

Powell High School

2136 W. Emory Road
Powell, TN 37849
(865) 938 - 2171



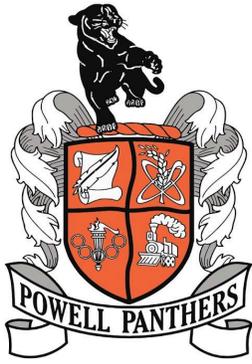
Remember We Love You and Go Panthers!

2025-2026 Student Handbook

Although every effort will be made to update the student handbook as needed, Powell High School reserves the right to change this handbook and any content within based on Tennessee Code Annotated and/or Knox County Schools Board of Education policies. As a result, the online version of the student handbook shall be the official version.

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POWELL

HIGH SCHOOL

ESTABLISHED 1916

Students and Parents,

It is with pleasure that I welcome you to Powell High School, which traditionally has been known as “Knoxville’s Best” High School. As your principal, I look forward to the upcoming school year and the opportunity to share in your educational journey. I, along with every faculty and staff member in this building are prepared to do our very best to provide a safe and academically challenging environment that will allow each individual student to pursue a goal that we both share and that is to join me as a proud Powell High graduate. A PHD (Powell High Diploma) will give you every opportunity to pursue whatever dreams you may have.

It is the mission of Powell High School to instill Pride, Honor, and Success in each and every student. Furthermore, we believe that success is continual and that each year can be better than the last. Each year should see Powell High School students raising the academic achievement level, obtaining more post-secondary scholarships, and increasing the number of students seeking post secondary opportunities. I assure you that the education you receive a Powell High School will be relevant, strategic, and more personalized than any other high school in the district.

In order to achieve all of its goals, a collective commitment must be made from our students, faculty, and community that nothing will stand in our way of continuing to be known as “Knoxville’s Best” High School. We must all choose to be great in everything we do.

This student handbook has been designed to assist both students and parents. It is our hope that this handbook will assist you throughout the year. Please note, that while the handbook is quite comprehensive, it does not include all necessary information. Please feel free to contact the school with any concerns or questions.

Remember We Love You and Go Panthers!

Chad Smith, Ed.D

PHS Class of ‘92

Contact Information

Main Phone Number	865-938-2171
Main Office	Ext. 0
Counseling	Ext. 1
Transportation (Buses)	Ext. 2
School Nurse / Clinic	Ext. 3
Attendance	Ext. 4
Cafeteria	Ext. 5
Social Worker	Ext. 6
Main Fax Number	865-947-2805

Administrative Staff

Dr. Chad Smith, Executive Principal	chad.smith1@knoxschools.org
Chad Smith, Commerce and Transportation Academy Principal	chad.smith@knoxschools.org
Dana Hall, Digital Creation and Design Academy Principal	dana.hall@knoxschools.org
Julie Liford, Health Science and Human Services Academy Principal	julie.liford@knoxschools.org
Amos Whitehead, Freshman Academy Principal	amos.whitehead@knoxschools.org
Adam Seymore, Athletic Director	adam.seymore@knoxschools.org
Micaiah Smoker, 865 Academy Coach	micaiah.smoker@knoxschools.org

Counseling Staff

Emily Lanuis, Commerce and Transportation Academy Counselor	emily.lanuis@knoxschools.org
Liz Patt, Digital Creation and Design Academy Counselor	liz.patt@knoxschools.org
Marlo Bales, Health Science and Human Services Academy Counselor	marlo.bales@knoxschools.org
Pam Parker, Freshman Academy Counselor	pam.parker@knoxschools.org
Liz White, College and Career Counselor	liz.white@knoxschools.org
Rick Cathey, Edgenuity Supervisor	rick.cathey@knoxschools.org

Office Staff

Jamie Dye, Attendance Secretary	jamie.dye@knoxschools.org
Alisha Stansberry, School Receptionist	alisha.stansberry@knoxschools.org
Diane Knight, Bookkeeper	diane.knight@knoxschools.org
Karen Speegle, Registrar	karen.speegle@knoxschools.org
Greta Stooksbury, Administrative Assistant to Executive Principal	greta.stooksbury@knoxschools.org
Kellie Buckner, Administrative Assistant to Academy Principals	kellie.buckner@knoxschools.org

Support Staff

Gary Barnes, Administrative Assistant	gary.barnes@knoxschools.org
Chris Beatty, Social Worker	chris.beatty@knoxschools.org
Scott Goforth, Social Worker	scott.goforth@knoxschools.org
Alex Ellis LPN, School Nurse	alex.ellis@knoxschools.org
Emily Briano, Librarian	emily.briano@knoxschools.org

Athletic Directory

Athletic Director

Adam Seymore

adam.seymore@knoxschools.org

Fall Sports

Head Cross Country Coach
Head Football Coach
Head Girls Soccer Coach
Head Boys Golf Coach
Head Girls Golf Coach
Head Volleyball Coach

Jessica Gay (NF)
Matt Lowe
Bailey Williams (NF)
Austin White (NF)
Savanna Schubert
Abby Payne

runnerbyheart@yahoo.com
matt.lowe@knoxschools.org
bailey.williams@knoxschools.org
austin.white@knoxschools.org
savygolf@comcast.net
abigail.mcfarlane@knoxschools.org

Winter Sports

Head Boys Basketball Coach
Head Girls Basketball Coach
Head Wrestling Coach
Head Bowling Coach

Gary Barnes
John Fisher
Caleb Leonard
Matt Foust

gary.barnes@knoxschools.org
john.fisher@knoxschools.org
caleb.leonard@knoxschools.org
matthew.foust@knoxschools.org

Spring Sports

Head Baseball Coach
Head Softball Coach
Head Boys Soccer Coach
Head Boys Track Coach
Head Girls Track Coach
Head Tennis Coach
Head Flag Football Coach

TBD
Jeff Inman
Chris Thorson
Dan Thompson
Jessica Gay (NF)
Cindy Yeary
TBD

jeff.inman@knoxschools.org
chris.thorson@knoxschools.org
daniel.thompson@knoxschools.org
runnerbyheart@yahoo.com
cindy.yeary@knoxschools.org

Multiple Sport Seasons

Head Cheerleading Coach
Asst. Cheerleading Coach

Emily Lanius
Allie Matye

emily.lanius@knoxschools.org
allie.matye@knoxschools.org

Club Sports

Dance Coach

Sydney Clark(NF)

smwells21@yahoo.com

Performing Arts

Director of Bands
Choral Director / Musical Theatre
Theatre

Tyler Guthrie
Kenton Deitch
Jennifer Doubleday

tyler.guthrie@knoxschools.org
kenton.deitch@knoxschools.org
jennifer.doubleday@knoxschools.org

Powell High School Mission Statement

Pride in quality workmanship.
Honor in ethical behavior.
Success in co-curricular endeavors.

Powell High School Shared Vision

"Our vision at Powell High School is to promote student achievement and prepare students to fill their desired roles in the global marketplace. To that end, learning activities will incorporate a variety of approaches to accommodate different learning styles so students will be more engaged. All interested stakeholders will, with mutual respect, maintain rigorous expectations that value students' innovation and develop students' critical thinking abilities. Furthermore, we will provide instruction that adapts to ever-changing technological demands."

Powell High School Beliefs

1. A safe and positive school climate fosters student learning and achievement.
2. Students learn best when all stakeholders maintain high expectations and respect in all student endeavors.
3. Student performance improves when students, staff, parents, and community members challenge, encourage, and support student achievement.
4. Making decisions using assessment-driven data facilitates student achievement.
5. Students are more actively engaged in the learning process when the curriculum reflects a global perspective and provides viable opportunities for their post-graduation life.

Powell High School Student Code of Ethics

I am a Powell Panther, great by choice. I wear my orange and black with Panther Pride. Being a Powell Panther means I attend "Knoxville's Best" High School. I am part of a century-old tradition of academic excellence. I am part of a community that stands behind my school with pride, support, and enthusiasm for what is happening in the classrooms, hallways, and athletic fields. I walk the same hallways, sit in the same classrooms, and play on the same athletic fields that generations before me learned and played upon. I am great by choice. I am part of a new generation facing new challenges and greater expectations than any generation before me. I will not fear the challenges and expectations that lay before me because I am a Powell Panther. I will respect those around me, while remaining true to my personal convictions and the Powell High School code of conduct. I will always strive to help others by serving the Powell community and taking pride in my school. Although I stand as an individual, I accept the responsibility of being part of "Knoxville's Best" high school.

I am a Powell Panther, great by choice!

Academics

GRADUATION REQUIREMENTS

A diploma shall be awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline.

CORE SUBJECTS	TOTAL CREDITS
English (English I, II, III, IV)	4
Mathematics (Algebra I, Geometry, Algebra II, and one higher level math)	4
Science (Biology, Chemistry or Physics, and one additional lab science)	3
World History and Geography or AP Human Geography	1
US History and Geography	1
US Government and Civics	½
Economics	½
Phys. Ed (½) and Lifetime Wellness (1)	1 ½ *
Personal Finance	½
Elective Focus	3 **
University Admissions Students must complete two units of the same world language and one unit of fine/performing arts in order to meet college/university admission requirements	3 ***
Additional Elective Credits	6
Total	28

All students are required to take the ACT or SAT to meet graduation requirements. A Civics test and a project-based Civics assessment are also graduation requirements.

* The additional ½ credit in Physical Ed. may be met by completing a Physical Education course (in addition to Wellness) or by substituting a documented and equivalent time (minimum 65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics and other areas pre-approved by the board of education.

** The elective focus may be CTE (3 courses in the same CTE program area), science and math, humanities, fine arts, AP/IB, or other areas approved by the board of education.

*** Students not planning to attend a university may waive the units of world language and fine/performing arts to expand their elective focus. (Parents and students are required to meet with the counseling office at the school to document their request for a waiver. These students are required to have 2 elective focuses.

Note: Additional information on graduation requirements and types of diplomas can be found in the school counseling office.

865 ACADEMIES STUDENT GUARANTEED EXPERIENCES

Within the 865 Academies, every student is guaranteed a progression of experiences to achieve the following outcomes:

- Progressively deepen their understanding of the workforce landscape;
- Develop a professional network of people in industries of interest for ongoing guidance and mentorship;
- Engage in a variety of experiences within an industry;
- And ultimately, make an informed decision about their path after high school.

