

Knoxville Adaptive Education Center

Student Handbook





“Success for Every Student”

KAEC Mission Statement

KAEC will use Positive Behavior Interventions to maintain an environment that supports our students’ emotional self-regulation, improved decision-making, problem-solving techniques, and social interactions that lead to academic success.

KCS Vision

To grow lifelong learners who contribute their talents, strengths, and skills to build a stronger community.

KCS Mission

To provide excellent and accessible learning opportunities that empower all students to realize their full potential.

KCS & KAEC Priorities

- Excellence and foundational skills, particularly early literacy and math
- Providing great educators in every school career
- Empowerment and preparation
- Success for every student



Welcome to KAEC

Welcome to KAEC. I am looking forward to the opportunity to serve as your principal this school year. If there is anything I can do to assist you and/or your child, please feel free to contact me. At KAEC, we will continue to foster a positive learning environment for your child's success.

Dr. Cory Smith, Principal

GENERAL INFORMATION

School Contact Information

- **KAEC Address:**
Knoxville Adaptive Education Center (KAEC)
5719 Kingston Pike
Knoxville, TN 37919
Phone: 865-909-9020
Fax: 865-909-9025
- **KAEC Office Hours:** 8:00 am - 4:00 pm
- **KAEC Instructional Hours:** 8:30 am- 3:30 pm

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

- If a student is absent, the parent must call the school office (865-909-9020) before 9:30 am on the day of the absence.
- Only 10/ten parent notes will be accepted each school year, and parent notes should be submitted to the office within 5 days of the student's return to school.

Late Check-In/Tardy

- All students must check with the KAEC Main Office.
- Parents are required to walk their students to the front office for check-in.
- Students will remain in the front office until a staff member arrives to escort them to their classroom.

Early Dismissals

- If a student must leave school early, the individual picking up the student must come into the main office and sign the student out.
- Parents/guardians must be listed on the student's emergency pick-up list in Aspen and must present a photo ID to check their student out of school.

Use of Classroom/Office Phones

- Students may use the office phone if they have forgotten something.
- Students are permitted to use the Main Office phone with teacher permission.
- Parents/guardians that need to contact their children may do so by contacting the KAEC Main Office.
- Students may use the phone in the KAEC Main Office to contact parents/guardians one time during the school day.
- Students may not have access to/use the classroom phone.

Holidays/Birthdays

- KAEC does not accept deliveries for students, such as flowers, balloons, etc., for holidays or birthdays.
- In addition, KCS does not allow parents/guardians to bring food or drinks (including group lunches, treats, etc.).

- Students may not bring gifts, flowers, balloons, treats, etc., for staff or other students.

Medications ([KCS Board Policy J-352](#))

- Knox County policy states that the school nurse may not administer medication of any kind until a physician has completed the appropriate form.
- Forms are available in the KAEC main office or by contacting the KAEC school nurse.
- Students are not allowed to carry medication, including over-the-counter medicines, except for the items listed below, with proper medication forms completed and on file.
 - Asthma inhalers
 - EpiPens (anaphylaxis medications)
 - Pancreatic enzymes, or insulin delivery systems (with written permission from a parent and authorization by a medical healthcare provider).

School Nurse/Student Illnesses

- Parents/Guardians will be contacted by the KAEC School Nurse, KAEC Main Office, or by an administrator for students with a fever of 100.4 or higher or who have vomited. (Only adults on the student's contact list will be contacted.)
- If a student is sent home from the KAEC School Clinic, the student must be fever-free for 24 hours without using fever-reducing medication before returning to school.
- Please contact your student's teacher and the KAEC School Nurse if your student has been diagnosed as having a significant medical condition, such as diabetes, epilepsy, or severe allergies.

KAEC Visitor Policy

- All visitors must present a photo ID at the door when buzzing into the KAEC Main Office.
- All visitors, substitutes, and volunteers must sign in at the KAEC Main Office.

Parent/Guardian Communication with Staff

- The best form of communication with your child's teacher is email. You may also leave a message in the office, if necessary.
- Please allow our staff 24 business hours to respond to your concerns, questions, and/or suggestions via Aspen, Canvas, email, or phone.
- To avoid disruption in the learning environment, parents/guardians and other visitors are not permitted to drop in unannounced.
- KAEC Administration may have blocks where they are unavailable. Please leave a message with the office.

