr. Day (Knox County Schools Closed)
Wednesday, January 28	Half-Day for Students
Thursday, February 5	End 4½-weeks Grading Period
Monday, February 16	Systemwide In-Service Day (PreK-12) (Student Holiday)
Monday, March 9 – Friday, March 13	Spring Break
Tuesday, March 17	End Third 9-weeks Grading Period
Wednesday, March 25	Half-Day for Students
Friday, April 3	Holiday (Knox County Schools Closed)
Monday, April 20	End 4½-weeks Grading Period
Tuesday, May 5	Systemwide In-Service Day (School-based)
Thursday, May 21	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Friday, May 22	Administrative Day (Teacher Work Day) – Last Day for Teachers
Friday June 19	Juneteenth Holiday (Knox County Schools Closed)

Austin-East Bell Schedules

<u>Daily Schedule</u>	<u>A-E Wednesday Late Start</u>	<u>KCS Wednesday Half day Schedule</u>	<u>Activity Schedule</u>
1st Period 8:30-9:52	1st Period 8:50-10:19	1st Period 8:50 - 9:33	1st Period 8:30-9:43
Roadrunner Rounds 9:58-10:38	2nd Period 10:25-11:54	2nd Period 9:39 - 10:22	2nd Period 9:49-11:11
2nd Period 10:44-12:06	3rd Period and Lunch 12:00-1:55	3rd Period 10:28 - 11:11	3rd Period and Lunch 11:17-1:06
3rd Period and Lunch 12:12-2:02	4th Period 2:01-3:30	4th Period 11:17 - 12:00	4th Period 1:12-2:40
4th Period 2:08-3:30			Activity Period 2:40-3:30
Lunch: 1 st Lunch - 12:06- 12:31 2 nd Lunch - 12:36- 1:01 3 rd Lunch - 1:06- 1:31 4 th Lunch - 1:36- 2:02 Students are expected in class 5 min after the end of lunch.	Lunch: 1 st Lunch - 12:00-12:25 2 nd Lunch - 12:30-12:55 3 rd Lunch - 1:00- 1:25 4 th Lunch - 1:30- 1:55 Students are expected in class 5 min after the end of lunch.	<u>This schedule will only be used on the following days:</u> <u>(9/17, 11/19, 1/28, 3/25)</u>	Lunch: 1 st Lunch - 11:11-11:36 2 nd Lunch - 11:41-12:06 3 rd Lunch - 12:11-12:36 4 th Lunch - 12:41-1:06 Students are expected in class 5 min after the end of lunch.
*During Roadrunner Rounds, ALL students will attend the following classes→		- Mondays - 1st period - Tuesdays - 2nd period - No Wednesdays due to late start - Thursdays - 3rd period - Friday - 4th period	

<u>One Hour Late Schedule</u>	<u>Two Hour Late Schedule</u>	<u>Half day Schedule</u>
1st Period: 9:30 - 10:46	1st Period: 10:30 - 11:18	1st Period: 8:30 - 9:18
2nd Period: 10:52 - 12:12	2nd Period: 11:24 - 12:12	2nd Period: 9:24 - 10:12
3rd Period: 12:18 - 2:07 (Lunch schedule below)	3rd Period: 12:18 - 2:07 (Lunch schedule below)	3rd Period: 10:18 - 11:06
4th Period: 2:13 - 3:30	4th Period: 2:13 - 3:30	4th Period: 11:12 - 12:00
Lunch: 1 st Lunch - 12:12- 12:37 2 nd Lunch - 12:42- 1:07 3 rd Lunch - 1:12- 1:37 4 th Lunch - 1:42- 2:07 Students are expected in class 5 min after the end of lunch.	Lunch: 1 st Lunch - 12:12- 12:37 2 nd Lunch - 12:42- 1:07 3 rd Lunch - 1:12- 1:37 4 th Lunch - 1:42- 2:07 Students are expected in class 5 min after the end of lunch.	

Attendance Policies and Expectations

Attendance

Attendance at Austin-East High School is recorded in each class daily. If students miss (arrive late or check out early) more than 15 minutes of a class, they are counted absent in that class for that day. Per 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.

Tardiness

Students are expected to be on time for school and for class. At any time, a student may lose privileges for being habitually tardy. Habitual tardiness will be subject to disciplinary action.

Chronic Absenteeism

Chronic absenteeism occurs when a student misses a significant amount of school — regardless of the reason. This could include excused absences, unexcused absences, or even tardiness. It is typically defined as missing 10% or more of school days in a single academic year, which translates into 18 school days per year - only 2 absences a month!