*Bold items below indicate the work of the Academy Coach with high-level support from the Academy Team:

9th Grade Guaranteed Experiences
<ul style="list-style-type: none">• Freshman Seminar (45 min every day or 90 min every other day- across the entire Freshman Year)• YouScience Completion• 4 Industry Guest Speakers• Pathway Fair• Industry Experience (broad focus)• Begin 865 Ready Portfolio• High School and Beyond (1:1 conversation with counselor)
10th Grade Guaranteed Experiences
<ul style="list-style-type: none">• Level 1 CTE Class• Pathway Aligned Post-Secondary Visit• 2 Guest Speakers• High School and Beyond (1:1 conversation with counselor)

TYPES OF GRADUATION DIPLOMAS

Regular Diploma- Awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline.

Special Education Diploma - Awarded to students with disabilities who have 1) satisfactorily completed an individualized education program, 2) successfully completed a portfolio, and 3) have satisfactory records of attendance and conduct.

Regular Diploma with Honors- Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors. The ACT benchmarks are: ACT English- 18, ACT Math- 22, ACT Reading- 21, ACT Science Reasoning- 23

Regular Diploma with Distinction- Students will be recognized as graduating with “distinction” by attaining a B (3.0) average and completing at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor’s Schools
- Participate in one of the state’s All-State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams
- Successfully complete the International Baccalaureate Diploma Programme
- Earn 12 or more semester hours or transcribed postsecondary credit

Grading Policy

All class grades are cumulative, representing all class work from the beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, 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 within 5 days of the end of the grading period.

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](#).
Students desiring to receive recovery credit or dual credit must be pre-approved to do so. See your School Counselor for details and grading procedures.

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

PLACEMENT	used for GPA calculation	Grade for students who sit for 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

TESTING

END-OF-COURSE TESTS (LOCAL AND STATE)

Examination dates for the entire school year are published well in advance so that families may plan accordingly to avoid conflicts on examination testing dates. Our staff will not be asked by the administration to give examinations early. This is Knox County School Policy.

EOC examinations will be given on English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. The results of these tests will be calculated as 15% of the final grade (in accordance with TCA 49-1-302(2)). KCS final exam results will also be calculated as 15% of the final grade. Students will not be required to pass any one examination on, but instead must achieve a passing score for the final cumulative grade.

NATIONAL TESTS

During 10th grade - PHS encourages students to take the ACT test before given state-wide to all juniors.

Fall of 11th grade - PSAT, a practice SAT (Scholastic Assessment Test) for juniors to predict their ability to do college work. Honors level sophomores may take the PSAT. Test areas are English and Math. High scorers compete in the National Merit Scholarship Program. This test will be administered only once in October as determined by PSAT. Students register and pay in advance. *This test is optional.*

Spring of 9/10/11/12 grade -Advanced Placement Tests (provided by the College Board) provide an opportunity for students to earn college credit based on their test scores. Colleges may award a certain number of credit hours in a subject area. Testing occurs in May during the national testing window. Students are required to register and pay for these exams. Individual universities determine the hours of credit earned based on test scores.

Armed Service Vocational Aptitude Battery (ASVAB) – This test is offered to 9th, 10th, 11th and 12th grade students. There has never been a requirement that a test-taker with a

qualifying score enlist in the military, and the test may simply determine personal aptitude for a particular career. The ASVAB is usually offered at PHS in November.

COLLEGE ENTRANCE EXAMS

Both the ACT (American College Test) and the SAT (Scholastic Assessment Test) are given at local sites in the Knoxville area. The ACT is given school-wide to all 11th graders in March or April for no charge at PHS. Students may also register to take the ACT during one of their national dates at www.actstudent.org. All Seniors are able to re-take the ACT in October during the school day. Students can have test scores sent directly to the colleges considering their application by completing the appropriate section of the ACT/SAT registration form. If a student signs the Transcript Request Form and submits it to the Guidance secretary, an unofficial testing record will be sent along with the transcript from the Counseling Office to a college.

Dual Enrollment Grading

A “Core” dual enrollment course is defined as one that is the curriculum equivalent to, or one that exceeds an Advanced Placement course (as defined by The College Board) or is a college-level course that would be listed in the High School Curriculum Guide under the heading of English, Mathematics, Science, Social Studies or World Language. These core subject dual enrollment classes will be granted 5 additional points to the student’s final class average. All other dual enrollment classes will NOT be weighted.

Schedule Changes

Due to the in-depth registration process, the number of students and limited alternatives, changes in the students’ schedules will be considered carefully by administration and counselors. In some situations, a parent conference or Support Team (S-Team) meeting may be required prior to implementing a schedule change. In general, schedule changes will not be considered after the second week of the semester. A schedule change request does not guarantee a changed schedule. Changes will be made ONLY for the following reasons:

- Receiving credit in summer school
- Incorrect level placement
- Student needs to repeat a class
- Administrative prerogative

Class Fees

Class Fees are approved by the Board of Education and are charged for some supplies and those fees can vary. Class fees must be paid online via www.givebacks.com.

School Fee

Each enrolled student is expected to pay a yearly school fee by the end of August. The school fee is approved by the Board of Education and is used for general school purposes. The school fee for Powell High School is \$45.00. School fees must be paid online via www.givebacks.com.

Final Exams

All students will be required to take final exams at the end of each term. The final exam will be 15% of the final grade. Final exams may not be taken early. Principals are to stress to students that they are not to visit other schools including elementary and middle schools during this time. They will be suspended and may be charged with trespassing.

Tennessee Honors Diploma

Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent scores on the SAT will graduate with honors.

Graduating with Distinction

Students may graduate with distinction by meeting the criteria established for the Tennessee diploma with distinction. Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:

1. Earn a national and/or state-recognized industry certification
2. Participate in at least one of the Governor’s Schools
3. Participate in one of the state’s All State musical organizations
4. Be selected as a National Merit Finalist or Semifinalist
5. Attain a score of 31 or higher composite score on the ACT or SAT equivalent
6. Attain a score of 3 or higher on at least two Advanced Placement exams
7. Successfully complete the International Baccalaureate Diploma Programme
8. Earn 12 or more semester hours of transcribed postsecondary credit

Some of the data used to identify students as graduates with honors or distinction may not be available prior to commencement. Therefore, all students who potentially meet the requirements will become candidates for a diploma with honors or distinction and will be recognized at individual schools’ ceremonies. A final classification of all candidates will be completed once all relevant data is received.

Who’s Who

Who's Who is a tribute of great distinction, reflecting a willingness to give unselfishly of a student's time and talents for the benefit of others. The Who’s Who are finalists for The Panther Award which is the highest honor that any student can receive at Powell High School. The Panther Award not only symbolizes the academic achievements of the recipient but also the service to school and community for what we feel makes for a well-rounded student. In order to be chosen as a Who’s Who you had to be nominated by a current teacher. The entire PHS

Staffulty will vote on the Panther Award Winner. Each Who's Who Member for the Class of 2026 will receive a white tassel to be worn at graduation in place of the standard orange tassel of other class members.

Powell High School Scholars

In order to be recognized as a Powell High School Scholar each student had to meet the following criteria

1. The scholar had to achieve a 3.95 or higher overall GPA
2. The scholar had to take at least (10) Weighted Classes (AP, Honors, Dual, NIC) through the first (7) semesters of high school
3. The scholar could receive no grade lower than a C in a weighted course
4. The scholar could receive no grade lower than a B in a non-weighted course
5. The scholar could have never received an OSS discipline

Each PHS Scholar will receive a gold tassel to be worn at graduation in the place of the standard orange tassel of other class members

Academic Integrity Policy

This policy applies to major assignments, projects, and key assessment items within the class. Issues concerning academic integrity with homework, daily activities, and smaller coursework will be managed by the classroom teacher.

INFRACTIONS ARE CUMULATIVE and will not start over at the end of an academic year. Faculty will maintain a record of academic integrity concerns, and a student's offenses will stack throughout their tenure at Powell High School.

Issues with academic integrity may include:

CHEATING - Using any unauthorized items/papers used for the benefit of the student's grade.

CONTRACT CHEATING - When a student submits classwork that has been completed by somebody else who was rewarded for doing the work, including using pictures of another student's work.

DECEPTION- To misguide someone into believing in something that is true or not true, typically for the gain of an advantage over another.

FABRICATION & FALSIFICATION - To fake or forge documentation, data, experiment results, signatures, etc.

PLAGIARISM - The act of taking one's work or other ideas and passing them off as one's own.

UNAUTHORIZED COLLABORATION - Working with others without the specific permission of the teacher on assignments that will be submitted for a grade.

UNAUTHORIZED OR INAPPROPRIATE USE OF AI - When a student uses AI (Artificial Intelligence) to submit any assignment without prior authorization by the teacher.

1st Offense	<ul style="list-style-type: none"> ● Teachers will put the infraction in as a conduct referral for documentation. ● Teacher will put a note in the online gradebook for the assignment. ● Teacher will contact parents, administration, and grade level counselor. ● Student may re-do the assignment and have the opportunity to earn up to 60% of the original grade.
2nd Offense	<ul style="list-style-type: none"> ● Teachers will put the infraction in as a conduct referral for documentation. ● Teacher will put a note in the online gradebook for the assignment. ● Teacher will contact parents, administration, and grade level counselor. ● Student earns a zero on the assignment.
3rd Offense	<ul style="list-style-type: none"> ● Teachers will put the infraction in as a conduct referral for documentation. ● Teacher will put a note in the online gradebook for the assignment. ● Teacher will contact parents, administration, and guidance. ● Students earn a zero on the assignment. ● Administration will discipline students in accordance with KCS policy.

POWELL HIGH SCHOOL COUNSELING CENTER

SERVICES PROVIDED BY PHS COUNSELORS:

- Assist students with course selection and planning in preparation for post-secondary experiences
- Continually review students' progress toward graduation and advise students and parents/guardians accordingly
- Counsel students who are struggling academically and refer for assistance and tutoring as needed
- Provide students with strategies to work through specific classroom issues
- Provide resources that aid students in researching college, career, scholarship and financial aid information
- Provide a program for parents/guardians and students that walk them through the Financial Aid process
- Provide a program for parents/guardians of rising freshman regarding high school curriculum
- Act as a liaison between students, parents/guardians, teachers, administrators, and other support staff to facilitate communication
- Make referrals to the school support team for students who may require assessment or testing for learning disabilities, emotional issues, or other educational concerns
- Provide counseling and/or referrals for students with personal problems

COUNSELING APPOINTMENTS

Counselors meet with students individually and collectively throughout the year. If you have a need to meet with your counselor, please come by the guidance office. If your counselor is not available, please make an appointment. Please keep in mind that the counselor to student ratio is approximately 300:1. Your counselor will see you as soon as possible.

