

WEST HIGH SCHOOL

3300 Sutherland Avenue

865-594-4477



Student Handbook

2026 - 2027

Mr. Spencer Long, Principal

WELCOME LETTER FROM MR. LONG

Students, Families, and the OneWest Community,

I am blessed to have the opportunity to work alongside each of you as we strive to promote excellence for every student at West High School. As an International Baccalaureate World School, we provide our students access to some of the most rigorous and enriching learning opportunities in our region. As an 865 Academies school, we also provide students with four years of immersive career exploration and planning in partnership with local businesses and industry professionals.

At West, the opportunities for students to succeed are nearly endless. My goal is for every student to have a fulfilling and enriching educational experience—both in the classroom and beyond—that culminates in a concrete postsecondary plan by the time they walk across the graduation stage.

Beyond the classroom, West offers a wide range of high-performing extracurricular teams, clubs, and organizations. I challenge every student to become actively involved in at least one of these opportunities. Immersing themselves in the life of our school will allow students to build meaningful relationships, discover new interests, develop skills, and fully experience the rich culture of excellence at West High School.

We will continually strive to serve our students at the highest level through strong partnerships and ongoing collaboration with our families and support organizations, including the West High Foundation, PTSO, and West Athletic Council. I am honored to be part of this work and look forward to all we will accomplish together as we build upon West's proud tradition of excellence.

OneWest!

Spencer Long
Executive Principal
West High School

ADMINISTRATIVE STAFF

Executive Principal: Spencer Long

	Assistant Principal	Counselor	Academy Lead
Freshman Academy "FRAC"	Nate Martin	Lisa Roberts	Nat Scott
Academy of Creative Technical Innovation "CTI"	Jonathan Egert	Tabitha Rawlings	Brooke Gasper
Academy of Health Science of Human Services "HSHS"	Kelly Forester	Kelly Page	Dani Sorrells
Academy of Global Commerce & Communications "GCC"	Katie Keaney	Anna Griffin	Sarah Green

Paul Romero <i>Athletic Director</i>	Sarah Bast <i>College & Career Readiness</i>	Amelia Baker <i>Academy Coach</i>	Corey Dugan <i>IB MYP Coordinator</i>	Shari Valencic <i>IB DP/CP Coordinator</i>
Brittney Blaine <i>Social Worker</i>	Abby Harris <i>Social Worker</i>	Kim Iglehart <i>Registrar</i>	Paula Moore <i>nurse</i>	Caren Miller <i>Attendance Secretary</i>

STUDENT SERVICES (SCHOOL COUNSELING)

The West High School Student Services Department offers a comprehensive program of services and informational resources to students, parents, community, and staff. A major emphasis is placed on the individual student and his/her needs. School Counselors are certified/licensed educators trained in school counseling with unique qualifications and skills to address *all* students' academic, personal/social and career development needs. The services provided through the Student Services Department include the following: individual counseling, small and large group guidance, freshman orientation, new student orientation, scheduling, assistance with post-secondary education, career development, college information (*scholarships, financial aid, vocational programs, colleges, application processes*) and testing.

Procedures for Dropping/Adding Classes

Once students have registered for classes and a workable schedule has been established, dropping and adding of classes will only be processed as necessary as determined by the counselor or administrator.

No changes will be processed after 6 school days have passed without administrator approval.

To Drop a Class

- All students must be enrolled in a class for every block.
- Course level changes may be initiated by the teacher, counselor, students, and/or parent. Evaluation for level changes will be processed by school counselors and approved by administration based on individual circumstances.
- Any drops/additions must be approved by an administrator 7 days and beyond from the beginning of the semester. After 10 days, no drops/adds/swaps will be approved.

ACADEMICS

Grading Scale & Grade Reporting

Grade	Descriptors	% Scale	Grade Points
A	Excellent	90-100	4
B	Good	89-80	3
C	Average	79-70	2
D	Below Avg	69-60	1
F	No Credit	59-0	0

**Grade points for Advanced Placement and International Baccalaureate courses receive additional weights as follows: A:5, B:4, C:3, D:1, F:0. Grade points for Honors courses: A:4.5, B:3.5, C:2.5, D:1.5, F:0.*

Additional Point Policies

Honors Course 3-Point Policy

In accordance with school board policy, three (3) points added to a student's Final Grade and an additional half (.5) quality point used for GPA calculation after successful completion of an honors class.

CTE Course with National Industry Certification (NIC) 4-Point Policy

The TDOE requires students in CTE courses to take the corresponding NIC exam in order to receive the 4 additional points added to their final grade and an additional one (1) quality point used for GPA calculation. Students who do not take the NIC exam will not receive any additional points and will be required to take an equivalent End-of-Course exam for the class worth 15% of the grade.

Dual Enrollment 5-Point Policy

In accordance with school board policy, five (5) percentage points added to a student's Final Grade and an additional one (1) quality point used for GPA calculation after successful completion of the course.

AP and IB 5 Point Policy

The TDOE requires students in AP and IB courses to take the corresponding exam in order to receive the 5 additional points added to their final grade. Students who do not take the AP or IB exam will not receive any additional points and will be required to take an equivalent End-of-Course exam for the class worth 15% of the grade. The exception is that all students in a two year IB course that does not have required IB assessments during the first year will receive five points added to their final grade at the end of year one. Students in a two year course (for example, IB English) who have required IB assessments during the first year must complete these assessments in order to receive the additional five points at the end of the year.

Grade Reporting

All classes' grades are cumulative, representing all class work from beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons. Grades will be published every 4 ½ weeks and can be viewed on Aspen. If you need a printed copy, please go to Student Services.

Grading Period Dates (26-27)

Grading Period	End Date	Grading Period	End Date
4 ½ Weeks	September 9	4 ½ Weeks	February 5
9 Weeks	October 16	9 Weeks	March 19

13 ½ Weeks	November 17	13 ½ Weeks	April 23
18 Weeks	Dec. 19	18 Weeks	May 21

Aspen Gradebook Policies

Although each staff member within a subject has their own gradebook categories depending on the needs of their courses, all teachers are expected to update grades weekly in a manner that accurately reflects students' progress toward mastery of the content standards.

In order to promote consistency in communication using Aspen, all teachers will be using the following codes to refer to missing assignments in the Gradebook:

- M ("Missing"): This is for assignments students have missed, but have the opportunity to make-up. They should count as missing and calculate as a zero.
- E ("Exempt"): This is for assignments students missed, but do not need to make-up. This should neither calculate as zero nor count as missing.
- X ("No Opportunity for Make-up"): These assignments were missed and cannot be made up. They should not be counted as missing and should be calculated as a zero.
- *Please note:* Some teachers may use additional codes in Aspen that will be indicated in their syllabi.