Truancy

Students with five (5) unexcused absences from school will receive a letter from Knox County Schools warning of potential court action. At ten (10) unexcused absences, the student and the parent may be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades. Students are expected to be in class at all times. The Parent/guardian will be notified when a student is absent.

Absence Documentation

In order for an absence to be recorded as “excused”, proper documentation must be provided by the parent (this can be done via the student) to the attendance office within five school days upon return from the absence. Notes must be taken to the attendance office prior to the morning warning bell or upon arriving during the school day. Documentation from parents should clearly state the days the student has been absent and the reason the student has been absent or will be absent. Notes from professionals should clearly state the period of time the child was or will be required to be absent from school and not simply that the child was seen in the office or place of business.

Documentation must be submitted within five (5) days of returning from absence(s). The following are acceptable forms of documentation:

- Personal illness accompanied by a medical note
- Hardship in family temporarily requiring assistance from the student
- Death in family accompanied by an obituary
- Court with documentation
- Recognized religious holidays
- Up to 10 days may be covered with a parent note

Austin-East High School considers any note that has not been signed by the parent or legal guardian as an illegal document. Students need to be aware that forging a note for you or for anyone else is a serious offense, and with serious offenses come serious consequences. Any student who is in possession of official school documents without permission will be subject to, but not limited to, suspension out of school.

CHRONIC ABSENTEEISM VS. TRUANCY



KNOW THE DIFFERENCE



What is **Chronic Absenteeism**?

01

Chronic absenteeism occurs when a student misses a significant amount of school — regardless of the reason. This could include excused absences, unexcused absences, or even tardiness. It is typically defined as missing 10% or more of school days in a single academic year, which translates into 18 school days per year - only 2 absences a month!



What is **Truancy**?



Truancy refers specifically to unexcused absences (absences without a parent note, medical excuse, etc.), often with the student missing school without a valid reason. It is generally more severe and intentional, as students who are truant tend to avoid school without permission.

02

Key Differences

03

Aspect	Chronic Absenteeism	Truancy
Absence Type	Excused AND Unexcused	Unexcused ONLY
Frequency	10% or more of school days - 18 absences	Truancy process begins at 5 or more unexcused absences
Consequences	Impacts students academically and impacts Austin-East's State School Accountability measure	Can lead to court involvement



Why Does Attendance Matter?



- **Academic performance:** Missing school can make it harder for students to keep up with content, grades, and graduation requirements.
- **Behavioral issues:** Chronic absenteeism and truancy can indicate underlying problems such as disengagement, external and internal stressors, etc.
- **Long-term effects:** Both can increase the likelihood of dropping out of school and can impact future educational and career opportunities.

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How Can AE Help?

05

- **For Chronic Absenteeism:** Schools can help by providing flexible solutions, helping address health-related issues, and ensuring students feel supported.
- **For Truancy:** Schools can engage families and implement attendance intervention strategies, including counseling, check-ins, and legal action if needed.



**Attendance Matters: We can't fix a problem if we don't know it is a problem.
Please let us know how to help you!**

**Have more questions? Contact our Social Workers - Terreka Smith and Destiny Glover via email:
terreka.smith@knoxschools.org or destiny.glover@knoxschools.org**

Checkout Policy

Checkouts should be kept to a minimum, and students are not to be checked out of school after **3:00 p.m.** If a student is checked out **before 12:00 p.m.**, they will be counted absent for the day. All checkouts will follow the procedures listed below.

Early Checkout Requests

To request an early dismissal for a student, please follow the procedures below to ensure a smooth and timely process:

Send an email to **austineast.attendance@knoxschools.org** with the following information:

- Student's full name
- Desired checkout date and time
- A copy of a valid photo ID from a parent or guardian listed in Aspen
- This email must come from the parent or guardian email address listed in Aspen as well.

When the attendance secretary receives the email, they will call the student's classroom for dismissal, and the student will report to the front office to check out.

In-Person Checkout

If you are unable to provide the required information by email, a parent or guardian must come to the school in person to check the student out. You must show a valid picture ID and must be listed as an emergency contact for the student in Aspen.

Important Notes Surrounding Checkout Policy:

- **Phone calls will not be accepted** for early dismissal requests.
- Please submit requests **in advance** to avoid delays.
- Students will **not be permitted to leave class** or wait in the front office or lobby while waiting for confirmation of early checkout emails.
- In the email dismissal process, the email **must** come from the parent or guardian email address listed in Aspen as well.