Parents may schedule an appointment with their student's counselor by phone or e-mail. Parents may also call or e-mail the counselor at any time to address a specific concern. Many issues can be resolved quickly through a phone conversation or through e-mail. Parents/guardians need to request parent/teacher conferences with multiple teachers through the Guidance Office. These meetings are held in the Guidance Office at 8:00 a.m.

COLLEGE PLANNING GUIDES

FRESHMAN COLLEGE PLANNING CALENDAR

- Build strong academic, language, mathematics and critical thinking skills by taking challenging courses. The courses you take in high school show colleges what kind of goals you have set for yourself.
- Keep in mind the courses that colleges expect you to have completed for admissions including:
 1. 4 years of English

2. 4 years of Math (including Algebra II and one higher math)
 3. 2-4 years of World Language
 4. 3-4 years of Lab Science
 5. 2-4 years of History/Social Studies
 6. 1 year of Fine Arts
- Focus on your grades! This is the starting point of your cumulative grade point average (the grade point average reported to colleges). This is the best thing you can do to help position yourself to earn academic scholarships.
 - If you hope to play a sport in college, meet with your counselor to review the NCAA requirements and to check if you are enrolled in the correct courses.
 - Get involved! Join one or more extracurricular activities and take on a leadership role.
 - Meet with your school counselor at least once to talk about your plans for the next four years.
You are welcome to come by at your convenience!
 - Read, read, and read some more to build your vocabulary and strengthen the skills needed for standardized testing.
 - Know what courses are required for graduation and entrance into most four-year colleges and universities.
 - Keep track of your extracurricular activities and any honors/awards you receive.
 - Review the NCAA academic requirements if you anticipate playing a sport in college (www.eligibilitycenter.org).
 - Research career possibilities.

SOPHOMORE COLLEGE PLANNING CALENDAR

- Continue solid academic progress in challenging courses.
- Review the NCAA academic requirements if you anticipate playing a sport in college (www.eligibilitycenter.org).
- Take the PSAT in October. The results will not be used for college admission but will provide helpful practice for the PSAT you take in your junior year. This test can qualify you for scholarships through the National Merit Scholarship Corporation.
- Stay involved in extracurricular activities that interest you. The level of involvement and accomplishment is most important, not the number of activities. Keep an update record.
- Sign up for junior year courses keeping in mind that you will want to challenge yourself with tougher courses. It will pay off in the long run!
- Begin your high school resume. You will update this each year and use it when you apply to colleges and for scholarship competitions. See your counselor for a sample resume.
- Meet with your counselor at least once or twice this year. It may be helpful for you to discuss your PSAT result with them after you receive your scores. PSAT scores usually come to the school in mid-December.
- It is never too early to start researching colleges and universities. Visit the Guidance website, or surf the Web for college home pages.

- Continue to research career options and consider possible college majors that will help you achieve your career goals.
- Use your summer wisely: take time to volunteer, gain work experience, and tour college campuses with your family as you travel.

JUNIOR COLLEGE PLANNING CALENDAR

Fall Semester

- Be sure your schedule includes courses that strengthen your academic record and help complete graduation requirements.
- Focus on academics being mindful that junior grades are very important to college admission committees.
- Attend the Knox County College Fair in the Fall
- Sign up for the PSAT given in October and begin reviewing the sample test questions in the PSAT Student Bulletin.
- Meet with college representatives as they visit your high school throughout the school year. Listen for announcements and check the Counseling website
- Speak to recent graduates who are home from college for the holidays. They are a great resource!
- Make an appointment to meet with your counselor and begin sharing your thoughts about college.
- If you anticipate playing Division I or II athletics, register with the NCAA Eligibility Center at www.eligibilitycenter.org

Spring Semester

- Concentrate on doing well in your spring semester classes.
- Update your resume with additional extracurricular activities, community service, honors and awards.
- Begin preparing for the ACT/SAT by checking out a book from the library, purchasing your own test prep book from a local bookstore, or taking a test prep course.
- Take advantage of breaks by scheduling a visit to several schools. Also, make plans to tour college campuses during your spring break.
- Continue developing a list of schools you are interested in researching. There are several good online college search engines such as: www.collegeboard.org, www.act.org, www.princetonreview.com and www.petersons.com
- Meet with your counselor to plan your senior schedule and discuss your college/career plans.
- Take the State ACT at your school in March but consider taking another ACT or the SAT in April, May or June.
- Register to take AP Exams.
- Create an account on a free scholarship search engine such as www.fastweb.com
- If you are interested in a service academy you should begin the process now.
- Plan summer visits to colleges in which you are very interested. Make a file and gather information about academics, financial aid, and campus life.

- Continue to research colleges so that you are able to narrow your list down to a manageable number (3-6 schools).
- Take a look at some college applications and consider all of the different pieces of information you will need to compile.
- Make a list of teachers, counselors, and other adults who you might ask to write letters of recommendation for your college applications.
- Begin thinking about topics for college essays, Look at some sample applications for potential topics. One good resource is the Common Application at www.commonapp.org
- Attend Junior Night to get a jump start to Senior Year!

SENIOR COLLEGE PLANNING CALENDAR

Fall Semester

- Finalize your college list and check application deadlines. Make sure you have included “safe”, “reach”, and “realistic” schools.
- Provide your counselor with a list of all schools to which you will apply, what forms they must complete, and the application deadline.
- Ask teachers who know you well and with whom you have a good relationship to write a letter of recommendation (if required by the college). Submit your most current resume to your counselor or teacher. He/She cannot write your letter of recommendation without it!
Let them know if they may complete this online or provide them with the proper request form, your resume, an envelope addressed to the college with postage included.
- If you are considering playing sports in college, make sure you have registered with the NCAA Eligibility Center (www.eligibilitycenter.org) or the NAIA Eligibility Center (www.playnaia.org)
- Take every opportunity to get to know colleges: meeting with college representatives who visit your high school during the fall, and attending local college fairs.
- Check your school’s Senior Memo. Copies can be viewed in Senior English & Economics classes or viewed online at Powell’s website.
- Create a file for each college to which you will apply. Include a list of what is necessary for a complete application, cost of application, deadlines and any other important information.
- Inform your counselor, at least one month in advance, about any Secondary School Reports (a part of many applications that counselors must complete) and Mid-Year Reports; let them know if they can complete this online or whether a printed hard copy is necessary. If forms are required, print them and submit them to your counselor.
- Don’t forget to fill out a transcript request for each school to which you are applying and submit them to the registrar in the Counseling Office (Submit your application BEFORE requesting a transcript).
- Ask teachers who know you well and with whom you have a good relationship to write a letter of recommendation. (if required by the college). Again, let them know if

they may complete this online or provide them with the proper request form, your resume, and an envelope addressed to the college with postage included.

- Find out from the colleges to which you are applying whether a separate application is required for Financial Aid/Scholarships. Some schools automatically consider you when you apply, however, some schools require a separate application.
- If required by the colleges, file the CSS Financial Aid Profile online at www.collegeboard.com
- Attend the Knox County College Fair in the Fall
- Finalize your college essays.
- Finalize and send any early decision or early action applications due this month. Have a parent, teacher, or counselor review the application before it is submitted. Always keep a hard copy of any application submitted electronically or through the mail.
- Make sure your ACT/SAT scores have been sent to colleges directly from the testing company.
- Attend the Financial Aid Workshop held at Powell. Request a pin number for you and one parent (www.fafsa.ed.gov); this will become your electronic signature on your FAFSA.
- Seniors and families can begin filing the Free Application for Federal Student Aid (FAFSA) This can be done online at www.fafsa.ed.gov Complete it as soon as possible!
- Your goal should be to have all applications complete by the end of the first semester.

Spring Semester

- In order to qualify for the Hope Lottery Scholarship, you must complete a FAFSA.
- Remind your counselor if the colleges to which you have applied require a mid-year report.
- Make your final college choice after you receive your acceptance. Decline any offers of admission in writing so that colleges may admit other qualified candidates.
- If you are “wait-listed” by a college you really want to attend, visit, call, and write the admissions office to make your interest clear. Ask how you can strengthen your application.
- Remember to accept financial aid offers and follow the instructions given.
- Make sure you have submitted the senior survey including the final transcript request.
- The senior survey gives us information regarding scholarships you have received and which college you will be attending. We cannot announce your name at Senior Awards Day as one who has received scholarships if you have not submitted the survey telling us what you have received...there is no other way for us to find out this info! We must send a final transcript to the school you are attending so it is critical that you complete the final transcript request at graduation practice.

HAPPY GRADUATION!

COLLEGE ADMISSIONS AND FINANCIAL AID

COLLEGE ADMISSION

College admission is usually based upon the following factors: academic grade point average (G.P.A.), including English, math, foreign language, science, and social studies; the difficulty of classes taken in high school; class standing; ACT/SAT test scores, extra-curricular activities, community service, and sometimes a personal interview and essay.

GETTING ORGANIZED

We suggest that you use a folder or notebook to create a personal college application file. Your files may include:

- Notes on colleges
- Application Deadlines
- Test Records
- Teacher Recommendations
- Copies of completed applications
- Email confirmations
- Copies of email correspondences
- Login information for website/applications

THINGS TO CONSIDER WHEN CHOOSING A COLLEGE

The following guidelines might help in the college decision-making process: location, type of school (2 or 4 year, technical), size, academic calendar, campus environment, majors offered, on-campus housing, special academic programs, cost, financial aid, student activities, athletics, academic caliber of students, and social life. Make sure to look at colleges that are less well known. Often these schools will give you a more personal college experience than large well known schools. A book that lists a number of these schools is Colleges That Change Lives by Loren Pope (www.ctcl.com).

Know your strengths and weaknesses and build your future on your strengths. Familiarize yourself with career information in your area of interest. Study the college catalogs. Visit the campus.

Winter, spring, and summer vacations as well as weekends are ideal times to schedule visitations to college campuses. Colleges are geared for tours and answering specific questions about their programs, curriculum, and admissions procedures.

Valuable information can be acquired by attending College Fairs that are hosted by various schools throughout the year. Powell High School participates in the Knox County College Fair. This fair hosts universities, community colleges, businesses, and technical colleges in

the southeast region. Colleges will also visit Powell High throughout the school year. Make sure and let schools know you are interested in them. Colleges are more likely to visit Powell if they know they have a number of students interested in attending.

Listen for announcements and visit the website for information about college representative visitation dates and times. This is especially valuable for juniors and seniors. Juniors and Seniors are allowed two excused absences each year to make college visits. Turn in a copy of your itinerary and a note on the college's letterhead to the attendance secretary in the main office to have your absence excused.

