



**HALLS MIDDLE SCHOOL
STUDENT HANDBOOK
2025-2026**

Welcome to Halls Middle School!

Welcome! We hope you will find this school year to be a memorable and exciting one. We, the staff of Halls Middle School, are looking forward to moving our students' educational experiences to a high level by serving others and striving for greatness.

Parents and students, please use this student virtual handbook as your guide to a successful and rewarding school year. The policies, rules, and procedures presented in this agenda are to be communicated to parents by students.

Table of Contents

- School Climate and Expectations
- HMS House System
- HMS Discipline/Board Policy
J-191
- Wireless Communication
Devices
- Bus Expectations/Discipline
- School Safety
- Grading System and Grading
Scale
- Grading System and Grading
Scale
- Policies and Procedures
- Student Activities and Services
- Parent Information
- KCS Board of Education Policies
- KCS Calendar
- Handbook Acknowledgement
Form

School Climate and Expectations

At Halls Middle School, every effort is made to create the opportunity for success for all students. Student mastery of the curriculum and the development of positive values, ethics, and work habits is a high priority for this school. Students are expected to have a positive attitude toward school, abide by all school rules and regulations, attend school regularly, and complete and turn in all assignments on time.

We focus on our behavior expectations outlined in the “[Devil Decree](#)” which encourage students to be safe, kind, respectful, and mindful.

SIX HOUSES

HALLS MIDDLE SCHOOL

ONE FAMILY

AN INTRODUCTION TO THE HOUSE SYSTEM

EARNING POINTS

- Students will earn points by following the [Devil Decree](#)
- Points are collected throughout the entire year, counting towards a House's overall score.
- House competitions will be held throughout the year.
- Houses in the lead will participate in small celebrations throughout the year
- The House with the most points at the end of the year will win the House Cup and will receive a larger celebration.

ISIBINDI®

The House of Courage

Isibindi is a tight-knit group of individuals, like a pride of African lions, where family means everything. The House's symbolic animals, the mute swan and the lion, serve to empower incoming members. While new students might be quiet or shy at first, the longer that they are in the House, the more they begin to display the characteristics of strength and bravery.

HOUSE HISTORY

Heritage:

South Africa

Power:

Strength & Bravery

Symbolic Animals:

The Mute Swan & the Lion



RÊVEUR[®]

The House of Dreamers

Rêveur is a royal House whose name in French means “dreamers” or “idealists” — because the members who fill this group are students filled with freedom and wild abandon who recognize their dreams and will let nothing stand in the way of achieving them.

HOUSE HISTORY

Heritage:

France

Power:

Confidence & Passion

Symbolic Animal:

The Wolf



SOLLEVARE®

The House of Uplifting

Sollevare is the House that originates from Italy. It was formed by a group who understood that the true strength of being undefeated warriors lies in always getting back up, no matter how many times they may be knocked down. The members of the House of Sollevare are known for their uplifting nature — always rising above, and helping others do the same.

HOUSE HISTORY

Heritage:

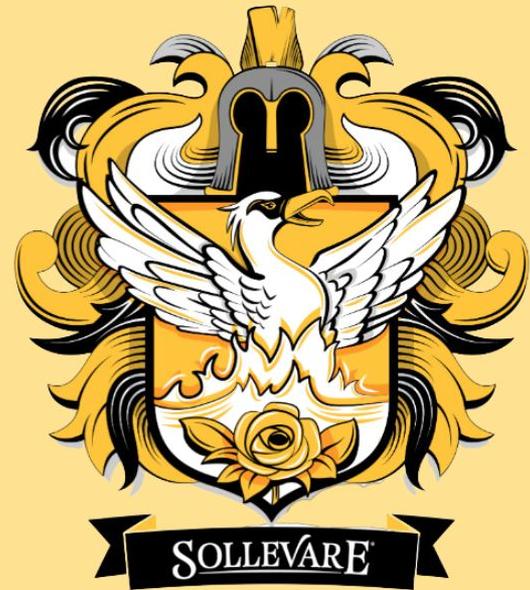
Italy

Power:

Positivity & Perseverance

Symbolic Animal:

The Phoenix



NUKUMORI[®]

The House of Kindness

Nukumori is the House that originates from Japan. A group of individuals that understand that kindness is the true strength that will build their character, the members of the House of Nukumori are known for the friendship that they extend to everyone around them. They treat others with respect, and in doing so they earn the respect of all others.

