



GIBBS HIGH SCHOOL

2026-2027 STUDENT & FAMILY HANDBOOK

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WELCOME TO GIBBS

Students and Parents,

We want to welcome you to another exciting school year at Gibbs High School! It is truly an honor to be at Gibbs High School working with the best students and staff in Knox County. As we begin the 2026-2027 school year, we look forward to the amazing things our students can accomplish this year. Once again, we hold tight to the belief that Gibbs kids and staff can truly do anything!

Moving forward, we are truly excited about many new learning opportunities for our students this year. Gibbs High will continue implementing an academy model as part of the Knox County Schools 865 Academies. Our academy structure begins with our Freshman Academy, then students can move into the Academy of Business, Health, and Professional Services or the Academy of Technology, Engineering, and Design. This year will serve as a catalyst toward our goal of all students at Gibbs in one of our career themed academies in grades 10-12. In addition, we continue to integrate 1:1 technology and explore the numerous avenues technology can open for our students and staff. We also continue the important commitment of raising the

academic standards, expectations, and post-secondary preparation for our students. We seek your support and ask you to partner with us in your child's education. Prompt and continuous attendance, communication with teachers, and holding students accountable for their academic performance is essential to increasing student success.

This handbook is issued via our school website and covered by staff at the beginning of the year. Paper copies are available upon request in the GHS Main Office. Our hope is that it provides an outline of the high expectations we have for the students of Gibbs High School. While this is an essential document, it may not include all necessary information. We have the right to update the handbook and other expectations at any time. Please check our website gibbshs.knoxschools.org for up to date information. We look forward to another successful year!

WAR EAGLE! WE ARE GIBBS!

ADMINISTRATION

Mr. Jason Webster
Principal

Ms. Jennifer Sullivan
Assistant Principal

Dr. Melissa Walsh
Assistant Principal

Dr. Chad Turner
Assistant Principal

Ms. Melissa Graves
Assistant Administrator

Mr. Dustin Mynatt
Athletic Director

VISION & CORE BELIEFS

The Gibbs High School community envisions a school that prepares all students to be college and career ready through a strong foundation in academics, fine arts, industry-aligned CTE programs, and real-world experiences. We are committed to fostering meaningful relationships, engaging families and community partners, and equipping students with the skills, knowledge, and character to thrive in an ever-changing world.

CORE BELIEFS

- All students deserve access to both college and career pathways that prepare them for success beyond high school.
- Career and Technical Education (CTE) and industry partnerships are essential for providing real-world skills and opportunities.
- Strong relationships between students, staff, families, and the community are the foundation of a thriving school culture.
- Every student can grow and achieve when supported by high expectations and relevant, engaging instruction.
- Community involvement and collaboration enrich student learning and strengthen school impact.

2026–2027 KNOX COUNTY SCHOOLS CALENDAR

DATE	EVENT
Monday, August 3	First Day for Teachers (School-based In-Service Day)
Tuesday, August 4	Systemwide In-Service Day (PreK–12)
Wednesday, August 5	Administrative Day (Teacher Work Day)
Thursday, August 6	Administrative Day (Teacher Work Day)
Friday, August 7	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6th and 9th Grade Orientation
Monday, August 10	First Day for Students (½ Day)
Monday, September 7	Labor Day Holiday (Knox County Schools Closed)
Wednesday, September 9	End 4½-weeks Grading Period
Wednesday, September 16	Half Day for Students
Thursday, September 17	Constitution Day (Knox County Schools Open)
October 5 – October 9	Fall Break
Friday, October 16	End First 9-weeks Grading Period
Tuesday, November 3	Systemwide In-Service Day (PreK–12) (Student Holiday)
Tuesday, November 17	End 4½-weeks Grading Period
Wednesday, November 18	Half Day for Students
November 25 – November 27	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 18	½ Day for Students; End Second 9-weeks Grading Period; End First Semester
December 21 – January 1	Winter Break
Monday, January 4	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day)
Tuesday, January 5	First Day for Students after Winter Break (Full Day)

DATE	EVENT
Monday, January 18	Martin Luther King, Jr. Day (KCS Closed)
Wednesday, January 27	Half Day for Students
Friday, February 5	End 4½-weeks Grading Period
Monday, February 15	Systemwide In-Service Day (PreK–12) (Student Holiday)
March 8 – March 12	Spring Break
Friday, March 19	End Third 9-weeks Grading Period
Wednesday, March 24	Half Day for Students
Friday, March 26	Holiday (Knox County Schools Closed)
Monday, March 29	Holiday (Knox County Schools Closed)
Wednesday, April 7	Systemwide In-Service Day (School-based) (PreK–12) (Student Holiday)
Friday, April 23	End 4½-weeks Grading Period
Wednesday, May 26	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Thursday, May 27	Administrative Day (Teacher Work Day) — Last Day for Teachers
Friday, June 18	Juneteenth Holiday (Knox County Schools Closed)

CALENDAR SUMMARY

- 180** Instructional Days*
- 4** Administrative Days
- 2** Unscheduled In-Service Days
- 1** Unscheduled Parent-Teacher Contact Hours Day
- 6** Scheduled In-Service Days
- 10** Vacation Days

*In accordance with T.C.A. § 49-6-3004 — 177 student instructional days plus 3 days accumulated under the daily 7-hour schedule.

Note: This calendar allows cancellation of up to 8 instructional days due to inclement weather or serious outbreaks of illness before any make up days will be required.

IMPORTANT DATES AT GIBBS HIGH SCHOOL

Please stay connected with all important school dates and events on our website gibbshs.knoxschools.org and through our social media platforms.

EVENT	DATE
Freshman Eagle Day	August 7, 2026 · 8:30 a.m.–noon
First Day of School for Students	August 10, 2026 · 8:30 a.m.–noon
Senior Pictures	August 20, 2026
Fall Open House	August 20, 2026 · 5:30–7:30 p.m.
Underclassman and Staff Pictures	August 28, 2026
Labor Day	September 7, 2026
Spirit Week	September 8–11, 2026
4.5-week Grading Period Ends	September 9, 2026
Half Day for Students	September 16, 2026
Senior Family Night / College Fair	September 24, 2026
Fall Break	October 5–9, 2026
Fall Parent-Teacher Conference Night	October 15, 2026 · 4:00–6:00 p.m.
ACT Senior Retake	October 15, 2026
PreSAT	October 15, 2026
Freshman Industry Visit	October 15, 2026
Junior On-site Job Shadow Day	October 15, 2026
9-week Grading Period Ends	October 16, 2026
School In-service Day	November 3, 2026
Fall FAFSA Night	November 5, 2026
13.5-week Grading Period Ends	November 17, 2026