Parent Square

- Knox County Schools will continue to use ParentSquare for all our communication with families.
- This platform will provide additional features and flexibility, including an easy-to-use dashboard to create posts and send direct messages, social media capabilities, newsletters, secure student-specific document delivery, automated attendance notices, integrated language translation, and more.

- Self-paced training and webinars specifically for administrators are available at this [link](#). If prompted, choose “Sign in with Google” to log in to the ParentSquare site.

Cell Phones ([KCS Board Policy - J240](#))

- KAEC ***will not allow*** cell phones, smartwatches, iPads, or any other electronics that can connect to Wi-Fi or Bluetooth during the instructional day.
- All electronics will be collected when students enter the building and kept securely until dismissal.
- When students arrive at school, all personal devices will be turned off and placed on the Student Personal Device Cart.
- If a student is caught with a cell phone/personal electronic device during instructional time, the following procedure will be followed:
 - 1st Offense: Student will surrender the device to classroom staff. Staff will return the device to the student at the end of the school day. This will be documented on the home note, and a misconduct form will be submitted.
 - 2nd Offense: Student will surrender the device to staff. The students’ parent or guardian may pick the phone/device up at the end of the school day, but no later than 4:00 pm.
- Students may use cell phones/tablets on buses to and from school. However, they must use earbuds or headphones while riding the bus.
- Students are prohibited from taking photographs or making video/voice recordings of staff or students at school, on school transportation, or at school-sponsored events.
- Violating this policy will result in the loss of cell phone/personal electronic device privileges on the bus. The administration will determine the duration.

Parent/Guardian Conferences

- Conferences between teachers and parents or guardians are encouraged and should be scheduled by appointment. These are not IEP meetings, but rather another way for parents/guardians and teachers to discuss a student's progress.
- Please contact your child's teacher to set up a conference.

Classroom Concern Resolution

- In the unlikely event that a parent/guardian has an issue with something that occurs within a classroom, the following steps will be taken to resolve the concern:
- Parent/teacher communication via phone or email.
- Parent/teacher/student/administrator conference
- Additional steps as deemed appropriate by KAEC administration, including, but not limited to, restorative interventions, safety plans, support, contracts, revisions to students’ IEPs or BIPs, etc..

Emergency Drills

- KAEC will conduct safety drills throughout the school year per Knox County policy.
- These drills include, but are not limited to, fire drills, disaster drills, random searches, lock-downs, and evacuations.
- Parents will be notified of an actual emergency following KCS policies and procedures.

Early Release Days

- Knox County schools will have five Early Release Days for students in the 2025–2026 school year. This initiative is designed to improve student learning outcomes by providing regular, designated times for teachers to prepare lessons, evaluate student progress, work together, and receive professional development.
- KAEC will dismiss at noon on half days.

Child Abuse and Neglect

- State law and Board policy require employees to report cases of verified or immediately suspected child abuse or neglect.
- If a student reports an issue to a staff member or a staff member questions an injury or neglect issue, the staff member is responsible for reporting it.
- Parents often become upset when a staff member calls DCS, but the school employee has no choice in the matter, as they are required by law to contact. Calling DCS does not necessarily imply the staff has judged the situation; instead, they are following their obligation as a KCS employee.
- In the same way, if a student reports that they were injured by a KAEC staff member, the principal or the staff involved will call DCS and “self-report” to prompt an investigation.

Zero Tolerance Policy

- To ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for not less than one calendar year.
- The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows: any student who, while on a school bus, on school property, or while attending any school event or activity:
 - unlawfully possesses a legend drug or any other controlled substance;
 - knowingly possess a firearm;
 - commits aggravated assault or commits assault and intentionally, knowingly, or recklessly causes bodily injury on a teacher, principal, School Security Officer (SSO), a teaching assistant, or any other employee of the school system, or a School Resource Officer (SRO); or
 - possess explosive or incendiary devices.
- The Board intends that the Director of Schools exercise his power to modify and ensure that no student shall be out of school for more than two semesters for a zero-tolerance offense.

STUDENT PROCEDURES

Early Arrivals

- The school building is open to students at 8 AM. Any student arriving before 8 AM will wait with their parents/guardians.

Late Arrivals

- Students arriving after 8:30 AM must report to the main office and sign in.
- All parents/guardians must walk their student to the KAEC main office after 8:30 AM.

Student Check-In

- Students will enter the building, if arriving before 8:30 AM, at the entrance located on the west side of the building.
- Shoes and jackets will be searched, and shoes will be returned to the student.
- Students do not need to bring any items into the school building.
- Students will walk through a metal detector upon entry.
- Once the search process is complete, students will be escorted to breakfast.