HOUSE HISTORY

Heritage:

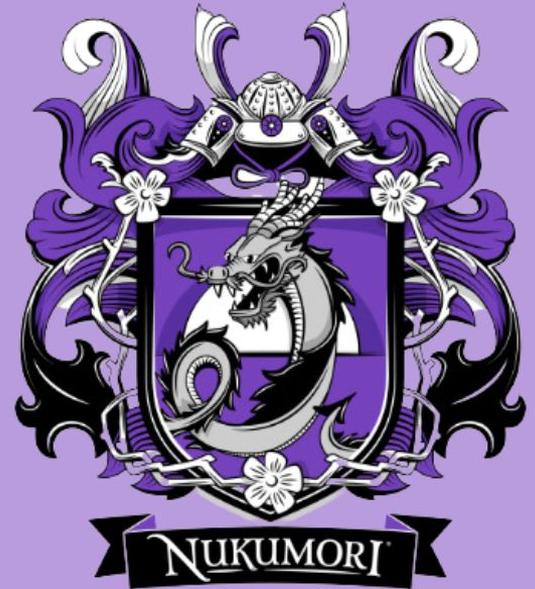
Japan

Power:

Loyalty & Renewal

Symbolic Animal:

The Dragon



ONRAKA®

The House of Unity

Onraka traces its origins to the land beyond the Himalayan mountains, where a group of powerful Indians were given the name because of the Tamil meaning behind it: the House of Unity. This group of very special individuals is known for the way that they stick together through any and all challenges.

HOUSE HISTORY

Heritage:

India

Power:

Peace & Acceptance

Symbolic Animals:

The Bengal Tiger &
Emerald Dove



PROTOS[®]

The House of Success

Protos is an ancient House of wisdom whose name reflects the Greek root word meaning “first” — the House whose destiny is defined by striving for excellence. Protos knows that wisdom and knowledge will be the strength that will guide them towards academic success. They pursue wisdom in everything that they do.

HOUSE HISTORY

Heritage:

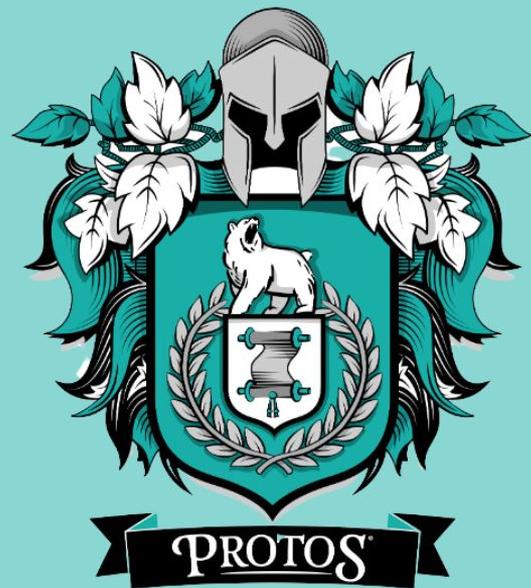
Greece

Power:

Patience & Wisdom

Symbolic Animal:

The Bear



HMS Discipline
Based on KCS Board
Policy J-191

Disciplinary Terms and Definitions

There are several actions that can be used at the administrator's discretion to address minor-level disciplinary infractions. Administrators will contact parents regarding behaviors that result in these actions.

Restorative Learning Center (RLC)

- Staff trained in Restorative Practices support students by providing an opportunity to reflect on the disciplinary incident(s) that led to their RLC assignment and help students work toward an understanding of how their behavior has affected others.
- Students assigned to the Restorative Learning Center will be supervised at all times and will also be provided with the classwork and materials needed to complete current coursework. Students are required to complete academic assignments.