End-of-Course Assessments

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 are only given early in very exceptional situations approved by administration.***

Mandatory state level exams are administered in Algebra I, Algebra II, Geometry, English I, English II, Biology I, and US History. KCS policy states that the End-of Course (EOC) assessment counts for 15% of the final course grade. After EOCs, at the end of the year, full credit will then be awarded for courses taken. Seniors who have a minimum of an "75" average may opt out of the class's final exam (*this exam cannot be a state, IB, or AP exam*).

Dual Enrollment Courses

Juniors and seniors in good standing toward their graduation requirements may be considered for a dual enrollment course. There is a dual enrollment interest in the spring semester that students are required to attend to begin the process of having a dual enrollment course in their schedule for the following year.

Students that are enrolled in Dual Enrollment (DE) courses must follow the following guidelines in order to continue dual enrollment through the entire year:

- Enroll in a DE course for both the fall and spring semesters at the same time that is allotted in their WHS schedule.
- Attend the beginning of year DE information session at West High School.
- Submit a completed off-campus form.
- Attend and complete the coursework in their Dual Enrollment course.
- Follow appropriate check-in/out procedures in the WHS front office when coming/going to DE class.
- Check-ins with a WHS staff member to discuss progress and show DE course grade.
- Students who are assigned a 2nd or 3rd period block for asynchronous DE courses must be on West High's campus during that block and in a specified classroom.

Students who do not follow the guidelines and/or fail their DE course will be subject to having a WHS class scheduled for that time frame instead. These WHS classes will be offered based on the seat availability.

Academic Integrity Policy

The primary goal of academic integrity is to ensure that student knowledge, understanding, and critical thinking remain transparent, authentic, and ethical. Students are expected to master technical research and citation standards while maintaining complete honesty in all submitted work. If a violation of the Academic

Integrity Policy occurs the teacher will submit a referral for Cheating in ASPEN.

Plagiarism

Plagiarism is defined as presenting someone else's ideas, research, or opinion as your own without proper documentation, even if the material has been rephrased. Plagiarism encompasses, but is not limited to:

- Copying all or part of another person's written work verbatim.
- Incorporating phrases, figures, or illustrations without citing the original source.
- Paraphrasing ideas, conclusions, or research findings without explicit citation.
- Utilizing all or part of another's work without attributing the work to its original creator.

Cheating

Cheating includes any unauthorized action, collaboration, or procurement of material related to assessments and academic tasks. Cheating encompasses:

- Copying work from another student's assignment.
- Using unauthorized materials or notes during an assessment.
- Collaborating with another student on an assignment without teacher permission.
- Knowingly using, buying, selling, stealing, transporting, or soliciting any portion of an unadministered test/assignment.
- Impersonating another student or permitting someone else to substitute for oneself to take an assessment.
- Bribing someone to obtain an unadministered test or securing advance access to exam questions or answer keys.

Misuse of AI

The use of AI is becoming prevalent in our society and it is important we teach students appropriate uses of AI. West High School will instruct students about the use of AI in the educational setting and will use AI resistant assignments to assess student learning in every course. Students should expect that their work will be reviewed by teachers on school based platforms such as Delta Math, Google Docs, Google Sheets, Google Slides, and other technology approved by KCS and as directed by the teacher.

Students should be prepared to meet with teacher(s) and/or administrators regarding their work and answer pertinent questions regarding their work. Assignments should be classified by teachers into one of these three categories:

-  Red Assignments: No use of AI in any way on this assignment.
-  Yellow Assignment: Use of AI allowed for research, feedback, grammar/spelling, and analysis. Yellow assignments must include a AI Use Statement and appropriate academic citation as the assignment requires: " _____ (name of AI) was used for the following on this assignment _____."
-  Green Assignment: Students may use AI to brainstorm and generate ideas, which they can then integrate into their own work. However, students should not plagiarize AI responses as their own work. Must also include a AI Use Statement: " _____ (name of AI) was used for the following on this assignment _____."

ACADEMIC PROGRAMMING

865 Academies

West High School is proud to be a participant in the KCS 865 Academies initiative. The 865 Academies initiative is aimed at transforming the high school experience for Knox County students.

Freshman Academy is designed to welcome 9th-graders to high school, provide a smaller learning community to build connections with teachers and classmates, and prepare students to select an academy pathway for Grades 10-12.

During the spring of their freshman year, students will select a career pathway to follow during their tenure at West High. Students will be placed in an academy for their remaining years at West High. The academies

and the relevant pathways are listed below:



 Freshman Academy (FRAC) Assistant Principal: Nate Martin Counselor: Lisa Roberts Lead: Nat Scott	
 Creative & Technical Innovation Assistant Principal: Jonathan Egert Counselor: Tabitha Rawlings Lead: Brooke Gasper	Audio/Visual Production Engineering Mechanical, Electrical, and Plumbing Systems
 Global Commerce & Communication Assistant Principal: Katie Keaney Counselor: Anna Griffin Lead: Sarah Green	Digital Arts and Design Marketing Management
 Health Science & Human Services Assistant Principal: Kelly Forester Counselor: Kelly Page Lead: Dani Sorrells	Cosmetology Nursing Services Sport and Human Performance

Guaranteed experiences are an integral part of 865 Academies. They are listed below for each grade level.

9th Grade	10th Grade	11th Grade	12th Grade
Freshman seminar YouScience Guest Speakers Pathway Fair Industry Experience	Level 1 CTE Class Post-Secondary Visit Guest Speakers	Level 2 CTE Class Job Shadow Experience Hiring Expo Guest Speakers College Fair	Level 3/4 CTE Class Capstone Experience Hiring Expo Guest Speakers College Fair

You can access the frequently asked questions about the 865 Academies [here](#).

International Baccalaureate (IB) Programmes

The International Baccalaureate (IB) is a continuum of programs that is designed to develop well-rounded individuals by providing a consistent framework that tailors students' education according to their culture and context. For over 50 years, IB programs have enabled teachers to develop resilient, self-motivated young people who have the knowledge, skills, and sense of purpose they need to thrive throughout their lives and contribute to making the world a better place.



West High School is Knox County's first IB World School and one of few schools in the State of Tennessee to be authorized to offer the prestigious IB Middle Years, Diploma, and Career-related Programmes.



The **Middle Years Programme (MYP)** includes all students in grades 9 and 10 and is a continuation of a program shared with Bearden Middle School. The MYP centers around a common curriculum framework in eight subject areas and culminates with the Personal Project in grade 10. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies and the real world. It fosters the development of skills for communication, intercultural understanding and global engagement – essential qualities for young people who are becoming global citizens and global leaders.