All college acceptances are considered provisional and are based upon continued senior year performance at the same quality level. All colleges review senior grades in July after graduation and can cancel admission in the event of a significant decline in performance.

COLLEGE APPLICATION PROCESS

Each college and university has its own unique way of computing grade point average (GPA). Many only consider the academic grade point resulting from the grades in the areas of English, math, science, social studies, and foreign language. The student's PHS grade point average should be used only as a guide in considering acceptance for a particular school since it includes all classes. Colleges seriously look at the strength of a student's curriculum as it relates to their GPA.

Students may access applications by contacting the university directly or may apply online through the college's website. Most schools prefer online applications.

Before submitting any college applications, check them over carefully for completion, accuracy, and neatness. You must request your transcript to be sent to the college of your choice. Transcript request forms are available in the Counseling Office. The registrar will then send transcripts to the school for you. The registrar keeps a log indicating the date the transcript was mailed.

If a student's application requires a counselor's letter of recommendation, there is a special information form that must be filled out by the student for his or her counselor. Please allow at least two weeks for processing transcript requests and recommendation forms.

FINANCIAL AID

All seniors and their parents/guardians should complete the Free Application for Federal Student Aid Form available online at www.fafsa.ed.gov. None of the colleges will disburse scholarship money until this form is on record. Visit www.fafsa.ed.gov to complete your FAFSA form.

Powell High School offers a financial aid workshop in the Fall of each year to assist parents/guardians and students in the financial aid process.

SCHOLARSHIPS

The college/university you are applying to is the best source for scholarships. Many schools offer scholarship packages based on academics, community service, or athletics that may cover a large portion of tuition. Local and national scholarship information is available through the Counseling Office and the College and Career Lab. Each scholarship has a separate application which is available online or from the college and career counselor/teacher.

See the Senior Newsletter to get up-to-date information on scholarships. Students are responsible for reviewing the Senior Newsletter which holds all scholarship information sent to Powell High. The Senior Newsletter is published at the beginning of every month. It is available online at the counseling website and is placed in Senior English and Economics classes. The Counseling website also has a link to multiple scholarship websites.

STUDENT ATHLETES

The PHS student athlete policy requires that a student can only be failing 1 class in order to play in games/matches. If a student is failing 1 class, then he/she is required to attend tutoring, help sessions, etc. until the teacher states the grade is passing. If a student is failing more than 2 classes, then he/she is unable to play in games until one or both of the grades are passing. The executive principal reserves the right to make decisions based on his or her discretion.

It is the student's responsibility to ensure they are NCAA or NAIA eligible.

Student athletes need to consider the National Collegiate Athletic Association requirements - especially Division I and Division II college sports. There are certain core courses and minimum ACT / SAT test scores to consider. A Clearinghouse Form must be completed online after the completion of the junior year to determine eligibility. Visit www.eligibilitycenter.org for more information. Student athletes interested in playing NAIA sports should register at www.playnaia.org. Students may print a request for transcript form from the NCAA or NAIA and bring it to the Counseling Office.

ATTENDANCE

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

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

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

Parent notes may only be used for personal illness, up to a maximum of 10 days per school year. All other types of absences may only be excused with verifiable documentation.

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

Per Tennessee State Law, every student is on Tier 1 of the Progressive Truancy Intervention Act by virtue of signs and messaging within the school. If your child accumulates five or more unexcused absences within the school year, they will be elevated to Tier 2 of the Progressive Truancy Intervention Act. Tier 2 will result in a State Law Mandated Regional Attendance Meeting with a resulting attendance contract. If your child accumulates ten or more unexcused absences, you will be subject to a home visit by KCS Social Services with a resulting attendance contract. If your student accumulates 13 or more unexcused absences, they will be elevated to Tier 3 of the Progressive Truancy Intervention Act. Tier 3 will result in a State Law mandated

meeting with a court facilitator at Knox County Juvenile Court, with a resulting attendance contract. If your child accumulates one absence after Tier 3, you and your child will be subject to possible prosecution. Failure to comply with any intervention, including refusal to attend mandated meetings or sign attendance contracts, will result in immediate elevation to the applicable Tier.

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

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

Excuses for absences must be made in writing or in person to the Student Services office by a parent or guardian. Written excuses must be submitted within five (5) school days of the student's return to school. Any excuses submitted after the five-day window will be unexcused, regardless of the nature of the absence.

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

7:30 classes are a privilege for students. Students must sign an attendance contract on the first day of class. Excessive absences or tardies may result in the loss of the privilege to enroll in early classes.

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 from the absence. 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 a lost opportunity for credit for that assignment. Make-up sessions for missed assessments will be held before, after, or during school. Students should communicate with their teachers to schedule makeup sessions. Work missed because of field trips or school-sponsored activities must be made up according to this schedule.

CLASS ASSIGNMENTS WHEN ILL – When it becomes necessary for a student to be out of school for 3 - 10 days, assignments may be sent home. Teachers must have 24-hour notice to prepare

this material. Students with extended absences due to illness should contact the School Counseling Office for homebound information.

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

If a student is more than 15 minutes late to class or leaves more than 15 minutes early from class the student will be counted as absent. Parents of students who have excessive early dismissals will be contacted by the classroom teacher. If a student never appears in class and is not on the daily absence bulletin, he/she will receive a discipline referral in Aspen and be turned in on the unreconciled form at the end of the day.

Student Arrival

All doors to Powell High School will be opened at 7:40 am. Students arriving prior to the 8:15 a.m. bell should report to the main cafeteria or the gymnasium. After the 8:15 a.m. bell, students may go to their first block class. Again, once a student arrives on campus, he/she may not leave without properly checking out. There is a warning bell at 8:28 a.m. and classes begin promptly at 8:30 a.m. All doors will be locked at 8:30 am.

Dual Enrollment Arrival

Students who are enrolled in off campus Dual Enrollment courses must either leave campus or report to the library during their Dual Enrollment block. They are prohibited from loitering in the parking lots or on campus and may be subject to disciplinary action.

Procedure for Early Dismissal

In the event that a student needs to be dismissed from school early (i.e. medical appointment, etc.), parents/guardians will communicate in one of the following two ways requesting the early dismissal:

1. Written or email early dismissal note that is turned in to the main office with the following information:
 - a. *Student's First and Last Name*
 - b. *Student ID number and grade level*

- c. *Date and Time of Dismissal*
 - d. *Parent Name and Phone Number*(parents will be called at the provided number to verify the early dismissal request)
2. Send an email to p hs.attendance@knoxschools.org with the request, including the following information:
- a. *Student's First and Last Name*
 - b. *Student ID number and grade level*
 - c. *Date and Time of Dismissal*
 - d. *Parent Name*
 - e. *Image of photo ID from parent (this is required in order to verify the parent sent the email)*

Early dismissal requests, whether written or via email, should be submitted before 9:30 am. Requests made after 9:30, whether written or emailed, require administrative approval.

Students dismissing early must report to the main office and check out when leaving early regardless if the note was written or emailed. Students will receive an early dismissal note from the front office confirming their early dismissal. Students who leave without checking in with the front office for early dismissal will be disciplined.

A parent, guardian, or individual authorized (in Aspen) may also proceed to the Main Office to sign a student out for an early dismissal. Please bring a license so that staff may confirm your identity before releasing the student.

Students returning to school after an early dismissal, even if they arrive during their scheduled lunch break or between class blocks, must check back in with the Main Office for attendance purposes before proceeding further.

Bell Schedules

Daily Schedule

Block	Time
Release from Holding Areas	8:15
1st Block	8:30 - 9:57
2nd Block	10:03 - 11:28
Paws Time	11:34 - 12:02
3rd Block	12:08 - 2:01 1st Lunch: 12:13 - 12:38 (class resumes at 12:44) 2nd Lunch: 12:55 - 1:20 (class resumes at 1:26) 3rd Lunch: 1:36 - 2:01
4th Block	2:07 - 3:30

KCS Half - Day Schedule

Block	Time
1st Block	8:30-9:18
2nd Block	9:24-10:12
3rd Block	10:18-11:06
4th Block	11:12-12:00

Late Arrival Schedule

Block	Time
1st block	9:00-10:30
2nd Block	10:36-12:08
3rd Block	12:08-2:01 1st lunch: 12:08-12:33 (class resumes at 12:39) 2nd lunch: 12:55-1:20 (class resumes at 1:26) 3rd lunch: 1:36-2:01
4th Block	2:07-3:30

One Hour Delay Schedule

Block	Time
1st Block	9:30 - 10:55
2nd Block	11:01 - 12:26
3rd Block	12:32 - 2:07 1st Lunch: 12:37 - 1:02 (class resumes at 1:08) 2nd Lunch: 1:10 - 1:35 (class resumes at 1:41) 3rd Lunch: 1:42 - 2:07
4th Block	2:13 - 3:30

Two Hour Delay Schedule

Block	Time
1st Block	10:30 - 11:30
2nd Block	11:37 - 12:37
3rd Block	12:43 - 2:18 1st Lunch: 12:48 - 1:13 (class resumes at 1:19) 2nd Lunch: 1:20 - 1:45 (class resumes at 1:51)

	3rd Lunch: 1:53 - 2:18
4th Block	2:24 - 3:30

Half Day Schedule (1st day)

Block	Time
Pep rally	8:30-9:30
Paws Time	9:36-10:06
1st Block	10:12-10:32
2nd Block	10:38-10:58
3rd Block	11:04-11:24
4th Block	11:30-12:00

Half Day Schedule (Final Exams)

Block	Time
1st/3rd block Exams	8:30-10:15
2nd/4th block Exams	10:20-12:00
Lunch	12:15-1:00
1st Rotation	1:06-2:00
2nd Rotation	2:06-3:30

KCS Virtual Day Schedule

Block	Time
1st Block	8:30-9:57
2nd Block	10:03-11:28
Paws Time	11:34-12:02
3rd Block	12:08-2:01 1st lunch: 12:08-12:33 (class resumes at 12:39) 2nd lunch: 12:55-1:20 (class resumes at 1:26) 3rd lunch: 1:36-2:01
4th Block	2:07-3:30

KCS Virtual Day:

- Students will follow their normal schedule
- Teachers will need to do a face to face check in with their students for attendance at the beginning of every class
- Teachers can decide between instruction and activity or just an activity, but something must be submitted

KCS Snow Day:

- No virtual instruction

Basic Information

BEFORE 8:15 a.m. AND AFTER 3:45 p.m.

Instruction begins at 8:30 a.m. and ends at 3:30 p.m. All school doors will remain locked until 7:40 a.m.