In-Wing or Off-Wing Isolation.

- Students may be assigned a period of isolation in a classroom or area.
- Students will conference with staff to discuss and reflect on the disciplinary incident(s) that led to their isolation and help students work toward an understanding of how their behavior has affected others.
- Students will receive all classwork and materials needed to complete current coursework.
- Students are required to complete academic assignments.

Out-of-School Suspension (O.S.S.):

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

- The student is not allowed on any campus at any time during the suspension period
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school

Disciplinary Terms and Definitions

- **Confiscation:** Items that are prohibited on school grounds or are a distraction will be turned over to the office. These items include: laser pointers, knives, air horns, lighters, vapes, e-cigs, etc. may be turned over to Knox County Security.
- **Hazing/Bullying:** Name-calling, inflammatory or disrespectful remarks, and harassment (verbal or physical) are prohibited at all times and are subject to disciplinary consequences.
- **Search and Seizure:** According to Knox County Board Policy J-200, school lockers, backpacks, pocketbooks, and student persons, 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.
- **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.
- **Initial Hearing/Disciplinary Hearing:** When information is received by the Administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:
 - Hearing Notification (Includes Administrator and Student + Parent/Guardian)
 - To present information concerning the
 - To hear the student’s statement or statements of others who may have information relative to the
- **I.E.P. Team**
 - To determine if the violation is a manifestation of the Special Ed
 - To determine if placement/programming is Disciplinary Hearing (For Special Ed. if not manifestation and all regular Ed.)
 - To determine guilt or
 - To determine the appropriate consequences for the violation.

KCS Families,

In April, the Tennessee General Assembly passed a law restricting the use of wireless communication devices—such as cell phones, smartwatches, smart glasses, and tablets—during instructional time.

To align with this law, the Knox County Board of Education adopted Policy J-240, outlining how the law will be implemented in Knox County Schools.

Beginning this school year, students will be required to store all personal wireless communication devices out of sight throughout the school day. This means students will **not** be permitted to use personal devices during school hours, unless:

- A teacher has been authorized by the school to allow use for specific educational purposes;
- A student needs to use a device for an emergency or to manage a health condition; or
- A student is authorized to use a device through their IEP or 504 plan.

Students may continue to use their district-issued Chromebook for instructional purposes, when applicable.

In the event of emergency, schools will contact families directly using ParentSquare.

Schools will provide more information about expectations and device storage procedures before the first day of school. In the meantime, please review the **attached FAQ**, which includes answers to several important questions.

While this may not be a big change for elementary schools, we recognize it is a major shift for many high school and some middle school students. We encourage you to review these changes with your student and work with our teachers and administrators as we implement this policy during the 2025-26 school year.

Wireless Communication Devices (Cell Phones, etc)

The HMS phone policy aligns with KCS district policy ([PCD Policy J-240](#)). This policy essentially says that phones (or other PCDs) should be off and put away except for before and after school.

- Personal communication devices include but are not limited to cell phones, wireless earbuds/headphones, and smart watches.
- Personal communication devices may be used before & after school. PCD access is prohibited from (8:00 am-3:45 pm) unless specifically designated to do otherwise. During this time, PCD must be in the off mode and put away. We will follow the process of if we see it or hear it then there is a violation.
- The steps below are consequences for students who violate the above policy. This policy does not reset daily.

HMS Cell Phone and Personal Communication Device Policy Explanation

Hello HMS Families,

As many of you may know HMS has had a no-cell phone, no-device policy since the 2023-2024 school year. Additionally, as you may have seen in the recent message from Knox County Schools, a new state law—reflected in KCS Policy J-240—restricts the use of personal wireless communication devices (such as phones, smartwatches, airpods, and tablets) during the school day. **Starting this school year, students will be expected to keep personal devices powered off and out of sight during school hours**, unless specifically allowed for an educational purpose, emergency, or approved use through a health plan, IEP, or 504.