At the end of their 10th grade year, students will have the choice to continue into the IB Diploma Programme (DP) or follow a traditional high school curriculum track. Students may choose to pursue the Full IB Diploma, take individual IB classes, take Advanced Placement (AP) classes or college prep (CP) level classes. Each student will discuss and design their individual pathway with their counselor during their 10th grade year.

The **Diploma Programme (DP)** is an elective, rigorous pre-collegiate curriculum available to students in grades 11 and 12. Participation in the DP requires completing six IB subjects and three core requirements: Theory of Knowledge (TOK), Creativity, Activity, and Service (CAS), and the Extended Essay throughout both years. Students interested in pursuing the IB Diploma should prepare by taking challenging courses during their freshman and sophomore years (such as AP and honors classes) that will prepare them for IB subjects that demand ample student participation and oral presentations, intense writing, and independent research. Students must register for the DP during the second semester of sophomore year. Prospective DP students are also required to have two years of second-language instruction (or commensurate experience) in order to navigate the DP's requirements.

The **Career-related Programme (CP)** is an elective, rigorous pre-collegiate curriculum available to students in grades 11 and 12. Participation in the CP requires completing at least two IB subjects and four core requirements: Personal and Professional Skills (PPS); Service Learning/Community Engagement; Language Development/Language and Cultural Studies; and the Reflective Project throughout both years. Additionally, students must determine a career-related study aligned to one of West's 865 Academy career pathways (or, Junior ROTC) and take and pass a related industry certification(s). Students interested in pursuing the IB CP Certificate should prepare by taking challenging courses during their freshman and sophomore years (such as AP and honors classes) that will prepare them for IB subjects that demand ample student participation and oral presentations, intense writing, and independent research. Students must register for the CP during the second semester of sophomore year.

"IB for All!"

All West High School juniors and seniors are eligible to take IB subjects; enrollment in the DP or CP is not required. IB subjects are available in six discipline groups and two levels: standard level (SL, requiring 150 hours of study) and higher level (HL, requiring 240 hours of study). Group 2 (world language) subjects are also available at the *ab initio* level for students with limited second-language experience. Ab initio students are most often co-sat with other levels.

- **Group 1:** IB Language and Literature (SL, HL)
- **Group 2:** IB French (*Ab Initio*, SL, HL); IB Spanish (*Ab Initio*, SL, HL)
- **Group 3:** IB Environmental Systems & Societies (SL); IB Global Politics (HL); IB History (SL); IB Psychology (SL); IB World Religions (SL)
- **Group 4:** IB Biology (HL); IB Chemistry (SL, HL); IB Environmental Systems & Societies (SL); IB Physics (HL)
- **Group 5:** IB Math Applications & Interpretation (SL, HL); IB Math Analysis & Approaches (HL)
- **Group 6:** IB Visual Arts (SL, HL)

Due to the hour requirement mandated by IB for all subjects, daily attendance is exceptionally important for students and will be scrutinized. Only students who are committed to attending school all day, every day should consider enrollment in IB subjects.

IB Subject Assessments

All IB subjects require Internal Assessments (IAs) and External Assessments (EAs).

IAs are teacher-based assessments in all subjects and include one or more of the following: individual oral (IO) work in Group 1 and 2 subjects; field work or comparative research in Group 3 subjects; laboratory work in Group 4 subjects; exploratory work in Group 5 subjects; and artistic performances in Group 6 subjects. Students are expected to research and authentically generate the work required for IAs independently.

EAs are IB exams that are conducted at the end of the school year. Registration for exams begin in late September and require a fee of \$124 (*subject to change annually*) per subject. Students qualifying for free/reduced lunch may request financial assistance. Exams are typically held from late April through the month of May on dates set by IB, and may be scheduled after West High School's graduation; most are held at a location alternative to West's campus and require independent transportation to and from the exam site. These dates are inflexible; there are no make-up dates.

- **EAs are required for all DP and CP students.** They are optional for students not enrolled in these programs. However, students wishing to pursue earning potential collegiate credit for their work in IB subjects must take the EA to complete the course. College credit is granted by each prospective post-secondary institution; West High School has no role in this process.
- **Students MUST submit their required IAs for their respective subject in order to sit for their EA. No IA = No EA.** IAs are the first part of the required assessment process for an IB subject and students will not be issued a passing score for an IB subject without it. Thus, if a student does not submit the required IA for a subject, she/he will not be permitted to take the exam for the subject, forfeiting any exam fees or quality grade points.

IB Academic Integrity

All work students submit for assessment in IB subjects, whether a class assignment or a research paper, is expected to be genuine and authentically the student's own. West High School IB teachers, the IB Coordinator, and the IB globally employ multiple methods of authenticity checking, if necessary, in accordance with Knox County School's related policies.

IB teachers and the IB Coordinator will review West High School's IB Academic Integrity policy with all IB students at the start of the school year.

DAY TO DAY PROCEDURES

Attendance Policies

According to School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning.

Tennessee Compulsory Attendance Law states, "Every parent, guardian, or other person residing in the State of Tennessee, having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such children to attend public or private day school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided" (TCA 49-6-3001), and requires that you monitor your student's school attendance and require your student to attend school (TCA 49-6-3007).

Knox County Schools Attendance Policy states "Acceptable (excusable) absences:

- Personal illness
- Injury and hospitalization
- Illness in the immediate family temporarily requiring help from the child;
- Death in the immediate family
- Recognized religious holidays regularly observed by persons of the student's faith;
- Verifiable family emergency
- Court appearances for summons, subpoena or court order
- Students with a parent or guardian who is deployed as 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]; 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)." (KCS BOE Policy)

All absences must be verified in writing by the parent or guardian within five (5) days of the absence, notes may be received through parent square or handwritten. Medical excuse notes should be written on the physician's office pad/letterhead showing the address/phone number of the office, containing the child's full name and date of absence(s). *Absences for doctor appointments in which it is not medically necessary to miss the entire day will be unexcused.*

Truancy: Per TCA 49-6-3007, after a child has five (5) unexcused absences they are considered truant in the state of Tennessee. Any child who has five (5) or more unexcused absences are subject to progressive truancy interventions, including, but not limited to an invitation to a truancy meeting, a school support team meeting, pre-court juvenile hearing and juvenile court proceedings.

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. Parents will be notified daily of a student's absence.

Tardy: Students are expected to be on time to school and class. Students who are tardy will be subject to progressive discipline.