When arriving at school before 8:15 a.m., students must report to the cafeteria or gym. Students will not be allowed in hallways, classrooms, or lockers until 8:15 unless they have a note from a teacher.

DRESS CODE STANDARDS ([KCS Policy J-260](#))

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

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

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

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in Policy J-191 "Misbehaviors and Disciplinary Options."¹

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 Secondary Director for review and recommendation to the Director of Schools and the Board of Education.

WIRELESS COMMUNICATION DEVICES (Policy J-240)

Wireless Communication devices are defined as personal, portable wireless devices that have the capacity to send and/or receive voice, text, or any other form of data. Examples of these devices include, but are not limited to, cellphones, smart watches, smart glasses, tablets, and all forms of headphone devices.

Any form of a wireless device is to be turned off and stored out of sight for the entire school day, unless specifically permitted for educational purposes by a teacher or administrator, or allowed under a student's IEP or health plan.

Students may use their cellphones before and after school hours. Once the school day begins (8:30 am) WCDs must be in the off mode (not on silent or vibrate) and stored out of sight. The WCD is to stay out of sight for the entire school day. Once the bell rings to dismiss school, students are permitted to use their WCDs.

In the event of a school emergency, defined as an immediate threat to a student's safety, students will be permitted to use WCDs for the duration of the emergency. Events such as scheduled drills, scheduled evacuations, or school lockdowns due to a medical emergency do not constitute a school emergency. Events that are unplanned, unannounced, or pose a threat to a student's safety would be considered a school emergency.

The teacher will verbally review the KCS wireless communication policy at the beginning of each semester, as well as having posted in their syllabus. Additionally, the teacher will review their storage expectations at the beginning of the semester, as well as post in their syllabus.

Please note, that this is a Tennessee Code Annotated State Law (49-6)

Consequences for WCDs:

FIRST Classroom Occurrence per Semester - the teacher will give the student (1) opportunity to properly store the WCD

FIRST Office Referral - the WCD will be confiscated. It will be the student's responsibility to pick up their device at 3:30 pm. Additionally, the student will receive 2 days of silent lunch. Parent notification will occur via ParentSquare.

SECOND Office Referral - the WCD will be confiscated. Only the student's parent/guardian will be allowed to pick up the device at the end of the school day. Additionally, the student will receive (1) day of instruction in the Restorative Learning Center. Parent notification will occur via ParentSquare.

THIRD Office Referral - the WCD will be confiscated. Only the student's parent/guardian will be allowed to pick up the device at the end of the school day. Additionally, the student will receive (2) days of instruction in the Restorative Learning Center. Parent notification will occur via ParentSquare.

For occurrences exceeding three - the WCD will be confiscated. Only the student's parent/guardian will be allowed to pick up the device at the end of the school day. Additionally, the student will have a disciplinary hearing with the executive principal or their designee and lose privileges such as attendance at sporting events, school dances, prom, and other extracurricular activities.

Please note, that any WCD suspected of having pornography and/or any form of criminal activity will immediately be turned over to Knox County School security and the Knox County Sheriff's department.

Should a student bring a WCD, they are assuming risk. Powell High School is not responsible for any damage to a personal electronic device(s).

ADDITIONAL ITEMS TO BE REMEMBERED

Parking on campus is a privilege. Excessive absences and/or tardies will result in loss of parking privileges.

All students must enter the building upon arrival at school.

Skipping class will not be tolerated.

Students of any age are forbidden to use or possess tobacco or any tobacco-like substitute, in any form, while at school or while participating in any school sponsored activity, at school or away.

The school provides secure areas for your valuables. We strongly advise that students do not bring valuable items or large amounts of money to school. The school is not responsible for stolen or lost items. Our investigative abilities are limited and will not take priority over other school matters.

WHAT YOU CAN DO

Take advantage of our snack machines during the first minutes of class change as well as after school.

Microwaves are available for student use in the cafeteria.

OUT OF BOUNDS AREAS

When a student arrives on campus for the school day, they are not allowed to leave or return to campus without checking in and out through the main office

Loitering in the building after 3:35

Being in your vehicle while parked on campus unless you have permission from an administrator

All athletic fields/concessions/storage areas without teacher supervision

Staff-only rooms such as workrooms, teachers' lounges, conference rooms, and restrooms

At no point should there be more than one person in a restroom stall at the same time.

The School Day

Instruction begins at 8:30 a.m. and ends at 3:30 p.m. All school doors will remain locked until 7:40 a.m.

The school day begins when a student arrives on campus or a bus rider arrives at his/her bus stop and ends when a student leaves campus or exits the bus stop area in the afternoon.

If a student arrives after 8:30, he/she must check in with the main office. Any student who reports to school after the 8:30 bell is considered tardy.

Tardies to School (First Block)

Students are expected to be on time for school every day. Each student will receive **(5)** excused tardies with parental/guardian notes. Every tardy to school, after those five, will be considered an unexcused tardy unless medical or legal documentation is presented.

Consequences for Tardies to School

Tardy (6) - **1** Silent Lunch

Tardy (7) - **2** Silent Lunch

Tardy (8) - **3** Silent Lunch

Tardy (9) - **1** day of RLC

Tardy (10) - **2** days of RLC

Tardy (11) - **3** days of RLC

Tardy (12) - DH scheduled for potential OSS. Loss of parking pass (if applicable), loss of privileges such as attendance at sporting events, school dances, prom, and other extracurricular activities.

Tardies exceeding (12) will result in a disciplinary hearing

Tardies to Class (Second, Third, and Fourth Block)

Students are expected to be on time for class every day. A student will be allowed a total (5) class tardies for all classes (2nd, 3rd, and 4th combined) before the following consequences will take effect.

Consequences for Tardies to Class

Tardy (6) - **1** Silent Lunch

Tardy (7) - **2** Silent Lunch

Tardy (8) - **3** Silent Lunch

Tardy (9) - **1** day of RLC

Tardy (10) - **2** days of RLC

Tardy (11) - **3** days of RLC

Tardy (12) - DH scheduled for potential OSS. Loss of parking pass (if applicable), loss of privileges such as attendance at sporting events, school dances, prom, and other extracurricular activities.

Tardies exceeding (12) will result in a disciplinary hearing

Students must clear the lobby area by 3:35 and clear the rest of the building by 3:45 except in cases of extremely inclement weather.

Student Checkout / Early Dismissal

Procedure for Early Dismissal

In the event that a student needs to be dismissed from school early (i.e. medical appointment, etc.), parents/guardians will communicate in one of the following two ways requesting the early dismissal:

3. Written or email early dismissal note that is turned in to the main office with the following information:
 - a. *Student's First and Last Name*
 - b. *Student ID number and grade level*
 - c. *Date and Time of Dismissal*
 - d. *Parent Name and Phone Number*(parents will be called at the provided number to verify the early dismissal request)
4. Send an email to p hs.attendance@knoxschools.org with the request, including the following information:
 - a. *Student's First and Last Name*
 - b. *Student ID number and grade level*
 - c. *Date and Time of Dismissal*
 - d. *Parent Name*
 - e. *Image of photo ID from parent (this is required in order to verify the parent sent the email)*

Early dismissal requests, whether written or via email, should be submitted before 9:30 am. Requests made after 9:30, whether written or emailed, require administrative approval.

Students dismissing early must report to the main office and check out when leaving early regardless if the note was written or emailed. Students will receive an early dismissal note from the front office confirming their early dismissal. Students who leave without checking in with the front office for early dismissal will be disciplined.

A parent, guardian, or individual authorized (in Aspen) may also proceed to the Main Office to sign a student out for an early dismissal. Please bring a license so that staff may confirm your identity before releasing the student.

Students returning to school after an early dismissal, even if they arrive during their scheduled lunch break or between class blocks, must check back in with the Main Office for attendance purposes before proceeding further.

Forged notes and forged official school documents are illegal documents. Students using such documents are subject to suspension.

If a parent or guardian cannot be reached, the student will not be given permission to sign out early. Powell High School reserves the right to confirm all specified appointments with the respective doctor, dentists, etc.

If a student becomes ill at school and the parent wishes for the student to drive home, the school nurse will have to determine if the student is able to drive home. If the nurse gives the okay for the student to drive, the parent will need to fax/email a dismissal note stating the purpose of the dismissal, a phone number to call back to verify, and a copy of a state issued identification card. If the nurse does not think the student is well enough to drive then the parent or their designee will have to come to the school to sign out the student.

Students must never leave campus without checking out properly through the attendance office. Leaving campus without permission will result in two days of suspension.

Students may not check out of school for lunch, even with a parent's note.

To maximize your student's instructional time, Powell High School will not permit any student checkouts, nor allow students to leave after 3:00 p.m. The processing time for check-outs is often 15-20 minutes, depending on time/nature of the check-out, so many of these check-outs are ineffective. Parents / Guardians will need to wait until the 3:30 bell has rung to pick up their student.

*Please note that no student check-outs will be allowed during state testing or during final exams.

Student Behavior ([KCS Policy J-191](#))

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

Powell High School's discipline procedures include, but are not limited to, parent conferences, Morning School, Afternoon School, lunch detention, in-school suspension (ISS)/Restorative Learning Center, loss of parking privileges, loss of participation in extracurricular activities, Saturday School, out-of-school suspension (OSS), recommendation for placement at an alternative program, and expulsion. Failure to serve Administrative Detentions or ISS/RLC will result in further disciplinary action. Disciplinary Hearings will be held if a student has committed or may have committed an offense that could result in a suspension of five (5) or more days. Loss of privileges and suspensions from extracurricular activities may result in ANY disciplinary infraction (this includes, but is not limited to events such as prom and graduation).

Any student who receives multiple disciplinary actions, out-of-school suspension at any point during the school year, excessive unexcused absences, or has a grade of F in a class will be subject to losing the following privileges: attendance at sporting events, school dances, prom, and other Powell High School extracurricular activities.

Any modifications to this PHS policy will require an appeal and approval from the Executive Principal, Dr. Chad Smith.

Powell High School administrators reserve the right to determine student eligibility to attend all Powell High School extracurricular activities.

Any student behavior that is a violation of law will be referred to the Knox County Sheriff's Department (KCS D). Students may be transported to juvenile detention facilities or jail if warranted by local law enforcement agencies with jurisdiction. Students who attend Powell High School who are involved in any crime will be prohibited from participating in or attending any extracurricular activity. Any student who is arrested (regardless of time, location, in/out of

school) will be immediately suspended from ALL EXTRACURRICULAR ACTIVITIES, pending an investigation by school officials. Loss of privileges may result in ANY disciplinary infraction. Extra-curricular activities and graduation requirements include, among other things, an approved record of attendance and conduct. Students who are suspended are subject to restriction from participation in any student activities, this includes walking at graduation and/or participating in end of the year senior activities.