Driver's Permit Requirements

In order to obtain a Learner's Permit or Driver's License in the state of Tennessee you must be in compliance with the Compulsory Attendance law. When you go to the Dept. of Transportation you will need to submit the SF1010 form which verifies you are in compliance with state law.

If you have a valid TN Learner's Permit, you do not need the SF1010 form to obtain a Driver's License.

The requirements are as follows:

- You must be at least 15 years of age.
- You must pass more than half of your courses during the previous semester.
- You must have fewer than 15 non-consecutive unexcused absences and/or days of suspension during the previous semester OR fewer than 10 consecutive unexcused absences and/or days of suspension during the previous semester.

If you meet the above requirements, you should contact your school social worker to obtain the SF1010 form.

Academic Expectations

Graduation Requirements

GRADUATION REQUIREMENTS		
Content Areas	Credit Requirements	Amount of Credits you have satisfied
English	4 credits English I, II, III, IV	☐ English 1 ☐ English 2 ☐ English 3 ☐ English 4
Mathematics	4 credits Algebra I, Geometry, Algebra 2, Additional higher level math Students with IEPs only: Algebra IA, Algebra IB, Geometry A, Geometry B *All students are required to earn 4 credits in math AND must take a math course every year. Math courses must advance each year.	☐ Algebra 1 ☐ Geometry ☐ Algebra 2 ☐ Math Higher than Algebra 2
Science	3 credits Biology, Chemistry OR Physics, 3rd Lab Science Students with IEPs only: Biology 1A (1 credit), Biology 1B (1 credit including EOC), 3rd Lab Science	☐ Biology ☐ Chemistry or Physics ☐ 3rd Lab Science: _____
Social Studies	3.5 credits World History & Geography (or AP Human Geography), US Government (1/2 credit), US History, Economics (1/2 credit), Personal Finance (1/2 credit)	☐ World History& Geography (or AP Human Geography) ☐ US Government ☐ US History ☐ Economics ☐ Personal Finance
Physical Education	½ credit Participation in a school sponsored sport, marching band, or ROTC may satisfy this requirement. Must have documented and equivalent time (min. of 65 hours) in the activity.	☐ Physical Education
Wellness	1 credit 2 credits of ROTC will satisfy this requirement.	☐ Lifetime Wellness
Fine Art	1 credit	☐ Fine Art
World Languages	2 credits Must be in the SAME world language.	☐ World Language 1 ☐ World Language 2
Elective Focus*	3 credits All students must have 3 credits in the same pathway/elective focus area.	List Elective Focus Area: _____ ☐ Elective Focus 1 ☐ Elective Focus 2 ☐ Elective Focus 3
Total Required for Graduation	28 credits	Total Credits you have earned: _____

*The elective focus may be CTE (3 courses in the same CTE program area), Science and Math, Humanities, Fine Arts, JROTC, Advanced Placement, Dual Enrollment, Human Services, Humanities, Physical Fitness, Intervention Academic, or Community Education Cluster.

Additional Graduation Requirements:

- Pass the US Civics Test (students will take this in their US Government class during their 10th Grade year)
- Take the ACT before you graduate (the ACT is administered at school to all 11th students)

Early Graduation Requirements

12th grade students who have completed graduation requirements and qualify as a Ready Graduate have the option to graduate after their 7th semester. Students must apply through their Academy Counselor for Early Graduation during the Spring semester of their 11th grade year.

Ready Graduate

The Ready Graduate indicator measures the percentage of students who earn a diploma from a Tennessee high school and meet success milestones that increase their probability of seamlessly enrolling in postsecondary education, ensures that students are ready to take full advantage of Tennessee Promise, and securing high-quality employment. Ready Graduates will be recognized during Senior Celebration.

To be considered a “READY GRADUATE” by the state of TN, a student must complete one of the following by graduation:

1. Score a 21 or higher composite on the ACT (or SAT equivalent)
2. Complete four (4) Early Post-Secondary Opportunities (EPSOs)
3. Complete two (2) EPSOs + earn an industry certification (in an approved CTE program of study, EPSOs may be general education and/or included in a CTE program of study).
4. Complete two (2) EPSOs + score 31 or above on the Armed Services Vocational Aptitude Battery (ASVAB).

Grading Policy

All class grades are cumulative, representing all class work from beginning of the course to the date of the report. The Tennessee End of Course tests (TN Ready) compose 15% of the student's final course in Algebra 1, Geometry, Algebra 2, English 1, English 2, Biology, and US History.