Breakfast

- Breakfast is provided each day to all students at no cost.
- Upon arrival, students will go to the cafeteria if they choose to eat breakfast.
- Students are expected to maintain behavior expectations in the cafeteria.
- Students who arrive late to school will have an opportunity to eat breakfast until 9 AM.

KAEC/KCS Student Dress Code ([KCS School Board Policy J-260](#))

- Student dress code is subject to the principal's approval. Any item brought in by a student that does not meet our dress code, or any other KCS Policy, will be confiscated and held until a parent or guardian can come and get the item(s).
- **The KEAC Dress code is designed for the safety of students and staff.**
 - Pants must be worn at the waist. No sagging allowed.
 - Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders and must have sleeves and there must be no midriff visible.
 - Low-cut blouses, shirts, or tops, or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
 - Head apparel, except for religious or medical purposes, must not be worn inside the school building.
 - Tennis Shoes ONLY - no boots, sandals, heels, slides, house shoes, or slippers.
 - Clothing and accessories must not display
 - Racial or ethnic slurs/symbols
 - Gang affiliations
 - Disruptive, vulgar, dark, violence, weapons, horror, or sexually suggestive language or images

- Products which students may not legally buy; such as alcohol, tobacco, and illegal drugs
- Skirts, dresses, and shorts must be beyond mid-thigh length
- Sleepwear, pajamas, house shoes, and/or blankets cannot be worn (or carried around) in school.
- Prohibited items include
 - Large, long, and/or heavy chains
 - Studded or chained accessories
 - Sunglasses, except for health purposes (medical note required)
 - Sleepwear (pajamas, house shoes, slippers, onesies, etc.)
 - Skin-tight outer materials without appropriate coverage, i.e. leggings, etc.
 - Necklaces, rings, or bracelets
 - Steel-toed boots or shoes
 - Heels other than wedges
 - Blankets, pillows, or stuffed animals
 - Unsealed food or drink—Water is permitted in an unopened plastic bottle.
 - Metal water bottles or thermoses
 - Liquids such as cologne, perfume, aftershave, and mouthwash
 - Hoodies

If a Student Does Not Meet the Dress Code

- If a student arrives at school and does not meet the KAEC Dress Code, they will be allowed to contact their parents or guardians and have them bring the appropriate attire.
- If the parent/guardian cannot bring appropriate dress items for the student, the student will be offered alternate clothing to wear.
- Should the student refuse to adhere to the KAEC Dress Code, the student will remain in RLC, per KAEC policy, and the parent/guardian will be contacted.
- Again, all dress code decisions will be at the discretion and approval of the KAEC administration.

BackPacks/Purses/Lunchboxes

- No backpacks are allowed. Students do not need to bring any supplies with them to KAEC.
- All instructional materials (pens, pencils, markers, paper, etc) will be provided.
- Students are allowed to bring lunch boxes; however, they are subject to being searched during check-in, and should remain in the student's locker during the school day.
- Small purses (5" x 7") are allowed; however, they are subject to search during check-in and should be kept in the student's locker during the school day.

Class Changes

- Students will remain in the classroom until a staff member dismisses them.
- Students (unless they have earned the KAEC Trust Badge) will be escorted by a KAEC Staff member at all times when outside the classroom.
- Students will walk on the right side of the hallway and wait in the designated area until the previous class is dismissed.

- When in the hallways, students must remain quiet and follow KAEC Hallway Expectations.

Lunch

- Lunch is provided at no cost to all students each day.
- The monthly menu for students of “All Grades” is posted at this [link](#).

Student Computers

- Chromebooks will be stored in classrooms and should stay in the teacher's classroom to which they are assigned.
- Students are only allowed to use devices when directed by the teacher or educational assistant.
- Only websites and materials needed for academic purposes and authorized by the classroom instructor should be accessed.
- Students are not allowed to take KAEC devices home.

Harassment, Intimidation, Bullying, or Cyber-Bullying

- Knox County Schools prohibits acts of harassment, intimidation, bullying, and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe and orderly environment.
- “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance.
- Harassment may include, but is not limited to:
 - Physically harming a child or damaging a student’s property
 - Causing emotional distress to a student or students.
 - Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property.
 - Includes any form of threatening behavior, including but not limited to, throwing gang signs or signals and tagging
- Students who feel harassed, bullied, or intimidated may report this concern to any staff member, school administrator, or the office of the Superintendent using any communication they feel comfortable with.
- Consequences and appropriate remedial action for students who commit harassment, intimidation, or bullying may range from behavioral interventions to suspension or expulsion. The appropriate action will be consistent with established School Board policy, case law, and Federal and State statutes.