- **Late Arrival to School:** A student arriving any time after 8:30 a.m. should report directly to the Front Office to receive an Admit Slip.
- **Tardy to 1st Period Class:** Arriving during the first 15 minutes of a class is considered tardy; arrival after the first 15 minutes is an absence. *Note: Students on campus, but not in class or in the Front Office, are considered cutting class and doing so will result in disciplinary action.*

Consequences for Tardies

- Tardies to school are separate from tardies to class. If a student is not in first period by the time the tardy bell rings at 8:30, students must report to the front office to pick up a pass and report immediately to class. Not doing so will result in a class cut.
- Student consequences will begin at the student's 4th tardy infraction, and escalate with each additional 3 infractions; these can be collected from multiple classes. Parents will be contacted by staff as students accumulate tardies. These consequences and infraction counts reset each 9 week period.
 - o 1st incident: (4 tardy) Silent lunch
 - o 2nd incident: (7 tardy) 1 block of RLC
 - o 3rd incident (10 tardy) 2 blocks RLC, parent conference
 - o 4th incident (13 tardy) and beyond, full RLC, parent conference

Early Dismissal: When leaving early is necessary, it is essential that parents make a written request for early dismissal.

- **With a Note** – Students who need to be dismissed early from school must bring a note signed by a parent. The note should include telephone numbers for parent verification by the office. Notes for early dismissal should be brought to the Front Office by 8:30 am. Students will then pick up their early dismissal slip up back from the Front Office after 1st block.
- **Without a Note** – An adult on their emergency information in Aspen must come into the Front Office with their driver's license to check out any student who does not bring a note. *Note: The Front Office should be notified of any special circumstances regarding access to a student.*
- Students who check out during the school day may not return to school that day without an official doctor's note, court note or parent/guardian sign-in.
- Students arriving on campus (*walking, driving, bus*) prior to 8:30 am may not leave campus without permission. Doing so will result in disciplinary action.
- No early dismissals after 3:00 p.m.

Make-up Work

It is up to the student to initiate the make-up work immediately upon returning to school. *Failure to request make-up work within three (3) days of returning to school may result in the lost opportunity for credit for the missed work.* It is understood that all requested work must be completed and turned in within 3 days of receiving the assignment or by teacher arrangement. *Any missing work will have a negative impact on the student's grade.* In cases of prolonged illness, teachers will set a reasonable time limit for completion of the work (See KCS Board Policy J-120 for complete district attendance policy).

Hallway Expectations

- Once the tardy bell has sounded, students are not to be in the hallways until ten minutes after the start of class. Students are not to be released during the ten minutes prior to the bell for the next class. If a student needs to be in another class, they must submit an appointment pass through Securly in order to obtain permission from all appropriate staff members.
- Students should always have a physical hall pass along with a Securly pass from the teacher when in the hallway during authorized release times. Hall passes are not to be issued during unauthorized (*10 minutes after the bell, 10 prior to the next*) times.
- Students are not allowed to congregate in the hallways.

Cafeteria Expectations

- Students are **not** permitted to leave campus at any time including during lunch.
- Student seating is allowed only in the cafeteria or the OneWest Commons. Students should not wander the school during this time, or they will be subject to disciplinary consequences. Only students **with passes from administration** are allowed to eat in a separate designated area as defined on said pass.
- Eating areas are to be left clean and trash-free and trays properly returned to designated area.
- 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.
- No food and drink (*except water*) is permitted in classrooms or other instructional areas except by special permission.
- Visitors are not permitted in the cafeteria during lunch periods without administrative approval.

Delivery of Student Messages, Packages, Flowers, Balloons, Food, etc.

To avoid excessive announcements, interruptions and the overloading of front office personnel, only emergency messages or packages (*such as forgotten lunches, lunch money, etc.*) from parents/guardians will be accepted for distribution to students during school hours. *Students will be called to the office between classes only.* **NO commercial balloons, flowers, gifts, etc. are to be brought or delivered to students on campus during school hours.**

Due to loss of instructional time, food deliveries from DoorDash, Grubhub, UberEats, and other concierge services will not be permitted. Students who attempt to place and receive orders will not be able to accept them, and appropriate disciplinary action will be taken. The school is not financially liable for any funds lost/wasted if students attempt to order food for delivery.

Bus Information and Expectations

Bus riding is a privilege for general education students in Knox County Schools. Therefore, a loss of privilege can occur if policies and expectations are not adhered to. [AP-J-250 Bus Conduct](#)

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the Guidance Office or the Knox County Transportation Office. Discipline on our school buses is a priority in order to 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 also expected on the school bus. Knox County bus rules are posted on each bus and failure to cooperate with the driver may result in removal of student riding privileges and/or suspension from the bus.

Driver's License Requirements (SF1010)

Tennessee State Law (Title 49, Ch. 6, Tennessee Code Annotated) contains requirements for compulsory school attendance. The top portion must be completed by the student or parent and then returned to the school secretary for attendance/grade verification and completion of the form. **Two school days should be allowed for completion of this form by the school.**

Tennessee 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.
- More than half of his/her subjects failed in a term.

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 do the following to regain driving privileges:

- Attend school thirty (30) days in a row without an unexcused absence and/or
- Pass half or more of his/her classes the next term with D or better.

General Parking/Traffic Information

Morning Drop-off

Students may be dropped off at both the Tobler and Sutherland lobbies in the morning. The Tobler lobby opens at 7:30 a.m., and the Sutherland lobby opens at 7:45 a.m. Students who wish to eat breakfast must go straight to the cafeteria and remain there until dismissed to class. No students will be allowed to go to their classes until 8:15 a.m. unless they have a Securly pass from their teacher for tutoring.