The Board of Education believes that acceptable behavior is essential to create an effective school program. In order to promote desirable behavior, employees and students shall exercise responsibilities including but not necessarily limited to those enumerated in this policy:

- Students shall comply with all school rules and regulations of the school system. Failure to comply with such rules and regulations shall result in appropriate corrective measures
- Students are responsible for satisfying all graduation requirements, which include among other things, an approved record of attendance and conduct
- In cases of offenses committed on school buses, it is the bus operator's responsibility to notify the principal immediately of any misconduct of pupils. The bus operator may recommend to the administrator that a pupil be suspended from riding the bus but only the principal may suspend a student from riding a bus. The principal and/or bus driver may assign seats on bus when deemed necessary
- Principals of schools where pupils from other schools wait for the bus shall have responsibility for their supervision. In case of student misconduct, the principal shall take appropriate disciplinary action. Notice of such action shall be sent to the superintendent and the principal of the school where the student is enrolled
- Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or school sponsored events.

The behavior code addresses the language used by students, respect for all school employees, fighting, threats, bullying, harassment, weapons on school property or at school functions, damage to the property of person or others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes, and conduct on school buses. A teacher, principal, school employee or school bus driver may use reasonable force in compliance with Tennessee law to enforce discipline and protect students. 1,2 In accordance with T.C.A. § 49-10-1305, a teacher, principal, school employee may: use a physical holding restraint for a brief holding of a student in order to calm or comfort; the minimum contact necessary to physically escort a student from one area to another; assist student in completing a task or

response if the student does not resist, or resistance is minimal in intensity or duration; or may hold a student for a brief time in order to prevent any impulsive behavior that threatens the student's immediate safety or to prevent bodily harm or death to another person. When students are disruptive or act inappropriately, school staff and principals are expected to respond logically, appropriately, and consistently to ensure a safe orderly school environment for all students

Disciplinary Consequences Chart

Once is an incident, twice is a coincidence, three times is a pattern

Behavior	First Occurrence	Second Occurrence	Third Occurrence
<i>Dress Code Violation</i>	The student will be given an opportunity to correct the issue in violation. The student will remain isolated until the issue is corrected.	The student will be given an opportunity to correct the issue in violation. The student will remain isolated until the issue is corrected. Additionally, the student will receive (1) day of instruction in the Restorative Learning Center.	The student will be given an opportunity to correct the issue in violation. The student will remain isolated until the issue is corrected. Additionally, the student will receive (3) days of instruction in the Restorative Learning Center.
<i>Vehicle Violation</i>	The student will receive a verbal and/or written warning and parents will be contacted.	Parking privileges will be revoked for (2) days and parents will be contacted.	Parking privileges will be revoked for (5) days and parents will be contacted.
<i>Excessive Tardies to School (exceeding 12 per semester)</i>	The student will have a disciplinary Hearing with Executive Principal or their designee		
<i>Excessive Tardies to Class (exceeding 12 per semester)</i>	The student will have a disciplinary Hearing with Executive Principal or their designee		
<i>Public Display of Affection</i>	The student(s) will be given an opportunity to correct the issue in violation and parents of student(s) will be contacted.	The student(s) will receive (2) days of Morning and/or Afternoon School and parents of the student(s) will be contacted.	The student(s) will receive (2) days of instruction in the Restorative Learning Center and parents of the student(s) will be contacted.
<i>Class Cut</i>	The student will receive (1) day of instruction in the Restorative Learning Center and parents of the student will be contacted.	The student will receive (2) days of instruction in the Restorative Learning Center and parents of the student will be contacted.	The student will receive (1) day of suspension from Powell High School and parents of the student will be contacted.
<i>Profanity and/or abusive language in school</i>	The student will be given an opportunity to correct the issue in violation	The student will receive (2) days of instruction in the Restorative Learning Center and parents of the student will be contacted.	The student will receive (1) day of suspension from Powell High School and parents will be contacted.
<i>Out of Bounds (unauthorized area)</i>	The student will be given an opportunity to correct the issue in violation and parents of student(s) will be contacted.	The student will receive (2) days of Silent lunch and parents of the student will be contacted.	The student will receive (1) day of RLC and parents of the student will be contacted.
<i>Inappropriate physical contact and/or horseplay</i>	The student(s) will be given an opportunity to correct the issue in violation and parents of student(s) will be contacted.	The student(s) will receive (2) days of Morning and/or Afternoon School and parents of the student(s) will be contacted.	The student(s) will receive (2) days of Morning and/or Afternoon School and parents of the student(s) will be contacted.

<i>Wireless Communication Devices</i>	The electronic device will be confiscated, student may pick up at 3:30 pm.. The student will receive (2) days of Silent lunch and parents of the student will be contacted via ParentSquare.	The electronic device will be confiscated, parent/guardian may pick up at the end of the school day. The student will receive (1) days of instruction in the Restorative Learning Center and parents of the student will be contacted via ParentSquare.	The electronic device will be confiscated, parent/guardian may pick up at the end of the school day. The student will receive (2) days of instruction in the Restorative Learning Center and parents of the students will be contacted via ParentSquare
<i>Gambling</i>	The student will receive (2) days of Morning and/or Afternoon School and parents of the student will be contacted.	The student will receive (2) days of instruction in the Restorative Learning Center and parents of the student will be contacted.	The student will receive (2) days of suspension from Powell High School and parents will be contacted.
<i>Obscene Material</i>	The student will receive (2) days of instruction in the Restorative Learning Center and parents of the student will be contacted.	The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student will receive (4) days of suspension from Powell High School and parents will be contacted.
<i>Possession of prescription or non-prescription medication, including all CBD products</i>	The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student will receive (4) days of suspension from Powell High School and parents will be contacted.	Disciplinary Hearing with Executive Principal or their designee.
<i>Possession or use of e-cigarette and/or vape without THC</i>	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will receive (2) days of suspension from Powell High School and parents will be contacted. Upon returning to school, the student will receive (1) day of instruction in the Restorative Learning Center and must complete (4) 50-minute IN DEPTH videos (Intervention for Nicotine Dependence: Education Prevention Tobacco and Health)	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will receive (4) days of suspension from Powell High School and parents will be contacted.	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. Additionally, the student will have a disciplinary hearing with Executive Principal or their designee.
<i>Possession of Tobacco Paraphernalia</i>	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will receive (4) days of suspension from Powell High School and parents will be contacted.	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. Additionally, the student will have a disciplinary hearing with Executive Principal or their designee.
<i>Disruption of a class or the school environment</i>	The student will receive (2) days of instruction in the Restorative Learning Center and parents of the student will be contacted.	The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Non - Compliance with staff request and/or insubordination</i>	The student will receive (2) days of instruction in the Restorative	The student will receive (2) days of suspension from Powell High	The student will have a disciplinary Hearing with

<i>(continuing or constant intentional refusal to obey an implied and/or direct request)</i>	Learning Center and parents of the student will be contacted.	School and parents will be contacted.	Executive Principal or their designee.
<i>Profanity and/or abusive language towards school certified and/or classified staff</i>	The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student will receive (4) days of suspension from Powell High School and parents will be contacted.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Theft of Property (Under \$1,000)</i>	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will receive (4) days of suspension from Powell High School and parents will be contacted.	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Bus Misconduct</i>	-Written reprimand (maximum 1 warning) -Bus riding suspension (3 to 5 days) -Out of school suspension	-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 riding suspension (minimum 30-maximum 180 school days) -Out of school suspension -Action by the Board of Education (up to including expulsion) -Appropriate legal action
<i>Leaving Campus without permission</i>	The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student will receive (4) days of suspension from Powell High School and parents will be contacted.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Tamper with Fire Alarm or Security System</i>	The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student will receive (4) days of suspension from Powell High School and parents will be contacted.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Possession or Use of Fireworks</i>	The student will receive (2) days of suspension from Powell High School and parents will be contacted.	The student will receive (4) days of suspension from Powell High School and parents will be contacted.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Vandalism and/or damage to school property</i>	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will receive (2) days of suspension from Powell High	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will receive (4) days of suspension from Powell High	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with

	School and parents will be contacted.	School and parents will be contacted.	Executive Principal or their designee
<i>Threat Class 1: A verbal, written, electronic, or gestured threat to cause harm or reasonably fear bodily injury to students or school staff.</i>	The student will receive (4) days of suspension from Powell High School and parents will be contacted.	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee
<i>Fighting (Cumulative over high school career)</i>	The student will have a disciplinary Hearing with Executive Principal or their designee. The student will receive (10) days of suspension from Powell High School	The student will have a disciplinary Hearing with Executive Principal or their designee. The student will receive (20) days of suspension from Powell High School	The student will have a disciplinary Hearing with Executive Principal or their designee. The student will receive (30) days of suspension from Powell High School
<i>Bullying: Unwanted, aggressive behavior that involves power imbalance. The behavior is repeated over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others.</i>	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Cyberbullying: Bullying that takes place using electronic technology such as cell phones, computers, tablets, as well as communication tools including social media sites, text messages, chat, and websites.</i>	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Harassment: Any unwelcome conduct that is severe, pervasive, or persistent and creates a hostile environment that interferes or limits a students ability to fully participate at school.</i>	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Sexual Harassment: Engaging in unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature.</i>	Title IX report will be filed with KCS. Knox County Sheriffs Department will be notified and the student will be subjected to an investigation and possible legal action. Tennessee Department of Children Services (DCS) report will be filed. The student will have a disciplinary Hearing with Executive Principal or their designee.	Title IX report will be filed with KCS. Knox County Sheriffs Department will be notified and the student will be subjected to an investigation and possible legal action. Tennessee Department of Children Services (DCS) report will be filed. The student will have a disciplinary Hearing with Executive Principal or their designee.	Title IX report will be filed with KCS. Knox County Sheriffs Department will be notified and the student will be subjected to an investigation and possible legal action. Tennessee Department of Children Services (DCS) report will be filed. The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Possession of drug paraphernalia</i>	The student will have a disciplinary Hearing with	The student will have a disciplinary Hearing with	The student will have a disciplinary Hearing with

	Executive Principal or their designee.	Executive Principal or their designee.	Executive Principal or their designee.
<i>Theft of Property (over \$1,000)</i>	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will be responsible for full reimbursement of non-returnable or damaged items. The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Breaking and Entering</i>	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Gang Activity - possessing or displaying symbols or paraphernalia of a gang or of a violent and disruptive group</i>	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Threat Class 2: A verbal, written, electronic, or gestured threat to cause harm or reasonably fear bodily injury to students or school staff with evidence that the student has a specific and/or credible plan</i>	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Under the Influence (including but not limited to, drugs and/or alcohol)</i>	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Possession, Use or Distribution of Alcohol</i>	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.	The student is subject to a citation being issued at the discretion of law enforcement resulting in a fine including court costs. The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Sexual Misconduct</i>	Title IX report will be filed with KCS.	Title IX report will be filed with KCS.	Title IX report will be filed with KCS.