Transportation

- All students are offered special transportation while at KAEC through the IEP team process.
- When students are using KCS Bus/Shuttle Transportation, they should:
 - Remain seated at all times.
 - Maintain respectful language, and keep your body inside the bus
 - Report any suspicious activity or individuals to the bus aide.
 - Comply with the expectations given by the KCS Bus Driver and Bus Assistant.
- Parents/guardians may also wish to transport their child independently.
- Any time a student leaves school in a manner that differs from their regular way, the parent or guardian must provide a written and signed note for approval by the principal. This should be done when the child arrives at school. This is for the protection and safety of your child.
- In the event of an emergency that requires a change in your child's transportation, please contact the KAEC Main Office (865-909-9020).

Student Drivers

- It is considered a privilege for a student to drive to school. To be eligible for this privilege, a student must have earned trust or transition level. Upon arrival at school, the student will turn his/her keys over to the security officer upon check-in.
- This privilege may be suspended or revoked should the student lose trust, transition, or for any other safety concern.

Student Make-Up Work

- If a student is out of school for an extended period and a parent/guardian wishes to pick up assignments, he/she will need to call the school office (865-909-9020) by 9:00 am.
- Parents/guardians may pick up student make-up work in the KAEC main office between 3 PM and 4 PM during regular school days.

KCS Graduation Requirements (High School)

- A diploma shall be awarded to students who have earned the prescribed 28 credits and have a satisfactory attendance and discipline record.
- Students will receive a diploma from their zoned school.
- All students must take the ACT and a Civics test to meet graduation requirements.
- Computer Science Course (class of 2028 and beyond)

| 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 |

KAEC Grading Scale

- KAEC adheres to the approved Knox County Schools grading scale:
 - 90 - 100 A
 - 80 - 89 B
 - 70 - 79 C
 - 60 - 69 D
 - Below 60 F

KAEC School Counseling Office

- The school counselor at KAEC, Melissa Poole, is available for students and parents. Ms. Poole can be reached via email melissa.poole@knoxschools.org or phone at 865-909-9020, ext. 51613.
- The services provided by our school counselor include:
 - Educational planning, class scheduling
 - Interpretation of test results
 - College and Career Planning
 - Community resources

Therapeutic Professional Partnership (TPP)

- TPP therapeutic counseling services are available to KAEC students and these services are offered through the IEP team process.
- The two TPP Counselors assigned to KAEC are licensed therapists. One counselor serves the K-8 students, and the other counselor serves students in grades 9-12.
- Our TPP Counselors support students by helping them develop the necessary skills to succeed in the classroom. In addition, they are available to support students in crisis.

They can provide strategies to classroom staff to assist students in regulating their emotions to achieve academic success.

Positive Behavior Interventions and Supports (PBIS)

- To maintain the excellent learning atmosphere of our school, the administration and faculty of Knoxville Adaptive Education Center will continue to uphold high standards for the behavior of our students.
- Positive Behavior Interventions and Support (PBIS) is a process of creating proactive, school-wide systems that focus on preventing inappropriate behaviors and recognizing appropriate behaviors.
At KAEC, part of our mission is to assist students in learning new behaviors that better prepare them for success in a comprehensive school, in the community, and post-graduation.

School-Wide Reinforcement System

- KAEC's school-wide reinforcement system focuses on students earning points for being Safe, Respectful, and Ready to Learn.
- Once these points are earned, they cannot be taken or given back by other staff. Only a review by administration may lead to a revision of points.
- Our incentives for behaviors are mirrored by tiered interventions to support students who are not meeting school expectations.
- KAEC uses a four-level system, and all students begin each day with a clean slate and an opportunity to be on our highest incentive level.
 - Students are expected to meet school expectations all day, every day.
 - Their daily actions will determine their PBIS program level.
 - Students can earn a maximum of 100 points each day.
 - Students can earn one of four levels based on the points earned throughout the day.

| | |
|------------------|---------------------|
| • Platinum Level | 90 to 100 points |
| • Gold Level | 80 to 89 points |
| • Silver Level | 70 to 79 points |
| • Bronze Level | 69 points and below |

PBIS Incentives

- There are also various student events planned throughout the year that can be earned.
- To earn participation in these events, students must meet the following expectations:
 - Caught up on all academic assignments.
 - No non-negotiables the week of the event.
 - Non-negotiables include physical aggression, elopement from the building, significant property damage, and theft.
 - Displaying safe behavior on the day of the event.