Grades	Descriptor	Percent Scale	Grade Pts
A	Excellent	90-100%	4
B	Good	80-89%	3
C	Average	70-79%	2
D	Below Average	60-69%	1
F	Failure	59 and below	0
The above grade scale is based on KCS Board Policy			

ADVANCED COURSE LEVEL DESIGNATION	ADDITIONAL GPA QUALITY POINT GUIDE	PERCENTAGE POINTS ADDED TO FINAL GRADE
HONORS	Additional .5 quality point used for GPA calculation	Three (3) points added to student's Final Grade
ADVANCED PLACEMENT	Additional 1 quality point used for GPA calculation	Five (5) points added to Final Grade for students who take the AP Exam

NATIONAL INDUSTRY CERTIFICATION	Additional 1 quality point used for GPA calculation	Four (4) points added to Final Grade for students who sit for the identified Industry Certification Exam
DUAL ENROLLMENT	Additional 1 quality point used for GPA calculation	Not Applicable
STATE-WIDE DUAL CREDIT	Additional .75 quality point used for GPA calculation	Four (4) points added to Final Grade for students who sit for State Challenge Exam

Make-Up Work Expectations

Making-up assignments. If a student must be absent from school for any reason, excused or unexcused up to ten (10) days, upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within three (3) days after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

Students are encouraged to connect with teachers while absent by communication through Canvas or ParentSquare, consulting teacher's Canvas page for missing work, etc.

See [KCS Board Policy J-120](#) for further information surrounding Attendance.

Academic Integrity Policy

- According to [KCS Board Policy J-191](#), cheating is defined as and includes the following:
 - Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source).
 - Copying from another's test paper or using material during a test that is not authorized by the person giving the test.
 - Collaborating with another student during the test without authorization.
 - Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test.
 - Substituting for another student or permitting another student to substitute for one's self to take a test.
 - Bribing another person to obtain a test that is to be administered.
 - Securing copies of the test or answers to the test in advance of the test.
- In cases of academic dishonesty, teachers may assign a zero in accordance with their classroom policy listed in their syllabus, or teachers can submit an office referral depending on the severity of the incident.

Academic Policy on Artificial Intelligence

- According to [KCS Board Policy I-213](#), Artificial Intelligence (AI) as defined by state law may be used by staff and students, provided usage adheres to the parameters outlined in this policy.

Guidelines for Student Instructional Use

- Students are permitted to use approved AI programs. Student use should:

- Align with approved instructional standards and curriculum
- Include instruction on appropriate and responsible use of AI
- Be approved in accordance with [KCS Board Policy D-233](#) "Technology Purchases"
- Be handled in compliance with relevant data security laws, privacy laws, and Board policies.

Library Media Center

The Library Media Center at Austin-East High School is available to all students to read for pleasure, to do research and/or to use audio-visual materials and computers. The main area of the library is designed for students who need a place that provides an atmosphere for individual work or reading pleasure. Other areas in the complex may be scheduled for group work.

The library is open from 8:30 am until 3:45 pm, Monday through Friday and there can be times during the day that the library could be closed. All students using the library between the hours of 8:30 am and 3:45 pm must have a pass from their teacher unless coming as part of a class and accompanied by a teacher.

Technology

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

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

School Safety Expectations

Closed Campus

Austin-East High School is a closed campus. Students who arrive to campus after 8:30 must check-in in the front office. Parents, community members, business people, etc., must come to the main office to check in as a visitor. Austin-East High School students are prohibited from bringing visitors on campus for all day/partial days. Students are not allowed to leave campus, sit in their vehicles or those of other students, or venture to the parking lot without permission from the front office or administrator. **All students are required to be in their designated lunch areas during assigned lunch periods.** Austin-East High School is a closed campus and any student leaving campus without permission is subject to KCS progressive disciplinary action.

Hall Passes

Students are not permitted in the halls during class periods unless they have a hall pass from an authorized staff member. In order to maximize learning, students are not to be in the hallway during the **first and last 15 minutes of class**. Students without a pass are considered in an unauthorized area and could be subject to progressive discipline.

Restricted Areas

Students are not allowed in the following areas:

- Any unsupervised area during classes without permission.
- Any areas blocked or designated as off limits.
- Parking lots or vehicles during school hours without administrative permission.
- Rooms or areas designated "Staff Only".
- Instructional Areas during the lunch periods.
- In the building or on campus after 3:45 pm without staff supervision for a school activity. In the building before the designated time in the morning without staff supervision.
- Building-specific locations including the roof, Performing Arts backstage stairwell, behind the main auditorium, behind the gym or any other off-limits/restricted area.