	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.	The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Assault of Staff</i>	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee
<i>Assault of Student</i>	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee
<i>Aggravated Assault of a Student</i>	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee
<i>Sexual Battery (Assault)</i>	Title IX report will be filed with KCS. Knox County Sheriffs Department will be notified and the student will be subjected to a investigation and possible legal action. Tennessee Department of Children Services (DCS) report will be filed. The student will have a disciplinary Hearing with Executive Principal or their designee.	Title IX report will be filed with KCS. Knox County Sheriffs Department will be notified and the student will be subjected to a investigation and possible legal action. Tennessee Department of Children Services (DCS) report will be filed. The student will have a disciplinary Hearing with Executive Principal or their designee.	Title IX report will be filed with KCS. Knox County Sheriffs Department will be notified and the student will be subjected to a investigation and possible legal action. Tennessee Department of Children Services (DCS) report will be filed. The student will have a disciplinary Hearing with Executive Principal or their designee.
<i>Possession of a Weapon other than a Firearm</i>	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee
<i>Bomb Threat</i>	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee	The student will have a disciplinary Hearing with Executive Principal or their designee
<i>Felony Behavior</i>	Knox County Sheriffs Department will be notified and the student will be subjected to a investigation and possible legal action. The student will have a disciplinary Hearing with Executive Principal or their designee	Knox County Sheriffs Department will be notified and the student will be subjected to a investigation and possible legal action. The student will have a disciplinary Hearing with Executive Principal or their designee	Knox County Sheriffs Department will be notified and the student will be subjected to a investigation and possible legal action. The student will have a disciplinary Hearing with Executive Principal or their designee

Possession, Use or Distribution of Illegal Drugs including, but not limited to, any substance containing THC	ZERO TOLERANCE OFFENSE - the student will be removed from Powell High School for a period not less than (1) calendar year		
Aggravated Assault and Battery of Teachers and Staff	ZERO TOLERANCE OFFENSE - the student will be removed from Powell High School for a period not less than (1) calendar year		
Possession of Explosive or Incendiary Device	ZERO TOLERANCE OFFENSE - the student will be removed from Powell High School for a period not less than (1) calendar year		
Possession of Handgun, Rifle, or Shotgun on School Grounds	ZERO TOLERANCE OFFENSE - the student will be removed from Powell High School for a period not less than (1) calendar year		

** In matters of opinion, the judgment of the principal/designee shall prevail.

** Powell High School reserves the right to use administrative discretion in all discipline matters

** A student may be suspended for off campus criminal behavior that results in a student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the education process

Athletics, Clubs, and Organizations

Powell High School encourages participation in athletics, the arts and other organizations as extracurricular activities, and such participation is a privilege. No one is guaranteed a place with a team/organization. In order to be an active participant, the student must be ready to meet the standards established by the school, coaches and sponsors. A student's academic performance and their behavior at Powell High School and in the community can impact their ability to participate.

Powell High School Fan Code of Conduct

In the spirit of sportsmanship, Panther fans shall:

1. Conduct themselves in a manner that represents Powell High School, Knox County Schools and the TSSAA with honor, dignity and respect.
2. Demonstrate qualities of civility and sportsmanship at all times.
3. Not use vulgar, abusive, racist, sexist, demeaning, or intimidating language at any time.
4. Support the players, coaches and officials in a positive manner.
5. Treat the visiting team, coaches and fans with courtesy and respect at all times.
6. Not engage in any dress or conduct that would incite others or would be offensive to our opponent
7. Not engage in cheers that are vulgar, crass, or demeaning.
8. Refrain from throwing objects onto the playing surface for any reason.
9. Refrain from entering playing and team areas at any time including the game.
10. Be a positive role model for those around you by treating others with courtesy and respect.

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

Students are not to gather in the parking lot in any threatening manner toward our opponents and fans.

Food and drink from outside of the facility are not to be brought into any athletic event. In addition, student backpacks should also not be brought into any athletic event, unless the student has remained on campus for the entire school day.

Attendance for Athletes

Student athletes are expected to be in class at all times. An athlete must be in school 3 hours and 30 minutes to participate that day in a game or practice. Student athletes who are on out of school suspension may not participate or be on campus.

TSSAA Eligibility and Requirements

Powell High School is a member of the Tennessee Secondary School Athletic Association.

TSSAA requires that a student meet the following criteria for eligibility:

1. A student must earn six credits the preceding school year to be eligible to participate in athletics. All credits must be earned by the first day of the beginning of the school year.
2. A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying a full class load.
3. A student who engages in three or more days of practice, including spring practice, with a high school in which he or she is enrolled shall be ineligible in that sport for 12 months if the student enrolls in another school without a corresponding change in the residence of his or her parents.
4. A student shall be ineligible in high school if he or she becomes 19 years of age on or before August 1
5. A student is permitted eight semesters of eligibility beginning with the ninth grade.
6. In order for a transfer student with an athletic record to be eligible at another school, there must be a bona fide change of residence by the athlete's parents.
7. The Executive Director of TSSAA must approve all transfer students before participating in any game.
8. A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that particular sport. (This does not include golf or tennis.)
9. A registered athlete cannot accept any money for athletic skills in any TSSAA sponsored sport.
10. The athlete or his parents must pay all expenses to an athletic camp where specified instruction is offered.

None of the above rules may be set aside by mutual agreement of the school. Information about TSSAA rules and regulations can be found at www.tssaa.org

Powell High School encourages you to become involved in the following sports:

Fall: Cross Country, Football, Golf (boys and girls), Girls Soccer, Volleyball, Flag Football
Winter: Basketball (boys and girls), Wrestling, Bowling
Spring: Baseball, Boys Soccer, Softball, Tennis (boys and girls), Track (boys and girls)

Year-Round: Cheerleading
Club Sports: Dance

STUDENT ATHLETE RESPONSIBILITIES

1. Academics
 - Complete all assignments
 - Work hard in the classroom
 - Maintain grades according to school's expectations per sport played
 - Maintain T.S.S.A.A. academic requirements
2. Attendance
 - Attend all classes on time
 - Be at all practices and games
 - Be on time to all practices and games
 - Be at school the day of the athletic event
3. Attitude
 - Use positive and correct attitude in the classroom, in the area of the athletic event and throughout the community
 - Come prepared to do your best. This includes academics and your behavior. Bring ALL of the correct equipment to practices or games, proper nutrition, proper sleep, taking care of any injuries or illness
 - Put your team before yourself
 - Come prepared to be part of a team
 - Use your individual skills to be part of the team
 - Respect school colors and traditions
4. Participation
 - Have a yearly physical (not prior to April 15)
 - Emergency Medical Form on file with the coach of each participated sport, Sudden Cardiac Arrest form on file, Concussion baseline testing and form on file, \$60 Knox County Schools Athletic Insurance Fee
 - There may be additional fees required for an individual sport, the coach will notify as these may vary. Team fees will not be refunded if the student quits or is suspended.
 - ISS/Suspensions - Athletes may not participate while suspended from school in practice, athletic events or other related activities. ** All cases of ISS will be reviewed by the Athletic Administrator, who will determine game eligibility. **
 - All athletes must adhere to the rules and regulations in the student handbook that have been established by Powell High School
 - All athletes must adhere to the rules and regulations that have been set aside by the Tennessee Secondary Schools Athletic Association and any rules and regulations established by Knox County Schools
 - All athletes must meet the guidelines and regulations established by the individual sport
 - Participation in athletics is a privilege afforded students in attendance at their respective schools. Such participation and/or privilege may be limited, suspended or revoked at the discretion of the coach, athletic director or principal if the student's behavior is unbecoming of a representative of that school.
5. Respectful Communication between Coach and Athlete

- Communicate any problems in school or outside of school with the coach
- Communicate any important doctor appointments with the coach well in advance
- If you don't understand something, ask the coach for further clarification
- If you need help in a subject for school ask the coach

6. Sportsmanship

- Act at all times as a representative of Powell High School and the Powell community
- Treat your teammates, opponents, coaches, officials, teachers, administration, parents, equipment, and any other aspects the athletic endeavors may include respectfully
- As a representative of Powell High School we expect nothing less

"Good teams become great ones when the members trust each other enough to surrender the me for the we."

~Phil Jackson~

COMMUNICATION GUIDELINES FOR ATHLETICS

In today's world both parenting and coaching are extremely challenging. Providing communication guidelines will provide a helpful and healthy environment for everyone. These guidelines will allow our athletes to reach their potential and allow them to enjoy their athletic experience at Powell High School.

COMMUNICATION PARENTS/GUARDIANS & ATHLETES CAN EXPECT FROM THE COACH

- Philosophy of coach
- Expectations of both individual student-athlete and team (including academics and behavior on and off the field of competition)
- Location and times of all practices and games
- Arrange team transportation in advance
- Team rules & TSSAA rules
- Student-Athletes role on the team and as a positive student leader
- Positive and negative feedback to both student-athletes and team
- Return parent phone calls in a timely manner

COMMUNICATION THAT COACHES CAN EXPECT FROM PARENTS/GUARDIANS & ATHLETES (no sooner than 24 hours after practice or a game)

- Concerns expressed directly to coaches
- Specific questions expectations
- Notification of any injuries or illness
- Notification of any absences prior to practices or contest
- Not attempting to discuss a player with the coach before or after a contest
- Attempting to help with transportation to and from practices or games

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

- Any treatment of your child (mentally or physically)
- Ways to help your child improve
- Concerns about your child's behavior
- Concerns about your child's academics

INAPPROPRIATE CONCERNS TO DISCUSS WITH COACHES

- Playing time
- Team strategy
- Play calling
- Another student-athlete

PROCEDURE TO FOLLOW IF A PARENT/GUARDIAN HAS A CONCERN WITH THE COACH

It can be very difficult to accept when your athlete is not playing as much as you may hope. Coaches make decisions based on what they believe to be in the best interest of the team. The coach must take into account all members of the team, not just one individual. As noted in the list under communication guidelines, certain concerns should be discussed with the coach. Other decisions like the examples on the list of *Inappropriate Concerns* must be left to the discretion of the coach.