EVENT	DATE
Half Day for Students	November 18, 2026
Thanksgiving Holidays	November 25–27, 2026
End of 1st Semester	December 18, 2026
Winter Holidays	December 21, 2026 – January 1, 2027
First Day for Teachers After Winter Holidays	January 4, 2027
First Day for Students After Winter Holidays	January 5, 2027
Martin Luther King Day	January 18, 2027
Half Day for Students	January 27, 2027
Spring FAFSA Night	January TBD, 2027
4.5-week Grading Period Ends	February 5, 2027
School In-service Day	February 15, 2027
8th Grade Parent Night	February 25, 2027
8th Grade Visit	February 26, 2027
Spring Break	March 8–12, 2027
Spring ACT (11th grade)	March 18, 2027
PreACT	March 18, 2027
Spring Parent-Teacher Conference Night	March 18, 2027 · 4:00–6:00 p.m.
9-week Grading Period Ends	March 19, 2027
Half Day for Students	March 24, 2027
Good Friday Holiday	March 26, 2027
Holiday	March 29, 2027
Underclassman College Planning Night	March TBD, 2027 · 6:00 p.m.
GHS Spring Musical	April 2–4, 2027
School In-Service Day	April 7, 2027

EVENT	DATE
GHS Prom	April 9, 2027
13.5-week Grading Period Ends	April 23, 2027
Baccalaureate Service	May TBD, 2027 · 6:00 p.m.
Senior Celebration	May TBD, 2027 · 10:00 a.m.
Honors Luncheon	TBD
Graduation Day	May TBD, 2027
Last Day of School (students)	May 26, 2027
Last Day of School (staff)	May 27, 2027

2026–2027 KNOX COUNTY SECONDARY SCHOOLS EXAM DATES

Students will NOT be allowed to take ANY exams early.

FIRST SEMESTER

- December 16 — 1st and 2nd Period Exams
- December 17 — 3rd and 4th Period Exams
- December 18 — Make up Exams

SECOND SEMESTER

- May TBD — Senior 3rd and 4th Period Exams
- May TBD — Senior 1st and 2nd Period Exams
- May 24 — 1st and 2nd Period Exams
- May 25 — 3rd and 4th Period Exams
- May 26 — Make up Exams

ATTENDANCE (Main Office)

Attendance at Gibbs High School is recorded on a per class basis. All students that arrive after 8:30 will be required to report to the office to sign in (this also includes any student that enters later in the day with or without an excuse). If students miss (arrive late or check out early) more than fifteen minutes of a class, they are counted absent in that class for that day.

According to School Board [KCS Policy J-120](#), maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Knox County's policies for attendance are designed to encourage students to take personal responsibility for their class attendance and tardies, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record.

ACCEPTABLE (EXCUSABLE) ABSENCES

1. Personal illness, injury and hospitalization.
2. Illness in the family that temporarily requires help from the child.
3. Death in the immediate family.
4. Recognized religious holidays regularly observed by persons of the student's faith.
5. Verifiable family emergency.
6. Court appearances for summons, subpoena or court order.
7. For students with a parent or guardian who is deployed as a member of the United States Armed Forces the following excusable absences shall apply provided appropriate documentation of the service member's deployment is furnished: (1) an excused absence for one (1) day when the member is deployed; (2) an excused absence for one (1) day when the service member returns from deployment; and (3) excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country.
8. Students who are pregnant are excused from school for hospitalization and doctor's appointments when a physician's statement is provided. If a student is participating in a homebound program due to pregnancy, the homebound teacher will maintain attendance documentation.
9. Juniors and seniors are allowed two (2) days per year for college visits. These will be counted as excused absences. Visits must be arranged through the school counseling office.
10. 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.

11. Extenuating circumstances determined on a case-by-case basis.

Any absence not complying with the above reasons for excused absences will be considered unexcused. Further examples of unexcused absences are (a) family vacations taken during the school year and (b) Senior Skip Day.

ADDITIONAL ATTENDANCE EXPECTATIONS

- **All students are expected to attend classes as scheduled, regardless of their status related to absences or grades.** (Students must go to class even if they are failing the course.) Failure to attend classes for the above reasons will result in possible consequences for truancy and/or class cuts. Dropping or adding classes is NOT an option.
- Parent/guardian will be notified when a student is absent.
- Students who are truant may be subject to disciplinary action.
- Students may sometimes be absent from the regular classroom for required class activities (i.e. band concerts, special tests, etc.) or for activities at which students represent the school.
- **To apply for a driving permit,** a student must submit a completed Compulsory School Attendance Form to the Drivers' License Bureau. This form is available in the school office. The top portion must be completed by the student and then returned to the school secretary for attendance verification and completion of the form. Students are allowed to submit two per semester.

Note: Upon request of the form, five school days should be allowed for completion by the school.

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

- Ten (10) or more consecutive unexcused days absent in a term.
- Fifteen (15) or more total unexcused days absent in a term.
- Days of Out of School Suspension (OSS) are considered to be unexcused absences.

For purposes of state guidelines, unexcused absences are those without a doctor's note, court appearance, or death of an immediate family member. If a license is denied or canceled, a student must attend school thirty (30) days in a row without an unexcused absence.

DOCUMENTATION

In order for an absence to be recorded as "excused," proper documentation must be provided by the parent (this can be done via the student) to the main office within five (5) school days upon return from the absence. Notes must be taken to the main office prior to the morning warning bell or upon arriving during the school day. Documentation from parents should clearly state the days the student has been absent and the reason the student has been absent or will be absent. Only ten (10) parent/guardian notes will be accepted in a school year. Notes from professionals should clearly state the period of time the child was or will be required to be absent from school and not simply that the child was seen in the office or place of business. Parents/guardians may also submit medical excuse notes via ParentSquare.

CHECKING OUT

Check-outs should be held to a minimum and are limited to the following:

1. **Emergency** — requires approval by the principal or assistant principals.
2. **Prior arrangement** — if a written request is received by officials in the Main Office prior to the beginning of the school day (before 8:30) the student will be dismissed at the requested time. The checkout note must include the student's full name, date, time of dismissal, phone number where parent/guardian can be reached for verification, and signature of the parent/guardian.
3. **Without prior arrangement**, the parent/guardian must come to the Main Office to sign the student out of school. Persons signing out a student must show a valid government-issued picture ID and must be listed as an emergency contact for the student.
4. Students are not to leave campus early with another student for any reason.

For their safety and well-being, students who become sick during the school day must report to the Main Office/school nurse before they call home. The school staff will assist the student and permit the student to call home. The student will remain in the Main Office or with the school nurse until he/she receives permission to go home or until he/she is picked up by a parent/guardian. Students are not allowed to check out at any time during state or semester exams.

TARDINESS TO SCHOOL AND CLASS

- All students that arrive after 8:30 will be required to report to the office to sign in (this also includes any student that enters later in the day with or without an excuse).
- Students that are tardy will be required to notify a parent that they are late to school (every time they are tardy) via phone call or text (verified).
- After the third tardy (to any class) the student will receive one lunch detention, to be served in the cafeteria during the student's designated lunch time.

- On the 4th–8th tardy, students will receive lunch detention.
- On the 9th–11th tardy, RLC will be required for the individual class.
- On the 12th tardy, full day RLC will be required.

Accepted excuses for tardiness to school include doctor/dentist or court documentation. Office staff will notify a parent each time a student checks into school after 8:45 without a legitimate excuse.