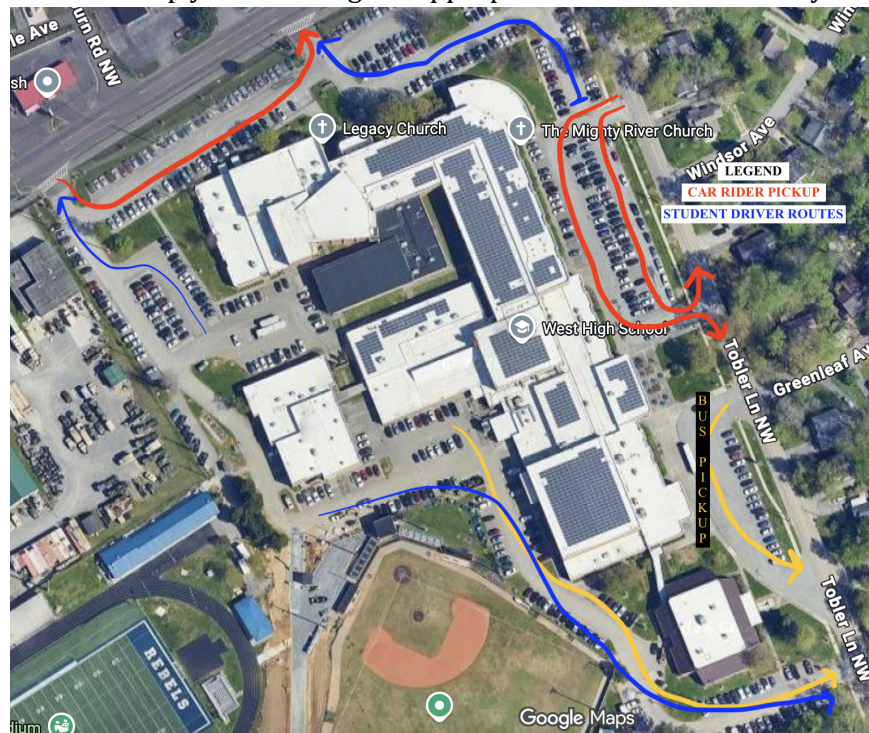
On late arrival Wednesday mornings, students will not be dismissed to classes until 8:40 a.m. They have the choice to stay in the cafeteria or library while they wait to be dismissed to class.

Please note: Once you have arrived on campus whether via bus, walking, or as a car rider, you may not leave to go off campus (*i.e. walk across the street, leave with classmate in a car, etc.*).

Afternoon Pick-up

In the afternoon, all students are expected to leave the school building. Students that have after school activities may not loiter in the halls, but rather must be under direct supervision of a staff member. Once students have left the building, they will not be permitted to re-enter.

Please see the map below to help you in finding the appropriate dismissal route for your children.



2026-27 Parking Rules and Regulations

Students who drive and park on campus need to closely adhere to the following rules and regulations. Parents and others who drive on WHS campus need to acquaint themselves with traffic patterns, speed limits, parking areas and other guidelines in order to avoid confusion and assure the continued safety of West students.

Due to the limited number of available parking spaces, permits for campus parking will be sold first to Seniors and then Juniors on a first come, first serve space available basis.

Student drivers (and parents) are expected to sign an agreement to adhere to specific parking/traffic guidelines. Violations of these guidelines will be taken very seriously since the safe and efficient operation of the school may be affected. Consequences for violations are listed below and should be carefully noted.

Failure to adhere to rules may result in loss of parking permit

1. West High School students MUST complete the following procedures to obtain a parking pass:
 - a. Complete an application in the front office.
 - b. Show and provide copies of a valid driver's license and proof of updated insurance.
 - c. Purchase a \$75.00 parking pass (non-refundable) or \$40.00 for Jan–May 2027, when parking opens to Sophomores.
 - d. Sign the parking agreement with an administrator or designee.
2. Tennessee State law requires all drivers to carry automobile insurance.
3. Students may park only in areas designated for student parking (white lined parking spots). Students parking in staff, visitor or handicap spaces will face disciplinary consequences.
4. A WHS parking pass must be clearly displayed (*lower left driver's side windshield*) whenever the vehicle is on campus. Lost or stolen permits must be reported to the main office immediately to avoid disciplinary consequences. The replacement fee for a lost permit is \$10.00. Permits may not be used, sold or transferred to another student.
5. Students must park, exit, and lock your vehicle immediately when arriving on campus. Students cruising or sitting in vehicles will face disciplinary consequences.
6. Students must obtain a pass from the office to go to any parked vehicle during the school day. All books, materials and personal items should be brought into the building when you arrive.
7. Students are not allowed to move (or allow others to move) their vehicles or leave campus without following check out procedures through the main office.
8. The speed limit on campus is 5 MPH.
9. The main office and school security should be informed in advance, or upon arrival to school, if a different vehicle is driven to school other than the one listed on the permit application.

Parking a vehicle on school grounds entitles the Principal or his/her designee to search that vehicle upon reasonable suspicion that school policy or Knox County law has been violated.

West High School is not financially responsible for vehicular damage or theft that may occur while the vehicle is on campus. However, campus security can complete an accident report that the student can submit to the student's automobile insurer. Administration will administer appropriate disciplinary action if vehicle damage is the result of campus safety or rules violations.

School Safety Regulations

Our students' safety is of paramount importance. Therefore, we have a variety of policies and procedures in place to ensure that students are safe while they are at the school including:

- Upon arrival at school after 8:30 a.m., **every** student must check in at the Front Office.
- Students are not allowed to open exterior doors to the building except under direct supervision (*watching them*) of a teacher. This includes opening doors for late arrivals to campus. Students in violation of this will be subject to disciplinary action. Students should report any non-staff adult or student who does not have a badge or visitor ID to a staff member immediately.
- Students are not allowed to "force open" pulling on exterior doors. Cameras are on all exterior doors. Students using a "force open" method will be subject to disciplinary measures, including suspension from school, forced damage payment, and a report to law enforcement.
- Students are not allowed to climb over security locks (*such as gates between main building and vocational*) in order to bypass security features.
- Students violating traffic regulations in the parking lot (*speeding, reckless driving*) will be subject to disciplinary action and will lose parking privileges, without a refund of the parking fee.
- Students should participate fully in all school safety drills.
- **If students have knowledge of any safety concerns at any point, they need to immediately report them to an administrator or staff member.**

Safety Drills & Evacuations

The school will periodically conduct safety drills in order to ensure all students are prepared in case of an emergency. During these drills and/or actual emergencies, full student participation and cooperation is expected.

- The building must be cleared silently so that instructions can be heard.

- Exit procedures that are practiced during drills must be followed. These plans will be reviewed in classrooms with staff, and exit routes are posted on the wall of each classroom beside the door.
- Each teacher will take attendance once the class has evacuated the building. Students are expected to stay with class. Missing students should be reported to the Student Accountability Coordinators.
- All teachers are to keep their students assembled and supervised.
- Students and teachers should remain at the evacuation site until all-clear instructions are given.
- Once all clear is given, students should calmly and quickly re-enter the building with their class.

In the event of emergencies, communication will be disseminated as appropriate.

School Nurse Services

Medication Administration at School

Per [KCS Board Policy J-352](#) students are not permitted to carry medications with them at school. All medication, including Prescription and (OTC) Over the Counter medication must have a doctor's order to be taken while at school. All medications are to be administered and stored by the school nurse and/or designated school staff.