If you have a concern to discuss with the coach, please follow this procedure:

1. Call or email the coach at school and set up an appointment. Powell High School telephone number is 865-938-2171. Ask for the coach by name. If the coach is JV or freshman coach and is not a Powell staff member, leave a message with the Varsity coach. If the Varsity coach is not a staff member leave a message with the Athletic Administrator. E-mail addresses are available on website.
2. Please do not attempt to discuss issues with a coach before or after a contest. This can be an emotional time for both the parent and the coach. Discussions of this nature usually do not promote positive resolutions.

If a satisfactory resolution between parent and coach does not take place after the initial communications, continue to step three:

3. Contact the Athletic Director, Adam Seymore, at 865-938-2171, or adam.seymore@knoxschools.org
4. The Athletic Administrator will set up a meeting with the parent, athlete, and coach. Formal complaints must be in writing and received in the Athletic Administrator's office 3 business days before the scheduled meeting.
5. The Athletic Administrator will attempt to mediate a resolution and will take the appropriate next step if the problem isn't resolved.

It is the intention to do the best in resolving any situations between athletes, parents, and coaches. In order for this to happen all of the parties involved must be willing to work together to find the best possible solution

Glossary of Powell High School Student Terms, Policies, and Procedures

Restorative Learning Center (RLC)

Students must report on the assigned day at 8:30 a.m. to Room 145 with all books, paper, pen, and pencil. Students must follow rules of RLC failure to do so is insubordination and will result in 2 days OSS. Students must turn in their phone to the RLC teacher @ 8:30. Failure to do so will result in 2 days OSS.

School Lunches

The cafeteria provides lunch in a self-serve atmosphere. Students must pay for food before eating. Students should clean off their own tables and dispose of waste properly. No trays are allowed out of the cafeteria without permission. No food or drink can be consumed in the hallway. Parents who bring food during the school day must report to the office. No student may have food delivered from commercial establishments. **NO FOOD from commercial establishments is allowed in the cafeteria or eating areas.**

Student Fees and Fines

Fees are requested in certain classes. The classroom teacher will send confirmation fee information to parents via the student. All fines must be cleared prior to the first grading period. Due to school accounting policies, if paying by check for school fees or fines, a separate check must be prepared per fee. Checks should be payable to Powell High School. **RETURNED CHECKS MUST BE CLEARED WITH CASH.**

Textbooks

Textbooks are furnished by the State of Tennessee with the understanding that parents are responsible for loss or damage. Textbooks are property of the Board of Education. Payment for lost textbooks is: 1-4 years 100% of replacement cost, 5 years or older 50% of the replacement cost. A student who loses a textbook will be required to pay the office for the lost textbook. Grade reports or transcripts will not be issued if lost books or fees are not cleared.

Library

Students may use the computers in the lab area only when accompanied by a classroom teacher or with permission from a librarian. Students using the computers in the lab area without proper authorization or misusing library materials will face appropriate disciplinary action. Students who are not with a class must have a teacher note and will sign in and out when using the library. Students must stay for the full period unless a teacher indicates otherwise.

Students are to follow the accepted library practice of checking out books and other materials. Possession of library books that have not been properly checked out will

be considered theft. Library hours are 7:45-4:00 each day; however, it can be open later upon request. Library databases and Internet links are available through the school website. Students using an Internet service provided by the library must have a signed Knox County Acceptable Use of Electronic Media Agreement form on file with the school. Students who are with a class may print school-related materials for free. Printing for personal purposes will cost 10 cents per page.

Student IDs

Students are issued an ID at the beginning of each year. IDs are required to be exhibited when a student desires internet access in the library and computer classrooms. Use of the library's technology is not allowed without a valid ID. Students will be required to carry ID's for checking out of library books, accessing the internet, testing, and work study. If lost, the replacement cost is \$10. Students should see Mrs. Beeler for information, IDs, and replacements.

Academic Make-up Sessions

Knox County Schools allow three days from the last day missed to make-up all missed work. The teacher and the student should agree on a suitable amount of time for make-up following an extended absence. Students must initiate make-up work for days missed.

Valuables

Valuables such as money or pocketbooks are the responsibility of the student. Students are encouraged to mark for identification any personal belongings. Powell High School is not responsible for lost or stolen property.

Electronic Devices are not allowed to be used in classrooms, except for educational purposes with teacher permission. Electronic devices can be collected from students upon their entry into any classroom.

Lockers

The school cannot assume responsibility for personal property. Lockers are school property and may be searched at any time. Students are to report broken lockers to the office immediately. Each student is responsible for the locker and contents to which he/she is assigned. Do not place valuables in lockers! Students must put quality locks on all lockers. All lockers must have a lock. Lockers are off limits during lunch periods. Lockers that are being used without permission will result in items being removed from them. The school maintains the right to secure any locker that does not have a lock on it.

Visitors

Visitors are not allowed in the school building at this time. Any person found on the school grounds without permission is trespassing and is subject to arrest. No visitors are allowed without administration approval.

Hall Passes

No students should be in the hallways or between the buildings during class time without a signed hall pass.

Powell High School follows the 'First 30/Last 30' policy which states that there should be no students in the hallway during the first and last 30 minutes of class. Students may only leave class during the middle 30 minutes and have a PHS issued and validated hall pass. Additionally, there should never be more than one student out of the classroom at a time.

Although adjusting to hour-and-a-half classes may be difficult for some people, students are reminded that breaks are built into the schedule for trips to the rest rooms, vending machines, lockers, and phone.

Vending Machines

Drink and snack machines are placed throughout the building. The machines will remain on our campus provided students are responsible for proper disposal of cans and wrappers. The companies that provide the machines are in complete control of stocking and taking care of all the money. The school will not be responsible for any of this. Vending machines are provided for student and visitor convenience but may be turned off if students abuse the privilege. Purchases will not be allowed after the warning bell.

Fundraiser for Activities Outside of School

Fundraising for activities outside of school must be approved by the administration.

Field Trips

Student rules and regulations apply to all Off-Campus trips. Additional rules and regulations apply when the trip is overnight. Students who commit infractions may be sent home at the parent's expense and are subject to further disciplinary actions.

If a student is failing a class, then that student will not be allowed to go on the field trip. This includes athletics and elective courses. Field trips that involve performances for a grade, or are part of an overall student's grade, or involve local, state or national competition, should have prior approval from the school principal. This approval must be obtained 48 hours before departure or the student will not be allowed to go. No refunds will be given when a student has to miss a field trip because of grades.

Computer Usage

Students who abuse computer privileges are subject to failing the class as well as additional disciplinary actions.

Parking on Campus (Any vehicle that enters campus is subject to search)

Students park on campus at their own risk. The school is not responsible for damages that occur while parking on campus. Students are encouraged to take advantage of free bus transportation. Student driving and parking is a privilege, which may be extended to students who have registered their vehicles and who follow regulations with regard to driving. Driving privileges may be revoked due to excessive absences and tardies. If driving privileges are revoked, there will be no refund of parking fee. Students who do not adhere to driving regulations may expect to lose driving privileges along with a warning and may be charged with traffic violations by the school security officer.

Students parking on campus illegally can be booted and charged a \$20.00 boot removal fee.

Any vehicle not displaying a parking hang tag or parked in an illegal space is subject to booting or towing at owner's expense. Students not complying with parking regulations may be subject to disciplinary action, fine, or denial of campus parking privilege. Towing will be enforced! Campus speed limit is 5 mph. All drivers must observe one-way directions in front of school.

Driver's Permit

Students applying for a Tennessee driver's permit must have the SF 1010 form signed by the principal before going to the Tennessee Highway Patrol Office. The State of Tennessee rules for obtaining a Driver's Permit are as follows:

- 1) have less than 10 consecutive unexcused absences,
- 2) have 14 or fewer unexcused absences.

Out of school suspensions count as unexcused absences. Students should fill out Driver's Permit forms Monday-Thursday in the Guidance Office. The SS1010 forms will be handed out the following Friday. Please allow at least a week for processing the form. After the 1st copy, each additional form will cost \$1.00. These forms will not be processed on demand or faxed to the Department of Motor Vehicles.

Tutorials

We believe that not all students learn in the same way or learn at the same pace. As a result, our instruction can be supplemented with additional individual aid, which is made available on several levels. We understand that mastery of content is the critical factor, not how the students achieve it. Powell High provides many forms of individualized instruction. NHS students are available both before and after school for either one on one or group tutoring. Any needs for these types of sessions should be initiated through the teacher. We imbed student tutors in certain classes. This too, is available upon teacher request. Teachers conduct tutorials to students who may not be their own. There is a very good chance that they may learn more effectively from someone else than they do from their assigned teacher. We advise our students to form study groups. As many have discovered there is often a great advantage in collaboratively learning a subject. This should be initiated and facilitated (if possible) by the teacher. Organized Tutorial Sessions are

offered free of charge before and after school. We encourage all students experiencing academic difficulties to take advantage of this opportunity. Tutorial schedules are available through the Guidance Department and will be posted on the school website.

Senior Requirements

All seniors must be enrolled in four classes per day each term. Seniors are required to have 28 credits to graduate.

College Visitation

Seniors are allowed two college visits, which do not count against attendance. Documentation is required for all official visits. Documentation must be provided by the college's registrar office. Additional days may be excused for documented tryouts and auditions.

Dual-Credit Possibilities

Dual-credit courses are taken at Powell High in partnership with area colleges. Students who are enrolled in these classes may not drop or change these classes after the first week of classes.

Academic Counseling

The Counseling Department works with the administration, school staff, parents, and various community agencies to help students with educational, vocational, and personal concerns. Counselors help students develop a plan for high school graduation as well as post-secondary education and/or career planning. Counselors also assist with test performance and interpreting test scores. Website for the guidance department is linked to the school website.

EQUAL OPPORTUNITY NOTICE

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law.

Student complaints of discrimination on the basis of disability should be directed to 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 SCHOOLS CHOICE NOTICE

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these 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 the KCS Student Enrollment Office at 594-1502.

KNOX COUNTY SCHOOLS' 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, age, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location.

The Knox County Schools 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 pursue 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. Summitt Hill Drive, Knoxville, Tennessee, 37902

KNOX COUNTY BOARD OF EDUCATION: Civility Code [B-230 4/11](#)

PHILOSOPHY OF PERSONAL CONDUCT

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

EXPECTATIONS

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

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.

3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

RESPONSE TO UNCIVIL BEHAVIOR

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

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