BEFORE AND AFTER SCHOOL

Students should not arrive on campus before 7:30 a.m. unless they have approved school business. Doors will not be unlocked before 7:30 a.m. Upon arrival students should enter the building. They may not return to their car. Students must be in the following areas between 7:30 a.m. and 8:10 a.m.: library, library hallway, office lobby, cafeteria, and breezeway/courtyard. At 8:10 a.m., students may move to academic hallways and classes. Students should be picked up by 4:00 p.m. daily. Students who stay past 3:45 p.m. must wait in the office lobby area or breezeway, unless under the direct supervision of a teacher or coach. Car riders may wait under the breezeway for their ride. Students who roam the school grounds before or after hours are subject to discipline.

BELL SCHEDULES 2026–2027

DAILY SCHEDULE

1st Block	8:30–10:02
Break	10:02–10:10
2nd Block	10:10–11:40
Break	11:40–11:48
3rd Block	11:48–1:50
1st Lunch	11:55–12:20
2nd Lunch	12:20–12:45
3rd Lunch	12:50–1:15
4th Lunch	1:20–1:45
Break	1:50–1:58
4th Block	1:58–3:30

LATE START DAY SCHEDULE

1st Block	8:50–10:17
Break	10:17–10:25
2nd Block	10:25–11:52
Break	11:52–12:00
3rd Block	12:00–1:58
1st Lunch	12:00–12:25
2nd Lunch	12:30–12:55
3rd Lunch	1:00–1:25
4th Lunch	1:30–1:55
Break	1:58–2:06
4th Block	2:06–3:30

EARLY RELEASE DAY

1st Block	8:30–9:17
Break	9:17–9:25
2nd Block	9:25–10:15
Break	10:15–10:23
3rd Block	10:23–11:10
Break	11:10–11:18
4th Block	11:18–12:00

HOMEROOM DAY

1st Block	8:30–9:37
Break	9:37–9:45
2nd Block	9:45–10:52
Break	10:52–11:00
Homeroom	11:00–11:40
<i>Resume regular schedule</i>	

1 HOUR LATE

1st Block	9:30–10:31
Break	10:31–10:39
2nd Block	10:39–11:40
Break	11:40–11:48

Resume regular schedule

2 HOURS LATE

1st Block	10:30–11:01
Break	11:01–11:09
2nd Block	11:09–11:40
Break	11:40–11:48

Resume regular schedule

CLASSROOM PROCEDURES AND GRADING

Please refer to the teacher's syllabus and classroom policy procedures for individual teacher guidelines.

GRADING POLICIES

CLASS % RANGE	GRADE	REGULAR QUALITY PTS.	AP / DUAL ENROLLMENT QUALITY POINTS
90–100	A	4	5
80–89	B	3	4
70–79	C	2	3
60–69	D	1	2
0–59	F	0	1

ADVANCED COURSE LEVEL DESIGNATION

COURSE LEVEL	ADDITIONAL GPA QUALITY POINT	PERCENTAGE POINTS ADDED TO FINAL GRADE
Honors*	Additional .5 quality point used for GPA calculation	Three (3) points added to student's final grade in accordance with school board policy
Advanced Placement	Additional 1 quality point used for GPA calculation	Five (5) points added to final grade for students who sit for the AP exam in accordance with school board policy
AICE / Cambridge	Additional 1 quality point used for GPA calculation	Five (5) points added to final grade for students who sit for the AICE exam in accordance with school board policy
International Baccalaureate	Additional 1 quality point used for GPA calculation	Five (5) points added to final grade for students who sit for the IB exam. Points will be added in the year the students take assessments: Year I — five (5) points, Year II — five (5) points, in accordance with school board policy
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 in accordance with school board policy
Dual Enrollment	Additional 1 quality point used for GPA calculation	Final grades are NOT awarded by KCS and will not have additional points added
Statewide Dual Credit	Additional 1 quality point used for GPA calculation	Four (4) points added to final grade for students who sit for the State Challenge exam
College Level Examination Program (CLEP)	No additional quality points used for GPA calculation	Five (5) points added to the final grade for students who sit for the identified CLEP exam

*Excludes middle school honors which are not credit-bearing classes. Includes designated Pre-AP and IGCSE classes when applicable.

Assigning additional quality points above 4.0 for honors or AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

Grades will be distributed within 5 days of KCS grading period dates. All grade reports will be published via Family Portal. Parents or students may request paper copies of grade reports any time in the Counseling Office.

Note: Students are responsible for ordering AP College Board tests through the school Counseling Office. Payment must accompany the order(s). AP exams are administered in May.

CHEATING / PLAGIARISM

Personal integrity is valued by the members of the Gibbs community. Cheating or plagiarism, with or without AI, will result in academic and/or disciplinary consequences.

Plagiarism or cheating will be considered any act of representing another person's words, ideas, data, images, or work — including content generated by artificial intelligence tools — as one's own without proper attribution or authorization. This includes, but is not limited to: copying another student's work or allowing one's own work to be copied, using unauthorized notes, devices, or assistance during an assessment, submitting AI-generated content as original work without disclosure or permission, and fabricating or falsifying data, sources, or citations.

Violations will be tracked cumulatively throughout a student's high school career, meaning consequences escalate with each subsequent offense regardless of the course or teacher involved.

- **First offense:** write-up, parent contact, and required remediation. The student may redo the assignment, with the format of the redo determined by the teacher, but may receive no more than 60% credit on the redone work.
- **Second offense:** write-up, parent contact, a grade of zero on the assignment (no redo permitted), and one day in RLC.
- **Third offense:** write-up, a parent and administrator meeting, a grade of zero on the assignment (no redo permitted), and two days in RLC. The student also becomes ineligible for honor societies, student leadership positions, and similar recognitions for the remainder of the school year.

EARLY GRADUATES

In order to be considered for early graduation your senior year, you must complete the following with your counselor:

- **Submit a Graduation Plan for review.** The student's counselor, academy principal, and Mr. Webster (executive principal) will review the plan BEFORE a final decision is made. The purpose of the graduation plan is to assess the student's understanding of their decision to graduate early and their understanding of the steps needed to reach their goal. The graduation plan must be typed and signed by the student and parent/guardian.
- **Attach the typed graduation plan** to this form and submit to the student's counselor for further review.
- **Must meet the requirements to be considered College & Career Ready (CCR)** — one of the following:

- ACT Composite Score of 21+ (SAT 1060+)
- Earn a qualifying score on the ASVAB-AFQT (31+)
- Earn a Tier 3 (Preferred) Industry Certification
- Earn a Tier 2 (Valued) Industry Certification AND one other Industry Certification (any tier)
- Earn 1+ postsecondary credit (Dual Enrollment, AP qualifying score of 3, 4, or 5, or Local Dual Credit)
- **Must have 9 or fewer absences** during the fall semester of their senior year.
- **Agree to the conditions below.** Desiring to graduate early from Gibbs High School, the student and parent/guardian agree to abide by the following:
 - ALL classroom courses required for graduation will be passed by December 17, 2026 at 12:00 PM.
 - ALL online course(s) will be completed by December 17, 2026 at 12:00 PM. This includes all course work as well as any applicable EOC test(s).
 - In the event that one or more classroom course(s) are not passed or one or more online course(s) are not completed by the December 17, 2026 deadline, a student, parent, counselor, and administrator meeting will be scheduled December 18, 2026 to determine what option(s) are available for the student to earn a high school diploma. Options include but are not limited to a second semester schedule for the student, a KCS academic venue other than GHS, or other possible options to earn a high school diploma.