Trust

- To obtain a trust level, a student must complete the following:
 - Maintain an 80 or above for a two-week consecutive period;
 - Have positive behaviors (no non-negotiables);
 - Have a passing grade in all classes;
 - Have regular attendance, and
 - Complete the trust application.
- Once the student has completed the above, a trust application will be filled out and submitted to the grade level facilitator
- The student will meet with the KAEC CORE team to discuss Trust.

Transition

- After the student has earned trust, transition contracting can be discussed once the following has been completed:
 - Maintain Trust for the next four consecutive weeks;
 - Complete transition contract application.
 - Once the student has completed the above, a transition contract application can be submitted to the grade level facilitator
 - The student will meet with the KAEC CORE team to discuss Transition.

Social Emotional Learning (SEL)

- Students' social and emotional needs at KAEC are addressed daily through various sources.
- Students begin their day with a group planning meeting to discuss their feelings, goals, and how they can achieve their daily goals. Then, each classroom participates in the SEL curriculum before transitioning to their first class.
- Throughout the day, students are given opportunities to practice the skills they have learned.
- The group comes back together at the end of the day and evaluates their progress on the goals they set for the day.
- It is our goal that through these supports, students will acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions, achieve personal and collective goals, empathize with others, establish and maintain supportive relationships, and make responsible and caring decisions.

KAEC Classroom and School-Wide Behavioral Expectations

| Expectation | Be Safe | Be Respectful | Be Ready to Learn |
|-------------|--|--|---|
| Arrival | <p>Arrive in dress code</p> <p>Maintain personal space</p> <p>Demonstrate self-control</p> <p>Follow search procedures</p> | <p>Use respectful language, volume (0-3), and tone</p> <p>Respect yourself, others, and property</p> <p>Wait patiently in line</p> | <p>Be in your assigned area</p> <p>Only have school-appropriate items</p> |
| Classroom | <p>Follow all classroom procedures</p> <p>Remain in dress code</p> <p>Maintain personal space</p> <p>Demonstrate self-control</p> | <p>Use respectful language, volume (0-4), and tone</p> <p>Respect yourself, others, and property</p> <p>Be willing to work with everyone</p> <p>Accept corrective feedback</p> | <p>Be aware of your academic progress</p> <p>Come to class prepared</p> <p>Stay on task</p> <p>Complete work promptly</p> <p>Work to your potential</p> |
| Hallways | <p>Maintain personal space</p> <p>Walk on the right side</p> <p>Demonstrate self-control</p> <p>Remain in dress code</p> <p>Do not run</p> | <p>Use respectful language, volume (0-3), and tone</p> <p>Respect yourself, others, and property</p> | <p>Be in your assigned area</p> <p>Report any concerns to the staff</p> |
| Restroom | <p>One student at a time</p> | <p>Request a restroom break appropriately</p> <p>Respect yourself, others, and property</p> <p>Wait patiently</p> | <p>Flush and wash your hands after each use</p> <p>Dispose of trash appropriately</p> <p>Report all concerns to the staff</p> |
| Cafeteria | <p>Sit and remain in the assigned area</p> <p>Maintain personal space</p> <p>Demonstrate self-control</p> <p>Remain in dress code</p> | <p>Use respectful language, volume, and tone</p> <p>Respect yourself, others, and property</p> <p>Wait patiently in the serving line</p> | <p>Get all food items when going through the line for the first time</p> <p>Clean up after yourself</p> |
| Departure | <p>Remain seated in assigned area</p> <p>Maintain personal space</p> <p>Demonstrate self-control</p> | <p>Use respectful language, volume, and tone</p> <p>Respect yourself, others, and property</p> | <p>Listen to the radio for transportation to be called</p> |

Please sign that you have reviewed the information in the KAEC handbook and return only this page to your advisory teacher.

By signing below, I agree that I have reviewed and understand the policies and procedures within the Knoxville Adaptive Education Center Handbook.

Student's Name (print): _____

Student's Signature: _____ Date: _____

Parent/Guardian's Name (print):

Parent/Guardian's Signature: _____ Date: _____