At Halls Middle students will store their devices in their backpacks or lockers during the school day. Students will continue to use their district-issued Chromebooks for instructional needs, and we will contact families through ParentSquare in the event of an emergency.

We appreciate your support in helping create a focused learning environment and encourage you to review the attached FAQ for additional details.

Thank you for your support,
Jessica Strickland
Executive Principal

Parents please review this policy with your student and complete the following form and return to the student's homeroom teacher.

My signature acknowledges that I have read and understand the policies in the HMS Student Handbook (ALSO FOUND ON OUR WEBSITE).

- Personal communication devices include but are not limited to cell phones, wireless earbuds/headphones, and smart watches.
- Personal communication devices may be used before & after school. PCD access is prohibited from (8:00 am-3:30 pm) unless specifically designated to do otherwise. During this time, PCD must be in the off mode and put away. We will follow the process of if we see it or hear it then there is a violation.
- The steps below are consequences for students who violate the above policy. This policy does not reset daily.
 - **1st offense:** Verbal warning and reminder by teacher of PCD policy. Student places device in designated area for that class period. Student may collect their device at the end of the period.
 - **2nd offense:** PCD device is confiscated by the teacher and the teacher will deliver the PCD to the front office, office staff will log the phone and place it in a secure location. The STUDENT may pick up the PCD at dismissal. The parent will receive an email from the teacher about the offense.
 - **3rd offense:** PCD device is confiscated by the teacher and the teacher will deliver the PCD to the front office, office staff will log the phone and place it in a secure location. The parent will receive an email from the teacher about the offense and the PARENT may sign out and pick the PCD up from the office between 8:00-4:00 .
 - **4th offense:** Discipline referral in the discipline log. PCD device is confiscated by the teacher and the teacher will deliver the PCD to the front office, office staff will log the phone and place it in a secure location. The parent will receive an email from the teacher about the offense and the PARENT may sign out and pick the PCD up from the office between 8:00-4:00 .

Note: Please refrain from trying to contact your student during the school day. If you need to contact your student for any reason please contact the front office at 865-922-7494.

Personal Communication Devices (Cell Phones, etc)

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

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.

For more information, please review [Board Policy J-240](#).

Bus Information and Expectations

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

Discipline on our school buses is a priority in order to insure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with driver may result in removal of student riding privileges and/or suspension from the bus. Students should not bring glass containers on Knox County school buses.

Bus Discipline Code (handled by administration)

LEVEL I VIOLATIONS

- 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
- Other

LEVEL I CONSEQUENCES

- Written reprimand (maximum 1 warning)
- Bus riding suspension (3 to 5 days)
- Out-of-school suspension
- Assigned seating

Bus Discipline Code (handled by administration)

LEVEL II VIOLATIONS

- Third violation of Level I behavior
- Tampering with bus equipment
- Fighting/pushing/tripping
- Bringing articles aboard the bus of injurious or objectionable nature
- Destruction of property (Principal to determine if parent/guardian is responsible for damages and the appropriate amount.)
- Possession and/or use of tobacco products
- Profane language/obscene gestures
- Throwing objects in or out of bus
- Hanging out bus window
- Other

LEVEL II CONSEQUENCES

- Bus riding suspension (minimum 5 school days)
- Repeat occurrence of Level II violation (minimum 15 school days bus riding suspension)
- Out-of-school suspension

Bus Discipline Code (handled by administration)

LEVEL III VIOLATIONS

- Third violation of Level II behavior
- Physical assault/verbal threat directed to bus driver
- Attempting to set fire to seat, hair, clothing, etc.
- Possession and/or use of alcohol, drugs, or drug paraphernalia
- Possession of weapon
- Use of chemical substance with intent to do bodily harm
- Unapproved use of emergency exits on bus
- Other

LEVEL III CONSEQUENCES

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

School Safety

There are various types of emergency drills. During a drill, students are directed to move through the hallways quietly and orderly and/or use the proper exit. Teachers will explain the procedure to students at the beginning of the year.