- OTC Medication must be brought to the school clinic in the unopened original container, with the doctor's KCS order, and signed into the clinic by the parent or guardian.
- Prescribed Medication must be brought to the school clinic in the original pharmacy labeled container (ask the pharmacy for a second labeled container for school use), with the doctor signed KCS order, and signed into the clinic by the parent or guardian.

Asthma/Allergies

The one exception of the medication administration policy is children diagnosed with Asthma and/or Allergies may be allowed to carry an inhaler and/or an Epi Pen/Auvi Q as a medical necessity if the doctor's order gives permission. The KCS order form must be completed by a doctor; the appropriate section completed giving the student permission to self-carry / or not, and a copy of the order submitted and kept on file in the clinic.

Food Allergies & Diet Modifications

If a student has food allergies that are monitored by a doctor or dietary modifications that are required by a doctor, please have a meal modification form completed by your child's physician and returned to the clinic as soon as possible.

STUDENT EXTRACURRICULAR ACTIVITIES & EVENTS

There are a variety of extracurricular opportunities available to our students through athletics, clubs, leadership organizations, school events, etc. Students interested in participating in these opportunities are encouraged to seek

School Dances

Students interested in attending the various school dances including winter formal and prom must be in good academic standing in order to attend. Any of the following would disqualify a student from attending:

- Any days of out of school suspension
- Chronically absent from school (10+ tardies to school)
- Chronically tardy to school (10+ tardies to school)
- Failing 3 or more classes

Athletics

Although academics are of primary importance, an excellent athletic program in itself can be a very meaningful learning experience. As a member of the Tennessee Secondary School Athletic Association (TSSAA), West offers the following TSSAA sanctioned-sports: baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, lacrosse, and wrestling.

Note: Students who are interested in participating in college sports should start the certification process early, usually by the end of the junior year. Information concerning the certification process is available in Student Services.

Eligibility

1. A student athlete must have earned at least 6 term credits the preceding school year.
2. A student athlete must not be nineteen years of age on or before August 1st.
3. A student athlete is permitted eight terms of eligibility beginning with the ninth grade.
4. A student athlete must be taking at least three subjects per term.
5. A student athlete must have an annual medical examination before he/she participates in a practice or game.
6. A student athlete must have his/her parent/guardian complete the parent consent form (athletic participation and/or weight training).
7. A student athlete must comply with all eligibility rules as set forth by TSSAA.

More information regarding athletic participation and requirements can be found at: [West High Athletics \(Family Handbook\)](#)

STUDENT RESOURCES

Library & Media Services

Librarians: Nancy Williams & Kate Hoppenrath

Hours: Open 8:00 a.m. - 4:00p.m., Monday-Friday

Printing Fees: There are costs for some kinds of printing, especially graphics and color. Be sure to check with one of the library staff so that you know your cost before you hit "Print"!

Fee List: Overdue books – \$0.10/day (maximum fine is \$8.00 per item)

Lost book – replacement cost + \$5.00 processing fee

Technology

West High School is a "One to One" Technology school, which means each student is to be assigned a Chromebook for academic use both in school and at home. Parents/Guardians and students are required to sign a Knox County Schools Technology Agreement, wherewith they agree to the following in order to receive and utilize the KCS technology:

- the device may be collected and inspected at any time
- the device should be returned at any time when required by West High School
- the device is to be protected from damage; you are responsible for its condition once it is issued to you, regardless of who(m) possesses it at the time of damage.
- the device is to be immediately reported if damaged or stolen
- the device cannot be used for any unlawful or inappropriate activity either here or at home
- parents are responsible for the costs associated with damage or theft of the device
- the device is to be charged and brought to class every day
- Failure to comply with any of these guidelines may result in suspension of the use of technology

Digital Citizenship

Because Knox County Schools provides one-to-one devices for all of its students, we are dedicated to providing our students with the knowledge and tools to be informed digital citizens. Periodically students will engage in digital citizenship lessons. In order to obtain a device, students/parents must sign a digital citizenship agreement and adhere to its policies.

Hāpara

Knox County Schools and West High School utilize a monitoring program called **Hāpara** in order to monitor student Chromebook activity in classes. Hāpara is a program that allows our staff members the ability to view students' open Chrome browser tabs, allowing for guidance and feedback to empower our students as positive digital citizens. Through the Teacher Dashboard, teachers can easily track learners' progress across

various Google applications, enabling prompt and effective formative feedback that propels our students forward in their academic journeys.

In order to ensure the effectiveness of this system and to maintain a conducive learning environment, I would like to highlight a few important points for students:

- **Use of Student Google Accounts:** During school hours, students are required to use their designated KCS student Google accounts via the only acceptable wireless communication device, their Chromebook.
- **School WiFi Usage:** To access online resources, students must utilize the school’s WiFi network.
- **Adherence to Technology Policies:** Intentional use of alternative devices during school hours may result in minor referrals for inappropriate technology use, as outlined in our media agreement.
- **Purpose of Monitoring:** The monitoring of student activity is solely aimed at enhancing academic progress and fostering a secure digital learning space for all.

This implementation is in line with the media agreement previously signed for student Chromebooks, ensuring that our students are equipped with the tools and resources they need while maintaining a safe and conducive learning environment.

Securly Pass

For the 26-27 school year, West High School will use a digital pass system, which can be accessed via your 1-to-1, school-assigned Chromebook. The system, Securely Pass, will monitor student hall passes and will be a requirement every time a student leaves the classroom.

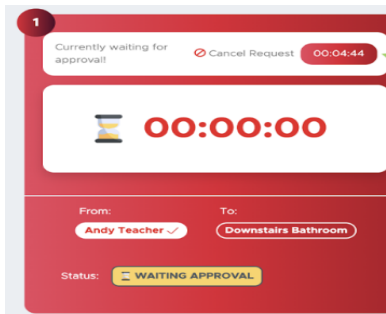
Securly Pass Expectations

Any time a student is leaving a classroom, they must have a Securly pass. Securly is an online digital hall pass that is created by the student and approved by the teacher of the class. Once the digital pass is approved, they will take the physical hall pass and go to their determined destination. No student should be out of class for a time exceeding 10 minutes for any reason.

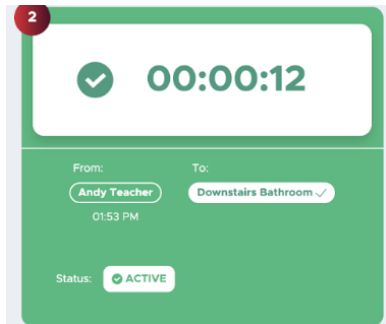
- Students must keep the pass visible on their Chromebook while out of the room.
- Students must stop auto passes on their own.
- Students will receive out of area discipline if they are found anywhere other than the pass destination location they are found.
- Excessive passes out of class will result in pass limitations.