HALL PASS

In an effort to maximize instructional time, students are expected to remain in class unless there is a significant need to go to the office, counseling office or restroom. Students must carry a hall pass or be accompanied by a staff member and have entered an electronic hall pass to be in the hallway during instructional time.

- Students are expected to initiate a pass in SecurlyPass and wait for confirmation before leaving class.
- Students without a physical hall pass will be escorted back to class.
- Each classroom will have a designated restroom that a student must go to when leaving that particular class. In most cases, the restroom will be the closest one to the teacher's class.
- Each restroom will have a posted color and will be the same color as the hall pass (red hall pass = red bathroom, and so on).
- Students that are discovered in a restroom color that does not match their hall pass will be considered "out of area" and will receive one day RLC.
- Only one hall pass for one student (can't have multiple students with one hall pass).

LATE START

- Each Wednesday during the school year, classes will start for students at 8:50 a.m.
- Late Start will not happen on the dates of Knox County Schools Early Release Days: September 16, 2026; November 18, 2026; January 27, 2027; March 24, 2027.
- **Students must be in the following areas between 7:30 a.m. and 7:55 a.m.:** small gym, library, library hallway, office lobby, cafeteria, and breezeway/courtyard. All students must be in the cafeteria or auditorium between 7:55 and 8:40.
- Students who are out of the designated areas during this time will be subject to disciplinary action, one day RLC.
- A bell will ring at 8:40 a.m., allowing students to go to their first block classes and academic areas on campus. A warning bell will ring at 8:45 a.m. A final bell will ring at 8:50 a.m. First block will start for all students and teachers at 8:50 a.m.

MAKE-UP WORK

Students with excused absences have the responsibility for arranging make-up work with all teachers upon their return to school. In the case of single day absences, the student will be expected to be prepared to participate in all previously assigned classroom activities, including tests and quizzes, on the day he/she returns to class. For planned absences (doctor appointments, trips, college visits, etc.), students should consult with their teacher about completing work prior to being absent. Long-term projects, papers, and reports are due regardless of an absence, and should be sent to school if the student must be absent.

If students are absent for at least 3 consecutive days, parents may call the School Counseling Office or email teachers to request make-up work. All requested work must be completed and returned by teacher arrangement. Allow guidance and teachers 24 hours to gather necessary assignments.

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

LATE / MISSING WORK

No work will be accepted after the end of each nine week grading period, school-wide. Within a given nine week period, specific requirements for late or missing work — including deadlines, point deductions, and opportunities to make up assignments — are set by individual teachers and outlined in each course syllabus.

Students and parents should refer to the class syllabus for details on how late work is handled during the grading period.

END OF COURSE TESTS

Examination dates for the entire school year are published well in advance so that families may plan accordingly to avoid conflicts on examination testing dates. Examinations will not be given early. EOC examinations will be given for 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, but instead must achieve a passing score for the final cumulative grade.

[KCS Policy I-381: Integration of EOC Scores in Student Grades](#)

VISITING OTHER SCHOOL CAMPUSES

Students are not to visit other schools including elementary and middle schools during final exam dates. High school students risk the possibility of being suspended and charged with trespassing if they visit elementary or middle school campuses during finals.

PROM AND SENIOR CELEBRATION

To attend prom or senior celebration events, a student must be on track to graduate at the time of the event and currently passing all required classes, as determined by credit completion, coursework progress, and any other graduation requirements set by the school. Students who are not on track to graduate will not be permitted to attend.

A student who wishes to appeal this determination may request a meeting with the executive principal. The executive principal will review the student's academic standing and any relevant circumstances before issuing a final decision.

COLLEGE VISITS

The student must present a parent note at least one week before the visit. It must include the college they plan to visit and the date of the visit. The student must then pick up a College Visit Verification Form in the School Counseling Office and take it to their classes for each teacher to sign; it is to be completed by a college official during the visit and returned to the Main Office when the student returns to school. Juniors and seniors are allowed 2 days per year for college visits.

STUDENT BEHAVIOR EXPECTATIONS

To create a learning atmosphere with high expectations and to foster a positive attitude, a school must have consistent guidelines. In addition to specific regulations detailed in this document, students are to refrain from the following: fighting, stealing, possessing or using anything that might be considered a weapon, showing disrespect toward teachers or other school employees, behaving in a rowdy manner, displaying affection that is in poor taste, using vulgar language, name-calling and hazing other students, or exhibiting any other behaviors that disrupt the classroom, campus environment, or any school-related activities. Students are held to all school expectations and policies during school hours, at any time on any school property, at all school-sanctioned events, and off-campus trips representing Gibbs High and/or Knox County Schools.

DISCIPLINARY TERMS AND DEFINITIONS

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

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

Restorative Learning Center (RLC): RLC involves the use of informal and formal processes to restore students to good standing following a rules violation. RLC may be used in conjunction with prescribed school discipline. Students assigned to RLC will be expected to meet behavioral expectations and to complete regular academic assignments before returning to the regular class.

Out of School Suspension (OSS): This is a consequence given for persistent mis-behaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive OSS are subject to the following rules:

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

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

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

HEARING NOTIFICATION (administrator, student, parent/guardian)

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

I.E.P. TEAM

- To determine if the violation is a manifestation of the Special Education certification.
- To determine if placement/programming is needed.

DISCIPLINARY HEARING (all regular and special education, if not a manifestation)

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

Search and Seizure ([KCS Policy J-200](#)): All school lockers, backpacks, pocketbooks, etc., as well as vehicles parked on school grounds, are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office.)

CODE OF BEHAVIOR AND DISCIPLINE ([KCS POLICY J-190](#))

Other common disciplinary policies and procedures can be found below.

ZERO TOLERANCE ([KNOX COUNTY BOARD POLICY J-194](#))

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) 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; or
- knowingly possesses a firearm as defined in 18 U.S.C. § 921; or
- commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol Knox County School property, or other employee of the school system; or

- violates Section 39-16-517 — threat of mass violence on school property or at a school-related activity.

It is the Board's intent that the Superintendent 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. The Superintendent shall consider each zero tolerance case for placement in the alternative school program.

TOBACCO AND VAPING (KCS POLICY J-220)

Students of any age are forbidden to use or possess tobacco or any tobacco-like substitute, in any form, and/or electronic cigarettes or vapes while at school or while participating in any school-sponsored activity, at school or away. See the Disciplinary Action Guidelines later in this handbook. In addition, the KCSO has the authority to cite students who are in violation of the tobacco policy to juvenile court.

CARE OF SCHOOL PROPERTY (KCS POLICY J-270)

Students are responsible for the proper care of all books, computers, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or in any way damage school property or equipment will be required to pay for the damage done or replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension.

CELL PHONES AND ELECTRONIC DEVICES (KCS POLICY J-240)

A "wireless communication device" (WCD) is a personal portable wireless device that has the capacity to provide voice, messaging, or other data communication between two or more parties. WCDs include, but are not limited to, cell phones, smart watches, smart glasses, and tablets/iPads.