A limited number of visitor parking spaces are provided in the front lot. These spaces are identified and are the only ones to be used by visitors. Additional spaces are provided at the high school parking lot across from the portico. Please do not park in the front campus road (THIS IS A FIRE LANE) – this blocks the flow of traffic. Automobiles are not to use the bus lanes in front of the portico.

School Safety

Both the physical and psychological environment at HMS must feel safe to all students, faculty and staff. In order to maintain a safe school environment, any written, oral, or electronic communication suggesting the threat of violence toward any individual, group, or property will be considered an extreme threat. Threats will be dealt with to the fullest extent of the law and board policy.

To help ensure the safety of our students everyone entering the building during school hours is requested to do so by way of the front door. **Students may not, at any time, let anyone into the building.** All other doors will be locked. Visitors may call the school at 922-7494 or use the buzzer to request entry. Visitors must also check in at the front office to show proper credentials and to sign-in. Students cannot be checked out early after 3:00 PM.

School Safety

All accidents in the school building, including the grounds, practice sessions, and school-sponsored events, must be reported to the office. If a student becomes ill during the school day, the student will be given permission by the teacher to report to the office. The parent or guardian will be notified.

Because of the tremendous amount of automobile traffic on our campus and concern for student safety, students may not ride bicycles, motorcycles, and skateboards to or from school.

School Safety

Harassment, Intimidation, Bullying, and 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.

School Safety

Restricted Areas

HMS students are not allowed in the following areas:

- Parking lots during school hours without administrative permission
- Rooms or areas designated “Staff Only ”
- Any unsupervised area during classes w/o permission
- In the building after 4:00PM without staff supervision for a school activity
- Halls High School campus w/o supervision
- Students may not wander the halls or campus including to visit other teachers or friends

School Safety

Harassment, Intimidation, Bullying, and Cyber-Bullying

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.

School Safety

Harassment, Intimidation, Bullying, and Cyber-Bullying

Students who feel they are being harassed, bullied or intimidated may report this concern directly to any teacher or school administrator, file a school safety report through the Halls Middle website, or to 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.

For more information, review [Board Policy J-211](#).

Grade Reporting and Grading Scale

All class grades are cumulative, representing all class work from beginning of the course to the date of the report; yearlong courses restart at the semester. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations and other classroom assignments during the entire 22, 45, 67, or 90 days covered by the report. Progress reports and report cards will be distributed digitally within 5 days of the end of the grading period.

Per HMS policy, summative assignments account for 60% of the course average, and formative assignments account for 40%.

Grade Reporting and Grading Scale

Grade Percentage Range:

A 90 - 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 - 59

The TNReady Comprehensive Assessment results will compose 10% of second semester grades in math, reading/language arts, science, and social studies for students in grades 3 – 8. EOCs in high school credit courses will compose 15% of the final course grade.

Policies and Procedures

School Hours

School Hours are 8:30 a.m. until 3:30 p.m. **Students should not arrive prior to 7:30 a.m.** Students who arrive between 7:30 and 8:00 are to go directly to the auditorium. Students arriving after 8:00 should report directly to homeroom. Once students are dropped off on school grounds, they are not allowed to leave unless signed out by a parent. No student should be out of bus hall or homeroom without teacher permission. Students are dismissed by school intercom in the afternoon. Students are to walk quietly to the portico to board buses. At 3:45 all remaining students ARE REQUIRED TO BE IN THE AUDITORIUM under adult supervision. Failure to follow arrival and dismissal procedures will result in disciplinary action. After the last bus leaves, all remaining students may wait outside at the portico. Parents should have students picked up by 4:00 p.m. at the latest.

Policies and Procedures

Attendance Policies

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

For these reasons, the Knox County Board of Education has adopted the following [policy on student absences](#).