Parking on Campus

Driving an automobile to school is a privilege, not a right. All vehicles must be properly parked in a designated parking space with parking hang tags properly displayed. Knox County Schools is not responsible for any damages that may occur while on school property.

Parking passes are available for purchase for \$40 from the front office and communication surrounding the application will be sent via ParentSquare. Students must park, lock, and exit their vehicle immediately upon arrival to school. No student may return to his/her car without permission from an administrator.

Automobiles are subject to search by school authorities. Illegally or unlawfully parked vehicles will be issued a parking citation and/or towed at the owner's expense.

Students parking off-campus are subject to be towed at their own expense.

Students who fail to comply with all terms of the Parking/Traffic Rules and Agreement are subject to disciplinary action, including but not limited to loss of parking privileges and towing. Parking permits may also be revoked due to violations of student conduct expectations ([See KCS Misbehaviors & Disciplinary Options J-191](#)). Parking fees are non-refundable and will not be prorated.

Deliveries to School

No deliveries, including lunch deliveries from outside food vendors, will be accepted (including holiday deliveries). Any unauthorized deliveries will be confiscated and discarded.

Lockers

Students may request a locker from their Academy administrators and they will be held responsible for the upkeep and contents of that locker. A student may only use the locker to which he/she has been assigned. Money or other valuables should not be left in lockers. Lockers that do not have locks on them will be emptied and resealed. Students must provide their own combination or keyed lock for securing lockers. The school reserves the right to inspect student lockers at any time.

Personal Belongings

Students should not bring personal belongings to school due to the risk of loss or theft. Knox County Schools are not responsible for personal items (cell phones, headphones, etc.) that are lost, stolen, or confiscated.

Guidelines for Medication

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

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- A medical health care provider who has the legal right to write a prescription must provide written orders. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.
- A parent/guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers that are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.
- School Nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.
- Failure to follow the medication policy may result in a Zero Tolerance offense.

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

Emergency Drills

Fire Drill: In accordance with the Tennessee State Law, fire drills are required to be held. The signal to leave the building is sounding the siren. Students must stay with their class and leave the building quickly from whatever room they are in without going to lockers. Some students may be asked to assist the teachers with some responsibilities for the classroom. Following instructions and maintaining order is essential.

Severe Weather Drill: Upon receipt of a "severe weather alert", each member of the faculty will be notified immediately. Teachers and students should be prepared to act instantly upon receipt of a tornado warning. The principal will notify everyone over the public address system, and they will go to prearranged locations where they will remain until an "all clear" signal is given over the P.A. System. In the event of a power failure, these signals will be given with a "bull horn" or by runners. Care will be taken to avoid glassed areas and those areas with long suspended roofs such as auditorium and gymnasium.

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

Civility Code & Expectations

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

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

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

Response to Uncivil Behavior

The Board does not condone a lack of civility by anyone and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.

A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member’s immediate supervisor or the student’s appropriate building level administrator.

An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such a person does not immediately and willingly leave, law enforcement may be called.

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

Athletic Event Guidelines

The student body, players, and cheerleaders are reminded that an attitude of good sportsmanship is to be maintained at all athletic events. Students shall be respectful of our opponents, fans, and officials. The student body will not be allowed on the playing surface after an event either in celebration or protest. Students are not to engage in any dress or conduct which would incite others or would be offensive to our opponent. The judgment of the administration or the security officer will prevail.

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

Harassment, Intimidation, & Bullying or Cyber-Bullying

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

- "Cyber-bullying" means bullying undertaken through the use of electronic devices;
- "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, etc.

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

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

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

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

Reference [KCS Board Policy](#) J-210 and J-211

Behavior Expectations

Dress Code

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

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

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

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

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

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

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

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.

Personal Cell Phones & Other Electronic Devices

Overview

In accordance with Knox County Schools Policy J-240, Austin-East HS has adopted the following expectations regarding wireless communication devices to support a focused and engaging learning environment.

Beginning this school year, students will be required to store all personal wireless communication devices out of sight throughout the school day. This could include but not limited to: purses, backpacks, pockets, or hanging wall protectors and/or boxes provided by the teacher.

This means students may not use personal devices during school hours unless one of the following conditions applies:

- A student needs to use a device to manage a documented medical emergency or health condition;
- A student has documented permission through their IEP or 504 Plan.

Students may continue to use their district-issued Chromebook for instructional purposes, when appropriate and directed by staff.

Austin-East Expectations

- When the school day begins at 8:30 AM, students must store all wireless communication devices—including cell phones, smartwatches, earphones/earbuds (e.g., AirPods, Beats, etc.), tablets, personal laptops (PC/Mac), and smart glasses—in their backpacks.
- This expectation applies throughout the day: during class, lunch, and between classes.
- Devices must remain stored until 3:30 PM dismissal.