A "district-issued device" refers to an electronic device, such as a laptop or tablet, purchased for student educational use during and outside of instructional time.

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

All students will be required to store their wireless communication devices upon entering a classroom. Wireless communication devices may only be used before 8:30 and after 3:30. They may not be used during the school day, which includes passing time in between classes and lunch time.

Consequences for violation of this board policy and state law:

- **1st write up:** admin conference and administration will take the wireless communication device. The device will be returned to the student at the end of the school day.
- **2nd write up:** 1 day of RLC; the device will be confiscated and must be picked up by a parent or guardian.
- **3rd write up:** 2 days of RLC; the device will be confiscated and must be picked up by a parent or guardian.
- **4th write up:** 2 days of OSS; the device will be confiscated, and a parent or guardian must meet with the student's administrator before picking up the phone.

Students who refuse to relinquish their wireless communication device will be subject to suspension due to violation of state law.

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

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

DIGITAL CITIZENSHIP AND TECHNOLOGY

- All students are expected to use the computers and computer networks in a responsible, ethical, and polite manner. KCS reserves the right to monitor all technology resource activity.
- Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others, or using others' usernames and passwords, is strictly prohibited.
- Students are expected to follow all KCS expectations for digital citizenship.
- Students are expected to check Canvas, their KCS student email, and other teacher communication formats daily.
- All school rules, policies, and discipline consequences apply while using school issued technology and/or school networks.
- Students and parents are required to follow the expectations in the KCS Technology Agreement.

DRESS CODE (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.

- 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. Shirts or tops must cover the waistband of pants, shorts or skirts with no midriff visible. Low-cut blouses, shirts, or tops, extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. There are to be no holes in pants, shorts, skirts, etc. that show skin above the knee.
- Head apparel, except for religious or medical purposes, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor and outdoor activity.
- Clothing and accessories such as backpacks, masks, patches, jewelry and notebooks must not display: (1) racial or ethnic slurs/symbols, (2) gang affiliations, or (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy, such as alcohol, tobacco, and illegal drugs.
- Skirts, dresses and shorts must be below mid-thigh length.
- Sleepwear, pajamas, and/or blankets cannot be worn in school.
- 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. 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 the foregoing policy shall be subject to the following consequences:

- Correct the violation or spend the remainder of the day in RLC.
- Repeat offenders shall be subject to additional measures that include parent conferences, RLC and OSS.
- As described in the county-wide discipline policy.

FIGHTING

Any student who participates in a fight at school or any school activity will be suspended from school for ten days on the first offense. All fights are cumulative throughout the student's high school career.

Striking or otherwise committing an assault on a KCS employee (teacher, administrator, teaching assistant, etc.) will result in a disciplinary hearing and possible zero tolerance offense, and could result in a suspension of not less than one calendar year.

HARASSMENT, INTIMIDATION, BULLYING AND CYBER-BULLYING (KCS POLICY J-210 AND J-211)

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

"Cyber-bullying" means bullying undertaken through the use of electronic devices. "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, and if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, involves:

- physically harming a child or damaging a student's property;
- knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- causing emotional distress to a student or students; or
- creating a hostile educational environment.

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

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

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

To view policies J-210 and J-211 in their entirety, visit knoxschools.org.

SUSPENSIONS (KCS POLICY J-193)

The principal or assistant principal is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus. Students suspended will be permitted to take mid-semester and semester exams if they are scheduled during the period of suspension. Suspended students will also be able to complete work assigned during the suspension, and will be given a make-up allowance for the period of suspension. All assignments (including tests) permitted to be turned in for credit by the above stated policy must be turned in to or administered by the assistant principal's office by the time and date each is due.

AUTHORIZED AND UNAUTHORIZED AREAS

BEFORE SCHOOL (PRIOR TO 8:10 A.M.)

- Cafeteria
- Main Office lobby
- Library
- Library hallway
- Breezeway/courtyard

LUNCH

- Cafeteria
- Library (with a lunch pass)
- Courtyard/picnic area — open only at the discretion of administration on certain days

All other areas are considered unauthorized and subject to disciplinary action at the discretion of the school administration.

Students are not allowed in the following areas:

- Parking lots or vehicles during school hours without administrative permission. Upon arrival to campus, all students are to enter the building.
- Rooms or areas designated "Staff Only."
- A hallway/restroom that does not match their hall pass.
- Instructional areas during lunch periods.
- Any unsupervised area during classes without permission (i.e. athletic facilities, locker rooms, or another teacher's classroom).
- In the building or on campus between 4:00 p.m. and 7:30 a.m. without staff supervision for a school activity.
- In the building or on campus on the weekends without staff supervision for a school activity.

DISCIPLINARY ACTION GUIDELINES

The following is a guideline of possible violations of school rules, and the potential disciplinary actions that could result from violating these rules.

TARDIES TO SCHOOL / CLASS

- All students that arrive after 8:30 will be required to report to the office to sign in (this also includes any student that enters later in the day with or without an excuse).
- Students that are tardy will be required to notify a parent that they are late to school (every time they are tardy) via phone call or text (verified).
- After the third tardy (to any class) the student will receive one lunch detention, to be served in the cafeteria during the student's designated lunch time.
- On the 4th–8th tardy, students will receive lunch detention.
- On the 9th–11th tardy, RLC will be required for the individual class.
- On the 12th tardy, full day RLC will be required.

TOBACCO, VAPING, AND ALL FORMS OF E-CIGARETTES WITHOUT THC

OFFENSE	CONSEQUENCE
1st Offense	May result in a citation from law enforcement and a \$117 court cost; two days of out-of-school suspension; upon returning to school, one day in the restorative learning center for intervention services, including four 50-minute IN-DEPTH videos (Intervention for Nicotine Dependence: Education Prevention Tobacco and Health) and a presentation to the parent/guardian and a staff member.
2nd Offense	May result in a citation from law enforcement and a \$164 court cost; four days of out-of-school suspension.
3rd Offense	May result in a citation from law enforcement and a \$164 court cost; the school conducts a disciplinary hearing that could result in a five to ten day out-of-school suspension.

Vaping and all forms of e-cigarettes with THC: any vaping that contains THC will result in a zero tolerance offense (out-of-school suspension for no less than one calendar year, and an alternative placement will be offered).

LEAVING CAMPUS WITHOUT PERMISSION

- **1st Offense:** 2 days RLC; could result in the loss of driving privileges.
- **2nd Offense:** 2 days OSS; could result in the loss of driving privileges.
- **3rd Offense:** disciplinary hearing; could result in the loss of driving privileges.

Failing to sign out properly in the office can result in disciplinary action.

FIGHTING

- **1st Offense:** 10 days OSS — disciplinary hearing.
- **2nd Offense:** 20 days OSS — disciplinary hearing.
- **3rd Offense:** 30 days OSS — disciplinary hearing.

All fights will be considered cumulative over all years.

BUS CONDUCT

- Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given shall be followed.
- Students may be denied the privilege of riding the bus and parent/guardian will be responsible for transportation.
- The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

HARASSMENT, INTIMIDATION, BULLYING OR CYBER-BULLYING

- Dealt with in accordance with Board Policies J-210 and J-211.
- Could be subject to suspension and/or disciplinary hearing.