Policies and Procedures

Attendance Policies

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

1. Personal illness;
2. Illness in family temporarily requiring help from the child;
3. Death in family;
4. Recognized religious holidays regularly observed by persons of the student's faith;
5. Verifiable family emergency
6. For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment: An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

Policies and Procedures

Attendance Policies

In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as “school sponsored,” the activity must be school-planned, school-directed, and teacher-supervised.

For more information, review [Board Policy J-120](#).

Policies and Procedures

Tardies

If students arrive after 8:30 am, they are to buzz into the building at door 1 (near the flagpole). Upon entry, students are to report directly to the front office. If students have an excuse, they will write their homeroom teacher's name on the slip and put it in the basket by the check in printer. Students will receive an admit to class slip and then go directly to their current class.

Policies and Procedures

Early Dismissals

If a student needs to leave early, the pick up person must be on the student's pick up list. The authorized pick up person will buzz the door, show identification, and then wait in the front lobby for student. If a student is returning to school the same day, they must check in with the front office BEFORE returning to class. If students have an excuse, they will write their homeroom teacher's name on the slip and put it in the basket by the check in printer. (The State Department of Education requires that a student be present 3 hours and 31 minutes of a school day to be counted as "present" for the day.) Students arriving at 8:30 a.m. must be present until at least 12:01 p.m. to be counted present for the entire school day.

Due to the disruption in the educational process, no student checkouts will be done after 3:00 p.m.

Policies and Procedures

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.

Policies and Procedures

Student Dress Code

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. Crop tops are NOT permitted.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building. No hats or hoodies.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.

Policies and Procedures

Student Dress Code

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

1. 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.
2. Skirts, dresses, and shorts must be beyond mid-thigh length.
3. Sleepwear, pajamas, and/or blankets cannot be worn in school.

Policies and Procedures

Student Dress Code

1. 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.

Policies and Procedures

Student Dress Code

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration should strive for consistency so the dress code is applied evenhandedly to male and female students. The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs. Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in [Policy J-191](#) “Misbehaviors and Disciplinary Options.”

Policies and Procedures

Student Dress Code

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.

Guidelines for Student Messages, Packages, Flowers, Balloons, etc.

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. We have a locker system in the front lobby that parents will place items for students to pick up. Students will be called to the office between classes only. Deliveries such as flowers, balloons, etc. will be distributed to students at the end of the school day. The school will not accept deliveries on high volume days – i.e. Valentine's Day. Students who ride buses are not allowed to carry any type of glass container on Knox County school buses.

Transportation messages or changes to afternoon pickup must be submitted to the office before 12:00. Emergency situation messages will be handled by an administrator on a case-by-case basis.

Cafeteria Guidelines and Rules for Food and Drink

- All food and drinks must be consumed in DESIGNATED AREAS only, unless given teacher permission.
- Eating areas are to be left clean and trash-free and trays properly returned to designated area.
- Visitors are not permitted in the cafeteria during lunch periods without administrative permission. Students are only permitted to eat with a visitor on their approved list and will be allowed to do so in an area designated by administration.
- Each student is to use his/her personal cafeteria number. 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. 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 periods.
- No food and drink (except water) is permitted in classrooms or other instructional areas except by teacher permission and must be in a spill proof container.
- Drop off of outside food is not permitted at any time.

Lockers

Students who would like a locker will be assigned one. Students must provide or purchase their own locks and provide the combination to the homeroom teacher. No key locks are permitted.

Student Activities and Services

Library/Media Center: Use of the library at every opportunity is encouraged. Students may check out books for two-week periods with the privilege of renewal. Ideally the library should be used for reference work and teacher supervised study. Social visiting is not appropriate and may disturb those who are working. There is a fine of five cents (\$.05) per day on overdue books. The student must pay for any lost or damaged library books.

Student Activities and Services

Student Leadership: Students taking on roles of leadership (e.g. Student Council, National Jr. Honor Society, Beta Club) have the responsibility of setting an example of good citizenship in school and out. While the school cannot impose disciplinary measures for out-of-school violations of the law or other actions related to immoral or illegal conduct, the administration reserves the right to remove the students from positions of leadership if their actions are perceived to be detrimental to the school.