Securly Pass Examples

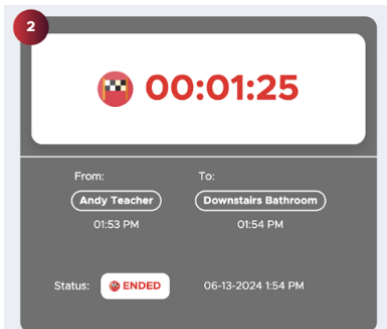
Students awaiting SecurelyPass approval will see this screen on their Chromebooks.



An approved pass, whether approved by teacher or automatically by the system, will look like this:



When a pass has ended, the screen will look like this:



Fees, Dues and Textbooks

Textbooks: When textbooks are issued to students, they must be returned/replaced at the end of the term to the teacher who assigned the book. If the textbook is not returned in good condition, the cost of replacement becomes the student's responsibility.

Fees: To provide adequate supplies for specified scholastic offerings, it is necessary to request a fee to offset costs for supplies, materials, etc. These class fees are available to pay online and are listed based on the students schedule for the school year.

Dues: Some clubs will charge dues for participation and the amount may vary per club. Information for payment will be given by the club sponsor.

Personal Belongings

Students are not permitted to utilize their own personal devices such laptops or tablets for classwork while at the school building. In fact, students are encouraged to limit bringing personal items of value such as cell phones, headsets/earbuds, large amounts of money or any other items to school due to the risk of loss or theft.

Please note: The school is not responsible for such personal items that may be lost or stolen while at school. The school will not be responsible for the recovery of items stolen during the school year.

SCHOOL SCHEDULES

Red/Blue Calendar

West High School						
2026 - 2027 School Calendar						
Dec 1 version						
August '26						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September '26						
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November '26						
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29	30					
December '26						
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27	28	29	30	31		
January '27						
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31						
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April '27						
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30	31					
June '27						
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July '27						
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25	26	27	28	29	30	31

	School Closed/ Holidays		Red Day
	Half Day for students		Blue Day
	In-service/Administrative days		First and last days for teachers

Bell Schedules

Regular Daily Schedule		Late Arrival Wednesday Schedule	
1st Block	8:30-9:50	1st Block	8:50-10:20
Advisory	9:56-10:41	2nd Block	10:26-11:56
2nd Block	10:47-12:07	3rd Block	12:02-1:54
3rd Block	12:13-2:02	1st Lunch	11:56-12:21
1st Lunch	12:07-12:32	2nd Lunch	12:27-12:52
2nd Lunch	12:37-1:02	3rd Lunch	12:58-1:23
3rd Lunch	1:07-1:32	4th Lunch	1:29-1:54
4th Lunch	1:37-2:02	4th Block	2:00-3:30
4th Block	2:08-3:30		

Specialized Bell Schedules

Early Release Wednesdays (9/16, 11/18, 1/28, 3/24)		1 Hour Delay Schedule		2 Hour Delay Schedule	
1st Block	8:50-9:33	1st Block	9:30-10:46	1st Block	10:30-11:24
		2nd Block	10:52-12:04	3rd Block	11:30-1:20
2nd Block	9:39-10:22	3rd Block	12:10-2:10	1st Lunch	11:24-11:49
		1st Lunch	12:04-12:29	2nd Lunch	11:55- 12:20
3rd Block	10:28-11:11	2nd Lunch	12:34-12:59	3rd Lunch	12:25-12:50
		3rd Lunch	1:04-1:29	4th Lunch	12:55-1:20
4th Block	11:17-12:00	4th Lunch	1:34-1:59	2nd Block	1:26-2:20
		4th Block	2:05-3:30	4th Block	2:26-3:30

West High School Calendar (26-27)

Date	Event	Date	Event
August 7	Freshman Orientation	Jan 5, 2027	1st day for students, 2nd semester
Aug 10	First Day for students (½ day)	Jan. 9	FAFSA Help Night 5-7
Aug 10	Chromebook distribution/ verification	Jan. 18	<i>Martin Luther King Jr. Day, (holiday)</i>
Aug. 13	First Late Day Wednesday	Jan. 27	Early release day for students (12 p.m.)
Aug. 27	Open House, 4:30-6:30 p.m.	Feb. 5	End of 4.5 week grading period
Sept. 7	<i>Labor Day (Holiday)</i>	Feb. 15	System-wide Inservice Day (<i>student holiday</i>)
Sept. 9	End 1st 4.5 week grading period	Feb. 18	Early release day for students (12 p.m.)
Sept. 17	Constitution Day	Feb. 26	Parent Conference Night (5-7)
Sept. 29	12th Grade ACT Day	March 3	Junior College Kickoff (5:30-6:30, library)
Oct. 5-10	<i>Fall Break</i>	March 8-12	<i>Spring Break</i>
Oct. 13	FAFSA Help Night 5-7 pm.	March 19	End 3rd 9 weeks grading period
Oct. 16	End 1st 9 week grading period	March 24	Early release day for students (12 p.m.)
Nov. 3	System-wide In-Service Day (<i>student holiday</i>)	March 26	<i>Holiday</i>
Nov. 6	FAFSA Help Night 5-7 p.m.	March 29	<i>Holiday</i>
Nov. 17	End 1st 13.5 week grading period	April 13	State Testing window begins
Nov. 18	Student Early release (12 pm)	May 20-25	Final Exams
Nov. 25-27	Thanksgiving Holidays	May 26	Last day for students (2-2end 4th 9 weeks)
Dec. 9	FAFSA Help Night 5-7		
Dec. 14-17	Semester Exams		
Dec. 18	End 2nd 9 week period (½ day students)		
Dec. 21-Jan. 5	<i>Winter Break</i>		

DISCIPLINARY TERMS AND DEFINITIONS

REFERRAL: A referral is handled by an administrator. If a behavior rises to the level past a classroom infraction, in the judgment of the teacher, a referral is submitted and an administrative action will be taken.

CLASS CUT: A class cut occurs when a student on campus and does not attend class. This can occur when a student does not show up to a scheduled class or leaves class at any time and never returns.

UNAUTHORIZED AREA: Being present in areas of the school without authorization including utilizing bathrooms outside their assigned areas. This also applies to students who miss an extended period of class time with a hall pass (*over 10 minutes*).

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:** Wireless communication devices, personal laptops, etc. may be turned over to Knox County Security.