Important Note

Students who previously brought personal laptops in place of their Chromebooks must now only use their district-issued Chromebook during the school day. All students are expected to bring their Chromebook each day—no exceptions.

All students and families need to read and understand the Austin-East Student Handbook for further information. Students will be informed on violations of infractions on Friday August 8th during Academy Meetings.

Emergency Communication

In the event of a school-wide emergency, families will be contacted directly via ParentSquare.

If a parent or guardian needs to reach a student during the school day for an emergency or other important need, please call the Austin-East High School at 865 594-3792, and we will promptly relay the message to the student.

We strongly discourage calling or texting students directly during school hours, as personal device use is restricted - in non-emergency situations, please email your student at their KCS email (if they do not have one yet, they will shortly after beginning school).

Reference [KCS Board Policy J-240 Use of Wireless Communication Devices and Wireless Device Restrictions FAQ](#)

Disciplinary Terms And Definitions

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

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

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 O.S.S. are subject to the following rules:

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

Restorative Learning Center (RLC): RLC is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for at least one-half day with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

Disciplinary Hearing/Initial Hearing): When information is received by the administration indicating that a student has committed a violation that could result in a suspension of more than four days, a meeting will be scheduled to allow the student due process. The student and the legal parent/guardian will be given a Hearing Notification document detailing the alleged offenses and the date and time of the disciplinary hearing.

- During the hearing, the investigating administrator will present evidence, the student will present his/her side of the story, the parent/guardian may ask additional questions and the Hearing Officer will determine disciplinary action based on Knox County policy. Hearing Notification (Includes grade level administrator, student, and parent/guardian)
- Students receiving special education services will have a Behavior Manifestation meeting in order to determine if the behavior in question is a result of his/her special education certification.
- If a special education student's behavior is not a result of his/her area of certification, a disciplinary will be held.

The student is not allowed at any time on any KCS property until the DH is held.

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

Long Term Suspension: Any out-of-school suspension that is longer than four consecutive days is considered "long term." A disciplinary hearing will be held before any long-term suspension has been given.

Zero Tolerance Behavior

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons,

any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year.¹ And shall be offered an alternative placement to complete school work. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis.

Zero tolerance acts are as follows:

- 1) Any student who while at a school bus stop, on a school bus, on school property or while attending any school event or activity:
 - a) unlawfully possesses a legend drug or any other controlled substance; or
 - b) knowingly possesses a firearm as defined in [18 U.S.C. § 921](#); or
 - c) commits aggravated assault or, commits assault and intentionally, knowingly or recklessly causes bodily injury, on a teacher, principal, a School Safety Officer (SSO), a teaching assistant or any other employee of the school system, or a School Resource Officer (SRO); or
 - d) possession of explosive or incendiary device
 - e) threats of mass violence

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

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

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

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

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

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

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

Fighting

Any student who participates in a fight at school or at any school sponsored activity will be subject to a disciplinary hearing. KCS fighting consequences are seen below:

- First Fight: **10 days OSS.**
- Second Fight: **20 days OSS.**
- Any other additional fighting will result in **30+ days of OSS.**

Fighting consequences are cumulative over the student's time spent in high school. Any student committing an assault upon any teacher, principal, administrator, or any other employee may be suspended for up to one calendar year.

Care of School Property

Students are responsible for the proper care of all books, electronic devices, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or in any way, damage school property or equipment will be required to pay for the damage done or replace the item will be subject to disciplinary action according to [KCS Board Policy J-191](#). Any unlawful activity taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension.

Drug Paraphernalia

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

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

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

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

E-Cigarette & Vaping Policy

Vaping without THC

Student's first offense:

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

Student's second offense:

- May be cited at the discretion of law enforcement
- Receives four days of out-of-school suspension

Student's third offense:

- May be cited at the discretion of law enforcement

- The school conducts a disciplinary hearing that could result in a five to 10-day out-of-school suspension.

Vaping with THC

Any vaping that contains THC will result in a disciplinary hearing and potential long-term suspension.

Austin-East Disciplinary Guidelines

The following guidelines were developed using [KCS Board Policy J-191](#).