Student Activities and Services

School Counseling: Counseling services are available for students in the school. These services include assistance with educational planning, occupational information, study helps, assistance with home, school, and/or social concerns, or any questions the student may feel they would like to discuss with the counselor. The counselors' phone numbers are 925- 7472 or 925-7473.

Student Activities and Services

Off Campus Trips: The educational curriculum is enhanced during the school year by related field trips. **Grade Level Administrator may deny field trip privileges to students who have a record of misbehavior and/or failing grades.** Individual teams may have different requirements for specific field trips. Criteria will be sent home with the permission slip so all students are aware prior to the trip.

Student Activities and Services

Sports: All school-sponsored sports will require participants to have a pre-participation physical on file.

BASKETBALL: Tryouts are held in the fall. The school sponsors both boys and girls for grades 6-8. Basketball players must maintain a 2.0 GPA and have satisfactory conduct.

TRACK: Tryouts are held in the spring. The school sponsors both boys and girls for grades 6-8. All members of the track team must maintain a 2.0 GPA and have satisfactory conduct.

CHEERLEADERS: Tryouts are held in the spring with those students selected serving for the current year. Cheerleaders must maintain a 2.0 GPA and have satisfactory conduct.

Student Activities and Services

Dances & After-School Activities: All dances at HMS must follow the guidelines below.

- It is the responsibility of the dance sponsor to provide for adequate supervision of each
- A Dance Procedure and Policies Form must be completed and returned to the school before the student may attend school
- HMS students in good standing will be admitted to dances. Students who are placed on restriction by the administration for disciplinary purposes may not be eligible to attend.
- Dances are “lock-in events”. Students planning on attending dances are to stay in homerooms until called to enter the dance. Once students are admitted to the dance, they are not permitted to leave until the dance is over, unless a parent is called or comes to the door and requests a student.
- Supervision of students ends 15 minutes after the dance’s scheduled completion. Students not picked up on time may not be allowed to attend the next dance.
- Students who misbehave or conduct themselves in a manner deemed inappropriate by supervisors will have to call their parents to be picked up early and will not receive a refund for the dance. Additional disciplinary action may also result as a consequence of poor behavior. Compliance with the Dress Code will be expected.
- Adequate lighting will be maintained throughout the dance.

Parent Information

Insurance: Accident insurance is available to any student to purchase at the beginning of the school year. Forms may be found on the Knox County Schools webpage.

Fees: A material fee is requested for each student at the time of enrollment at the beginning or during the year. This fee is used in providing classroom materials for instruction. Parents and students are informed of the amount each year. These fees are approved by the Board of Education.

Parent/School Organization: Halls Middle School has an active PTA organization. Parents and teachers are working together to provide a meaningful education for each student. Notice about meetings or other PTA events will be provided through a newsletter and on our Facebook page. We encourage each parent to be involved in all school activities.

Parent Information

Home/School Communication

Parents are requested to bring in proof of residence (KUB, phone bill) when there has been an address change. Please keep us up-to-date with residence and business telephone number changes. The school needs to be able to reach parents in case of an emergency.

Parent Information

Home/School Communication

Parents have several ways to stay informed about events at Halls Middle. Through [the school website](#) parents can access teacher pages, email addresses, school announcements, and parent resources. Parent Square is our primary form of communication. Information about [how to set up Parent Square](#) can be found on the KCS website.

Conferences between parents and teachers are encouraged. They must be arranged by appointment. Call the school office at 922-7494 to set up an appointment with a teacher, a counselor, or an administrator.

Parent Information

Immunization Requirements: Students must show proof of immunization against DTaP or DT (tetanus-diphtheria-pertussis), HBV (hepatitis B), MMR (measles,mumps,rubella), IPV or OPV (polio), and varicella (Chickenpox). All immunization dates must be included and recorded on the cumulative health record of each student. Children with medical exemptions must provide documentation from their medical provider. Religious exemptions require a signed statement by the parent/guardian that vaccination(s) conflict with their religious tenets or practices.