INSUBORDINATION TO STAFF

Insubordination means to purposefully choose not to follow a faculty member's request. Insubordination will result in RLC/OSS.

UNSAFE DRIVING ON CAMPUS

- **1st Offense:** administrative conference or loss of driving privileges for a 1–2 week period.
- **2nd Offense:** loss of driving privileges for 1 month.

- **3rd Offense:** loss of driving privileges for the remainder of the school year.

Subject to citation by a Knox County Sheriff's Officer.

UNAPPROVED DELIVERIES ON CAMPUS (DOORDASH, UBER EATS, ETC.)

Students are not allowed to receive any type of delivery during the school day. If a delivery is made, all materials will be confiscated by the front office.

- **1st Offense:** administrative conference and RLC.
- **2nd Offense:** administrative conference and RLC or OSS.
- Further consequences are at the discretion of administration.

Any other disciplinary procedures are at the discretion of the administration.

Any student that is suspended must meet with the restorative interventionist and a principal upon returning to school.

STUDENT SERVICES

ATHLETICS

Gibbs High School has a proud tradition of excellence in athletics. Although academics are of primary importance and participating in athletics is a privilege, an excellent athletic program can be a meaningful learning experience. Athletics enhances a student's opportunity to learn and to develop academically, physically, intellectually, and personally. Students interested in participating in college sports should start the NCAA process by the end of their junior year.

Eligibility requirements include that each student athlete:

- must have earned at least 6 term credits the previous year;
- must be in compliance with TSSAA eligibility;
- must not be 19 years of age on or before September 1;
- is permitted 8 terms of eligibility beginning in 9th grade;
- must complete 3 subjects per term;
- must pass a medical examination before participating;
- must have completed the pre-participation packet.

Student athletes are expected to maintain good sportsmanship, give respectful attention to classroom activities, and show respect for other students and faculty. Student athletes are expected to attend and participate in classes. An athlete must be present in school at least 3 hours and 15 minutes to participate that day in a game or practice. Student athletes who are assigned OSS will face athletic program consequences.

Practice schedules are determined by the coaching staff and student athletes should inform the coach if they will miss practice or a game. Any equipment issued to the athlete is the property of Gibbs High School and is on loan to the student. Any loss of equipment is the financial responsibility of the student.

Athletic insurance is required for all participating athletes. It must be paid through [Givebacks](#). Athletic insurance coverage is secondary coverage that applies only after parents have filed on their insurance plan. Cost for a catastrophic/serious injury is assessed for each participating athlete.

Athletes who receive a long-term suspension (5 days or greater) will be subject to a one-week suspension from participation in the first sport in which they would participate upon their return to school for each day of suspension from school. Specifically, this means one varsity game in football and two varsity games in all other sports, and no participation at the JV or freshman level during the athletic suspension period.

GIBBS HIGH SCHOOL FAN CODE OF CONDUCT

In the spirit of sportsmanship, Eagle fans shall:

- conduct themselves in a manner that represents Gibbs High School, Knox County Schools and the TSSAA with honor, dignity and respect;
- demonstrate qualities of civility and sportsmanship at all times;
- not use vulgar, abusive, racist, sexist, demeaning, or intimidating language at any time;
- support the players, coaches and officials in a positive manner;
- treat the visiting team, coaches and fans with courtesy and respect at all times;
- not engage in any dress or conduct that would incite others or would be offensive to our opponent;
- not engage in cheers that are vulgar, crass, or demeaning;
- refrain from throwing objects onto the playing surface for any reason;
- refrain from entering playing and team areas at any time, including during the game;
- 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 not be brought into any athletic event, unless the student has remained on campus for the entire school day.

BUS INFORMATION AND EXPECTATIONS

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

Discipline on our school buses is a priority in order to ensure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with the driver may result in removal of student riding privileges and/or suspension from the bus.

For more information regarding transportation, visit knoxschools.org/studentsfamilies/transportation.

BUS DISCIPLINE CODE (handled by administration)

LEVEL 1

- Eating or drinking on the bus
- Failure to remain seated
- Improper boarding/departing procedures
- Refusing to obey driver
- Loud, rude, or abusive behavior
- Profane language/obscene gestures
- Any behavior jeopardizing safety

Consequences

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

LEVEL 2

- Third violation of Level 1 behavior
- Tampering with bus equipment
- Fighting/pushing/tripping
- Bringing articles aboard the bus of an injurious or objectionable nature
- Destruction of property (parent/guardian fiscally responsible for damages; student will remain off the bus until damages are paid)
- Possession and/or use of tobacco products
- Profane language/obscene gestures
- Throwing objects in or out of bus
- Hanging out bus window

Consequences

- Bus riding suspension (minimum 5 school days)
- Repeat occurrence of a Level 2 violation (minimum 15 school days bus riding suspension)
- Out of school suspension

LEVEL 3

- Third violation of Level 2 behavior
- Physical assault/verbal threat directed to bus driver
- Attempting to set fire to the seat, hair, clothing, etc.
- Possession of weapon
- Use of chemical substances with intent to do bodily harm
- Possession and/or use of alcohol, drugs or paraphernalia
- Misuse of emergency exit on bus

Consequences

- Bus riding suspension (minimum 30, maximum 180 school days)
- Out of school suspension
- Action by the Board of Education (up to and including expulsion)
- Appropriate legal action

LIBRARY MEDIA CENTER

The Gibbs High School Library Media Center is here for students to access computers, research, and check out library materials, and is a great place to work on homework. Along with books, the library offers databases, internet access, and computer help for all students. The GHS library is open before and after school, and at lunch for students to come in, or with a pass during class time. Students are encouraged to stop in and see what resources are available to them. Usernames and passwords for checking grades and logging into the computers can be changed in the library, as well as ID card replacements.

GUIDELINES FOR MEDICATION (KCS BOARD POLICY J-352)

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

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, possible side effects, and method of storage.

- One medication per form is allowed on the Physician Forms, and the forms must be renewed each school year.
- A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult. Students may not carry medication of any kind on their person, with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.
- School nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up any unused medication at the end of the treatment or of the school year.

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

TEXTBOOKS

Students are accountable for all free textbooks. Knox County Board of Education must be reimbursed for any books that are damaged, destroyed, or misplaced. Classroom teachers make the decisions regarding book damage.

CAFETERIA FOOD AND DRINK POLICY

All food and drinks must be consumed in designated areas, unless by special permission. Trays are not allowed outside of the cafeteria. Eating areas are to be left clean and trash-free and trays properly returned to designated areas. There is to be no commercial food brought or delivered to students on campus during school hours (e.g. DoorDash, Uber Eats, Grubhub). Visitors are not permitted in the cafeteria during lunch periods without administrative approval. Each student is to use his/her personal cafeteria number only. This number is not to be used by any other student, with or without the permission of the owner. Students must

present all food and drink items to a cashier for payment. Food or drink not presented and paid for will be considered stolen, and appropriate disciplinary actions will be assigned. All school behavior guidelines should be followed during lunch. Students should not be in instructional or unsupervised areas.