Behavior Infraction	1st Intervention	2nd Intervention	3rd Intervention	4th Intervention
Level 1 Infractions				
Tardies (1st referral written on 4th tardy to individual class)	Admin Conference	Lunch Detention	RLC (1 day)	RLC (2 days)
8 or more tardies (cumulative tardies)	Parent Conference	OSS (1 day)	OSS (2 days)	DH OSS (Up to 10 days)
Dress Code Violation	No Referral in Aspen. The student is directed to the administrator (by contacting via text/call) for support services.			
Vehicle Violation	Admin Conference	The student loses parking privileges for 30 school days.	The student loses all parking privileges for the school year.	N/A
Public Display of Affection (PDA)	Admin Conference	RLC (1 day)	RLC (2 days) Students that continue to participate in PDA can be subject to OSS.	N/A
Level 2 Infractions				
Class Cut (Failing to report to an assigned class, getting caught skipping, not reporting back from lunch, or leaving the cafeteria and not coming back.)	Admin Conference	RLC (1 period)	RLC (1 day)	RLC (2 days)
	OSS (1 day)	OSS (2 days)	OSS (4 days)	DH OSS (Up to 10 days)
Unauthorized Area (UA) (Students in unsupervised areas, students in areas or classrooms without a pass or admin permission, retrieving a pass to go somewhere, and staying longer than 10 minutes.)	Admin Conference	RLC (1 period)	RLC (1 day)	RLC (2 days)
	OSS (1 day)	OSS (2 days)	OSS (4 days)	DH OSS (Up to 10 days)
Inappropriate Physical Contact or Horseplay	Admin Conference	RLC (1 day)	RLC (2 days)	Students will continue to face progressive discipline

Level 3 Infractions				
Repeated violations of a pattern of Level 2, with evidence of implemented intervention	DH	DH	DH	N/A
RLC Non-Compliance (Student either refuses to serve RLC or is removed from RLC.)	OSS (1 day) and a Restorative Conference upon return	OSS (2 days)	DH	N/A
Obscene Material	OSS (Up to 4 days)	OSS (Up to 10 days)	DH	N/A
Possession of Prescription or Non-Prescription Medicine (Ex: Over the counter medicine or medicine prescribed to student not registered with the school nurse)	Admin Conference	RLC (1 day)	RLC (2 days)	Students that continue will face progressive discipline
Trespassing on School Grounds	OSS (Up to 4 days)	DH	DH	N/A
Falsify/Forgery of Records	Admin Conference	RLC (1 day)	RLC (2 days)	OSS (Up to 4 days)
Disruption of Class or School Environment (Multiple off-task behaviors in the same class that disrupt learning)	Admin Conference	RLC (1 period)	RLC (1 day)	RLC (2 days)
	OSS (1 day)	OSS (2 days)	OSS (4 days)	DH
Egregious Disruption of class or School Environment (includes verbal arguments)	OSS (1 day)	OSS (2 days)	OSS (4 days)	DH
Non-Compliance with Staff Request	Admin Conference	RLC (1 period)	RLC (1 day)	RLC (2 days)
	OSS (1 day)	OSS (2 days)	OSS (4 days)	DH
Gambling	RLC (2 days)	OSS (2 days)	OSS (4 days)	DH
Unauthorized Area - Opening of exterior doors OR coming in an unauthorized door	RLC (2 days)	OSS (2 days)	OSS (4 days)	DH
Profanity/Abusive Language Towards Staff	OSS (Up to 2 days)	OSS (Up to 4 days)	DH	N/A
Theft of Property (under \$1000)	OSS (Up to 4 days)	DH	DH	N/A
Bus Misconduct	See Student Handbook	See Student Handbook	See Student Handbook	N/A
Possession or Use of Tobacco Products (including Electronic Cigarettes)	OSS (2 days) and present KCS Vaping	OSS (4 days)	DH	N/A

	presentation to BI			
Leaving School Grounds without Permission	OSS (2 days)	OSS (4 days)	DH	DH
Fleeing School Grounds	DH			
Electronic Device Violations (Device will be taken each offense after the 3rd)	1st - Teacher managed and phone call home	2nd - Referral, Admin Conference, and phone call home	3rd - Referral, phone call home, and student pick up at end of day	4th - Referral, phone call home, and parent pick up at end of day
	5th - Referral, phone call home, and parent pick up following day	6th - Referral, phone call home, and parent pick up at a scheduled parent conference	7th - 2 Days OSS 8th - 4 Days OSS 9th - DH	
Tamper with Fire Alarm	DH	DH	DH	DH
Possession or Use of Fireworks	OSS (2 days)	DH	DH	N/A
Vandalism/Damage of Property (Student is responsible for paying for damages)	OSS (2 days)	DH	DH	N/A
Threat Class 1	OSS (Up to 2 days)	OSS (Up to 4 days)	DH	N/A
Fighting (Cumulative throughout high school experience within Knox County Schools)	OSS (10 days)	OSS (20 days)	OSS (30 days)	OSS (Progressive discipline)
Investigation Finds the Presence of Bullying	OSS (Up to 4 days)	DH	DH	N/A
Investigation Finds the Presence of Cyberbullying	OSS (Up to 4 days)	DH	DH	N/A
Harassment	OSS (Up to 4 days)	DH	DH	N/A
Violation of a No-Contact Contract	Parent-Student Conference/Contact	RLC (2 days)	OSS (2 days)	DH
Sexual Harassment	OSS (Up to 4 days)	DH	DH	N/A
Possession of Drug Paraphernalia	DH	DH	DH	N/A
Level 4 Infractions				
Repeated violations of a pattern of Level 3, with evidence of implemented intervention	DH	DH	DH	DH
Theft of Property (over \$1000)	DH	DH	DH	N/A