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:

Guidelines for Medication

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering
- Written orders must be provided by a medical health care provider who has the legal right to write a 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 If the medication is changed, a new Physicians Form is required.

Guidelines for Medication

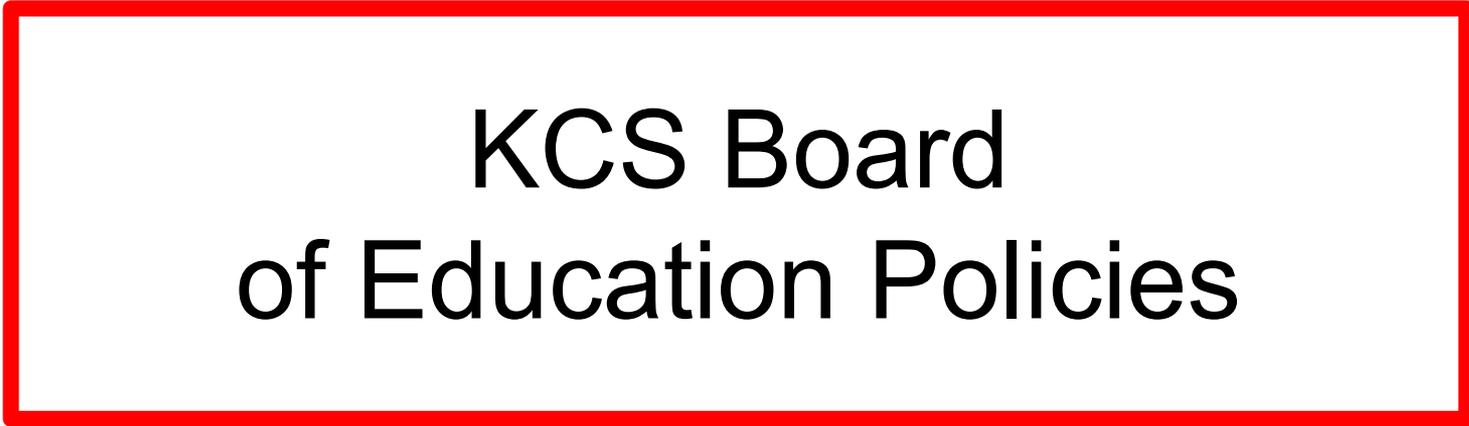
- A parent/guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to school by a responsible Student. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers which are properly labeled by a medical care provider or 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.

Guidelines for Medication

- Upon receiving medication at school, the quantity of medication received must be confirmed and
- All medications self-administered must be
- School Nurses will monitor the administration, documentation, and storage of all
- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school

For more information, please review [Board Policy J-352](#).

Failure to follow the medication policy may result in a Zero Tolerance offense.

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KCS Board of Education Policies

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.

Equal Opportunity Notice

Anyone who believes that Knox County Schools has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, 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:

Title VI Coordinator

Tennessee Department of Education and/or

The Office for Civil Rights

U.S. Department of Education P.O. Box 2048, 04-3010 Atlanta, Georgia 30301-2048

Unsafe School Choice

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code

Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1506

For more information, please review [Board Policy J-290](#).

KCS Statement of Compliance

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. KCS will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students. The Knox County Schools (TN) continue to be committed in its support of all equity statutes as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 400 W. Summit Hill Drive, Knoxville, TN 37902.

Knox County Board of Education

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.

Code of Civility

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

1. Treat one another with courtesy and respect at all
2. Take responsibility for one's Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
3. 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 ([Board Policy B-230](#)).

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. ([Board Policy B-230](#))

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level
2. 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
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e- mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security If such person does not immediately and willingly leave, law enforcement may be called.

KCS Calendar 2025-2026

[The official Knox County Schools Calendar can be found here.](#)

Handbook Acknowledgement Form

Please or scan the code to electronically sign the Student Handbook Acknowledgement Form.

Thank you! Let's have a great year!

[Link to Student Handbook Agreement for 2025-26.](#)