No food and drink is permitted in classrooms or other instructional areas except by special permission.

Free and reduced lunch applications are available on the Knox County Schools website. Go to [Knox County Schools Nutrition](#) for information on meal prices and the Free/Reduced Application. Please complete and submit the form as soon as possible.

COMPUTER INTERNET POLICY

Knox County Schools — Guidelines for Acceptable Use of Electronic Media

Use of Electronic Media in the Knox County Schools constitutes the acceptance of these guidelines and the user's assent to abide by the terms of use stated herein.

I. STATEMENT OF AFFIRMATION

The Internet is a global electronic highway connecting millions of computers and individuals in the fields of education, business, government, the military and a variety of other organizations. This communication information network is being used in schools to educate, inform, and expand resources in much the same way as periodicals, videos, and computer software programs are used.

Knox County Schools' users will participate in projects using the Internet in a directed manner to support curriculum and research activities. They may participate in distance learning programs, ask questions of and consult with experts, communicate with other users, and locate materials to meet educational needs. Users will also be able to access a variety of information including news resources, electronic discussion groups, information databases, the holdings of libraries worldwide, and electronic mail.

The State of Tennessee and the Knox County Board of Education believe that the benefits of having access to the Internet are invaluable for both educators and students. Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is not appropriate to locate material that is illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions.

Users are expected to understand and abide by the guidelines and behaviors set forth by the Knox County Board of Education in its Guidelines for Acceptable Use of Electronic Media. The Board makes no warranty, expressed or implied, regarding the use of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use of the Internet in violation of these guidelines.

II. RIGHTS AND RESPONSIBILITIES OF USERS

All use of the Internet must be in support of education and research and be consistent with the mission statement of Knox County Schools. For educational purposes, users have specific rights and responsibilities which include, but are not limited to, the following.

USERS CAN

- examine and use interactive electronic formats;
- examine a broad range of opinions, ideas, and information in the educational process;
- locate, use and exchange information on the Internet;
- retain ownership of their own intellectual works as users of the Internet, consistent with the policies of the Knox County Board of Education.

USERS CANNOT

- use the network for personal commercial or for-profit purposes;
- participate in harassment, discriminatory remarks, or other inappropriate behaviors;
- use the network to access obscene or pornographic material;
- use the network for any illegal activity, including violation of copyright or other contracts;
- damage computer(s), computer systems or computer networks;
- invade the privacy of other network users;
- gain unauthorized access to computer networks, resources or materials.

SCHOOL COUNSELING DEPARTMENT

Riley Cooper

Freshmen Academy Counselor

Malee Hogan

Academy of Business, Health, & Professional Services

Marissa Buchanan

Academy of Technology, Engineering, & Design

Melissa Walsh, Melissa Graves

Testing Coordinators

The Gibbs High School Counseling Department works with the school staff and various agencies to assist students in recognizing and solving educational, career, and personal problems. Counselors will meet in individual conferences or large groups with students to review and discuss courses of study, post-secondary plans, scholarship information, and other areas of concern. Parents are encouraged to communicate with the counselor whenever they have questions or concerns. Services that may be offered include personal and academic counseling, orientation and registration assistance, college counseling, testing programs, and records maintenance.

How does a student see a school counselor?

- Students may request an appointment to see their counselor via the GHS Student Canvas Page or the GHS Counseling Website.
- Stop by the Counseling Office and make an appointment.
- Request of a counselor.
- Parent referral.
- Administrative referral.
- Teacher or other staff referral.
- Referral by friend(s) and/or peers.

AFTER HOURS EMERGENCY INFORMATION

Life-threatening emergency

Call 911

National Suicide Prevention Lifeline

988 or 1-800-273-TALK

Crisis Text Line

Text TN to 741-741

Mobile Crisis

865-539-2409

CHANGE OF ADDRESS

All parents/legal guardians should inform the office of any change of address, telephone number, or guardianship by a handwritten request. For any change of address, proof of new residence must be provided. For changes in custody, legal documentation must be provided.

CHANGE OF SCHEDULE

Schedule changes are ONLY valid for the following reasons:

- An empty block/no class in your schedule.
- Scheduled in a class already passed.
- Do not have the required prerequisite.
- Missing a class required for graduation.

Please do not request a change unless you meet the above criteria. If your request meets the above criteria, complete the [Schedule Change Request Form](#). All schedule change requests must be submitted to your counselor by August 10, 2026. No exceptions.

GRADUATION REQUIREMENTS (KCS POLICY I-370)

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

CORE SUBJECT	CREDITS	NOTES
English	4	English I, II, III, IV
Mathematics	4	Algebra I, Geometry, Algebra II, and one higher level math
Science	3	Biology, Chemistry or Physics, and one additional lab science
World History and Geography	1	
US History and Geography	1	
US Government and Civics	.5	
Economics	.5	
Phys. Ed and Health	1.5	Wellness and one additional ½ credit*
Personal Finance	.5	
Elective Focus	3**	
University Admissions	—	Students must complete two units of the same world language and one unit of fine/performing arts.***
Elective Credits	6	
TOTAL	28	

* The additional ½ credit in Physical Education 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.

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

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:

- earn a national and/or state-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 Semifinalist;
- attain a score of 31 or higher composite score on the ACT or SAT equivalent;
- 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 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.

GIBBS HIGH SCHOOL PROCEDURES

AUTOMOBILES

Driving an automobile to school is a privilege, not a right. All vehicles must be properly parked in a designated parking space with current year GHS parking hang tags properly displayed. On-campus student parking is restricted to holders of authorized parking permits. Parking permits cost \$40, and applications are available in the front office. Students must park, lock, and exit their vehicle immediately upon arrival to school. No student may return to his/her car without permission from an administrator. Automobiles are subject to search by school authorities. Illegally or unlawfully parked vehicles will be issued a parking citation and/or towed at the owner's expense. Failure to follow all parking rules will result in loss of all parking privileges, and no money will be refunded. Students must follow all parking guidelines on the parking application. Student vehicles must display the school-issued parking tag for the current school year. If the tag is not displayed, the vehicle is subject to search.

DELIVERIES TO SCHOOL

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. On Valentine's Day, deliveries will not be accepted so that the educational process is not disrupted. Delivery services like DoorDash, Uber Eats, etc. are NOT allowed for students at any time. Individuals attempting to make deliveries to students will be removed from campus without leaving the items. Students in violation will be subject to school discipline.

SCHOOL FEES

All fees and/or workbooks required of students have been approved by the Knox County Board of Education and will be collected in compliance with FAPE. See the [2026-27 GHS fee list](#) for details.

Fees are to be paid to the individual teacher. Make checks payable to Gibbs High School. There is a \$10 service charge for returned checks. Payments should be given to the teachers in individual classes each term. Fees for all extra-curricular activities and the Graduation/Senior Fee are required to participate.