Breaking/Entering	DH	DH	DH	N/A
Gang Activity	Admin Conference (Consequence could be greater based on school based investigation)	DH	DH	N/A
Threat Class 2	DH	DH	DH	N/A
Under the Influence	DH	DH	DH	N/A
Possession, Use, or Distribution of Alcohol	DH	DH	DH	N/A
Smell of Marijuana	Admin Conference and search (Consequence could be up to DH based on school based investigation)	Search and 4 days OSS	DH	N/A
Sexual Misconduct	DH	DH	DH	N/A
Level 5 Infractions				
Repeated violations of a pattern of Level 3, with evidence of implemented intervention	DH	DH	DH	N/A
Assault of Staff	DH	DH	DH	N/A
Assault of Student	DH	DH	DH	N/A
Aggravated Assault of Student	DH	DH	DH	N/A
Sexual Battery (Assault)	DH	DH	DH	N/A
Possession of a Weapon other than a Firearm (A lesser Disciplinary response may be used following school-based investigation)	DH	DH	DH	N/A
Bomb Threat	DH	DH	DH	N/A
Felony Behavior	DH	DH	DH	N/A
Possession, Use, or Distribution of Illegal Drugs	ZT	ZT	ZT	N/A
Aggravated Assault and Battery of Teachers or Staff	ZT	ZT	ZT	N/A
Possession of Explosive or	ZT	ZT	ZT	N/A

Incendiary Device				
Possession of Rifle, Handgun, Shotgun	ZT	ZT	ZT	N/A
*ZT (Mandatory 180 OSS)				

Abbreviations	
AC	Administrative Conference
DH	Disciplinary Hearing
ODR	Office Discipline Referral
OSS	Out of School Suspension
RLC	Restorative Learning Center
ZT	Zero Tolerance

Bus Conduct & Expectations

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

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

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

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

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

Bus Rules

- Obey the bus driver; follow the bus driver's first request; the driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed; keep the bus clean.
- Keep hands and head inside the bus; no throwing objects in or out of the bus.

- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be fiscally responsible for any act of vandalism.
- Students requesting permission to ride a different bus must bring in a parent note and request permission from an administrator.
- Bus riding is a privilege that may be revoked at any time.

Bus Discipline Code

Level 1	Level 2	Level 3
• 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 Consequences • Written reprimand (maximum 1 warning) • Bus riding suspension (3 to 5 school days) • Out of school suspension	• Third violation of Level 1 behavior • Tampering with bus equipment • Fighting/pushing/tripping • Bringing articles aboard the bus of injurious or objectionable nature • <i>Destruction of property (Parent/guardian fiscally responsible for damages-student will remain off the bus until damages are paid.)</i> • Possession and/or use of tobacco products • Profane language/obscene gestures • Throwing objects in or out of bus • Hanging out bus window Consequences • Bus riding suspension (minimum 5 school days) • <i>Repeat occurrence of Level 2 violation (minimum 15 school days bus riding suspension)</i> • Out of school suspension	• Third violation of Level 2 behavior • Physical assault/verbal threat directed to bus driver • Attempting to set fire to the seat, hair, clothing, etc. • Possession of weapon • Use of chemical substances with intent to do bodily harm. • Possession and/or use of alcohol, drugs, or paraphernalia. • Misuse of emergency exit on bus. Consequences • <i>Bus riding suspension (minimum 30- maximum 180 school days)</i> • Out of school suspension • Action by the Board of Education (up to and including expulsion) • Appropriate legal action

Knox County Schools and Austin-East High School reserve the right to add, delete, or change any information within this handbook. Students and families will be notified of any changes.