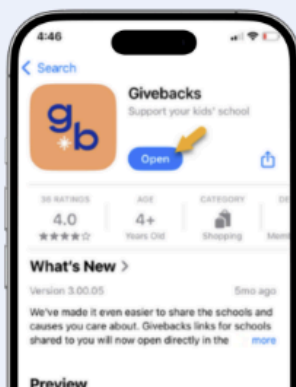
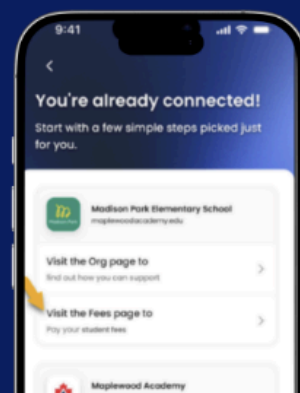
Families can see their student's fees and make payments at givebacks.com/join/gibbhs. We ask that all fees be paid during the first week of each semester.

How to pay student fees

Our school uses Givebacks to collect student fees. Below you'll find everything you need to know, so paying fees is one less thing to worry about.

If your email **is already connected** to your student

- 1 **Check your email:** Look for an invitation from Givebacks and tap *Pay now*
- 2 **Download the Givebacks app:** You'll be prompted to install the app from the App Store or Google Play
- 3 **Create or sign in to your account**
- 4 **Find fees:** On the "You're already connected" screen, tap *Visit fees page*
- 5 **Select your student:** Choose your child's profile to view assigned fees
- 6 **Pay your fees:** Add fees to your cart and complete checkout
- 7 **Get a receipt:** You'll receive confirmation via email. You can also access past payments anytime in *Account*.



If your email is **not yet connected** to your student

- 1 **Download the Givebacks app:** Install it from the App Store or Google Play
- 2 **Create an account or sign in**
- 3 **Find your school:** Follow your school/org during setup, or you can search for it by name or location
- 4 **Tap the Fees tab or Visit fees page**
- 5 **Add your student:** Enter your child's first name, last name, and Student ID. Once added, assigned fees will appear automatically.
- 6 **Pay your fees:** Add fees to your cart and complete checkout
- 7 **Get a receipt:** You'll receive confirmation via email. You can also access past payments anytime in *Account*.



How to pay student fees through Givebacks.

FEE WAIVER

If the financial status of your family is such that the payment of a fee produces a hardship, parents/guardians should apply for a waiver. Students who qualify for free or reduced lunch may apply for a waiver. There are three ways to fill out applications for the 2026-27 school year:

- [Submit an application online](#). Fill out all information, type in your signature, and click submit. You must click the "submit" button for the application to be reviewed.
- Download and print an application from the Knox Schools website.
- Fill out and print the application from the website and take it to the cafeteria manager at your child's school for processing.
- Pick up a paper copy of the application in the cafeteria. Parents must fill out the application and return it to the cafeteria manager at the child's school for processing.

If you have any questions regarding free and reduced applications, please contact Brett Foster at 865-594-3640 or school.nutrition@knoxschools.org.

If approved, fee waiver students are NOT exempt from paying any fees associated with Graduation/Senior Fees and ALL extracurricular activities.

I.D. CARDS

I.D. cards are required to be carried at Gibbs High School. I.D. cards must be presented to check out books or materials from the library, use computers, vote in school elections, gain admission to some school events, for school safety, and most importantly, to be identified as a student at Gibbs High School.

Any lost I.D. card should be reported to the library. The cost of any remake will be \$5.00. I.D. cards should be carried at all times and are to be shown and/or surrendered to faculty and staff members upon request.

INTERROGATIONS AND SEARCHES (KCS POLICY J-200)

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension. If a student is suspected or accused of any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student without the presence of parent(s) and without giving the student constitutional warnings. If a student is a suspect or is accused of a crime not involving the operation of a school, or if interrogation of a particular student is police instigated, a parent shall be notified and constitutional warnings shall be given to the student before interrogation begins.

Searches by School Personnel

Any principal, or his or her designee, having reasonable suspicion for a search may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. evidence of any violation of the law;
2. evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

Rooms for overnight stays during off-campus field trips are subject to search by school personnel on reasonable suspicion that a student has violated school board policy.

A student may be subject to physical search, or a student's pocket, purse or other container may be required to be emptied, because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All student searches must have at least two (2) adults present during a search. All of the following standards of reasonableness shall be met:

1. a particular student has violated policy;
2. the search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. the search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and
4. the primary purpose of the search is not to collect evidence for a criminal prosecution.

A principal or his or her designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is reasonable suspicion to believe that the vehicle contains a dangerous weapon or drug, or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body. The principal or his or her designee should notify the parent or guardian when a search has been conducted involving an individual student's person or possession(s). In the case of school-wide searches, a general notification will be disseminated to all parents/guardians of the applicable school.

LOCKERS

Each student who wants a locker will be assigned one and will be held responsible for the upkeep and contents of that locker. A student may use only the locker to which he/she is assigned. All personal items and books, when not in use, are to be kept in lockers. Money or other valuables should not be left in lockers. Lockers that do not have locks on them will be emptied and resealed. Students must use a combination lock for securing lockers. The school reserves the right to inspect student lockers at any time.

PERSONAL BELONGINGS

Students should not bring personal belongings to school due to the risk of loss or theft. Knox County Schools are not responsible for items that are lost or stolen. AirPods, headsets, cell phones, cameras, etc. should not be used during instructional time, unless they are used for instructional purposes as designated by the classroom teacher.

SIGNS, ADVERTISEMENTS, ETC.

Before signs or advertisements are displayed in the school, an administrator must give permission. Signs can only be placed on tile or painted block walls, and masking tape should be used. It is the responsibility of the person who puts up the sign to see that it is taken down within a reasonable length of time.

VISITORS (KCS BOARD POLICY C-210)

The Student and Employee Safe Environment Act of 1996 requires that all visitors, except on occasions such as athletic events and open house, must report to the school office and sign in using the KCS Visitor Management System upon entering the school. Guest passes may be issued. Administration has the right to restrict access to the school campus, especially during the school day. No one should be on campus without proper Knox County Schools identification or checking in at the Main Office. Visitors are required to wear the visitor badge issued from the main office. Unexpected visitors will be turned away. When a parent reports to school to visit with a teacher, the parent needs to have scheduled an appointment. Anyone on campus without proper identification will be referred to Knox County Schools Security, the Knox County Sheriff's Department, or school administration.

KNOX COUNTY SCHOOL BOARD POLICIES

EQUAL OPPORTUNITY NOTICE

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

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

Anyone who believes that the Knox County School System has discriminated against them or another individual may file a complaint. 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

The Office for Civil Rights

U.S. Department of Education

P.O. Box 2048, 04-3010

Atlanta, Georgia 30301-2048

SAFE 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 offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

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, 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 pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, Director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

CIVILITY CODE (KCS POLICY B-230)

Philosophy of Personal Conduct

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

Expectations

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

- treat one another with courtesy and respect at all times;
- take responsibility for one's actions;
- be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students;

- refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

Response to Uncivil Behavior

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

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

Knox County Schools and Gibbs High School reserve the right to add, delete, or change any information within this handbook without prior notification.

GIBBS HIGH SCHOOL

7628 Tazewell Pike, Corryton, TN 37721

Office: (865) 689-9130 · Fax: (865) 689-9131

gibbshs.knoxschools.org