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

RESTORATIVE LEARNING CENTER (RLC): RLC is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for either class periods or full days with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service and follow the schedule and guidelines outlined by the staff member in charge. The student should spend time considering necessary steps to restore with the help of the facilitator to normal scholastic setting, and attempts should be made by the student to correct the behavior in the future.

OUT OF SCHOOL SUSPENSION (OSS): This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive OSS are subject to the following rules:

- The student must follow the policy and procedures for requesting missed work.
- Suspension days count as school/class absences but do not count truancy.
- The student is not allowed on any Knox County School campus at any time.
- The student is not allowed to participate in or attend any school function, including, but not limited to athletic events, dances, and school performances.

LONG TERM SUSPENSION: Any OSS that is longer than four consecutive days is considered "long term." A disciplinary hearing (DH) will be held before any long-term suspension has been given.

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

Hearing Notification (*Includes Administrator and Student + Parent/Guardian*) Parent/Guardian will be notified of a time and date for the disciplinary hearing & subsequent meetings

Manifestation IEP/504 Team Meeting (*if necessary*)

- Students with IEP or 504 plans will have a manifestation meeting in order to determine if the violation is a manifestation of the student's disability
- To determine if placement/programming is needed

Disciplinary Hearing (DH) (All regular Ed. & Special Ed./504: If not a manifestation)

- To present information concerning the violation
- To hear the student's statement or statements of others who may have information relative to the violation
- To determine guilt or innocence
- To determine the appropriate consequences for the violation

Disciplinary Consequences

Infractions against student conduct codes may result in disciplinary action following the guidelines provided by KCS Board Administrative Procedures [AP-J-190](#).

Search & Seizure (KCS Policy J-200)

According to Knox County Board Policy Handbook, any brought school grounds (*school lockers, backpacks, pocketbooks, vehicles parked on school grounds*) are subject to search. (*Guidelines concerning such searches are outlined in the Knox County Policy Handbook.*)

Zero Tolerance Policy ([KCS 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 shall be removed from the base school for a period of not less than one (1) calendar year and shall be offered an alternative placement to complete school work. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

Any student who while at a school bus stop, on a school bus, on school property or while attending any school event or activity:

- A. Unlawfully possesses a legend drug or any other controlled substance;
- B. Knowingly possesses a firearm as defined in 18 U.S.C. § 9212;
- C. Commits aggravated assault and battery on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system;
- D. Possession of explosive or incendiary devices.

It is the School Board's intent that the Director of Schools exercises his/her power to modify to ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. Upon re-entry to the base school, a restorative conference shall be utilized to the extent practicable. The Director of Schools shall consider each zero tolerance case for placement in the alternative school program.

Students should note that possession, use, or distribution of any Delta 8, Delta 9, or CBD products while on campus constitute a violation of the zero tolerance policy and will be subject to the same zero-tolerance disciplinary action.

Harassment, Intimidation, and Bullying ([KCS Board Policy J-211](#))

Knox County Schools prohibits acts of harassment, intimidation, bullying, and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, 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; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or 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, social media, and web sites.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance.

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

- Physically harming a student(s) or damaging a student's property.
- Knowingly placing a student(s) in reasonable fear of physical harm to the student(s) or damage to the student's property.

- Causing emotional distress to a student(s).
- 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 education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

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. Most events classified as any of these categories are reported to law enforcement.

It is important to understand that a harassment, bullying, or cyberbullying event that involves another Knox County Schools student often becomes a school disciplinary issue regardless of the time or location of the action or whether or not the action occurred on school campus. Such actions may become punishable by school officials or may be subjected to law enforcement.

Student Dress Code ([KCS Board 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. It is best to avoid apparel that will distract from the learning environment, and it will be the discretion of the staff and administration to determine if an article of apparel does indeed distract from the learning environment.

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

- Pants must be worn at the waist. No sagging allowed.
- Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
- 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, patches, jewelry, and notebooks must not display:
 - (1) Racial or ethnic slurs/symbols,
 - (2) Gang affiliations,
 - (3) Disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
- Skirts, dresses, and shorts must be beyond mid-thigh length.
- Sleepwear, pajamas, and/or blankets cannot be worn in school.

Prohibited items include:

- Large, long, and/or heavy chains
- Studded or chained accessories
- Sunglasses, except for health purposes
- Sleepwear
- Skin-tight outer materials without appropriate coverage.

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

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

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures including sending the student home until the issue can be corrected.

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.

Wireless Communication Devices and/or Electronic Devices ([KCS Board Policy J-240](#))

Wireless communication devices have many applications, some of which may be appropriate for student use during the school day. This policy outlines the permissible and appropriate use of such devices during school hours. DEFINITIONS 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. 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. Earbuds/headphones are considered a WCD and therefore forbidden.

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 A-140.

PENALTIES

Refusal to submit to confiscation will result in insubordination, which may result in penalties up to a disciplinary hearing for out of school suspension.

USE OF DISTRICT-ISSUED DEVICES

Knox County Schools is a 1:1 district, meaning every student is equipped with a district-issued device to assist with learning in and outside of the classroom. Use of district-issued devices are therefore exempt from the parameters outlined within this policy and may be used at the discretion of the school to facilitate learning.

USE OF WIRELESS COMMUNICATION DURING THE SCHOOL DAY

WCDs may be stored in backpacks, purses, or personal carry-alls. However, the use of the devices during the school day is prohibited for all students except in the following circumstances:1

1. The principal authorizes a teacher to approve the use of WCDs for educational purposes during instructional time;
2. A student uses a WCD in the event of an emergency or to manage the student's health;
3. A student's use of a WCD during instructional time is included in the student's Individualized Education Program (IEP), Section 504 plan, or Individual Learning Plan (ILP); or
4. A student with a disability uses a WCD to operate assistive technology to increase, maintain, or improve the student's functional capabilities.

These restrictions are not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of WCDs may result in confiscation of the device until it can be released directly to a student's parents and/or legal guardians. A student in violation of this policy is subject to related disciplinary action as defined in Policy J-191. Knox County Schools is not liable for loss or damage to any wireless communication devices brought onto school campuses. Although Knox County Schools will take reasonable steps to protect a student's WCD should it be confiscated, KCS does not expressly or implicitly assume, and does not assume, any responsibility for loss of or damage to any WCD.

Using a WCD to record a fight is an infraction that could cause an immediate suspension.

LOSS OF DEVICE PRIVILEGES

Any device used outside these parameters may result in confiscation until it can be released directly to the student's parent or legal guardian. A teacher may withhold a WCD from a student during a class if the device is a distraction to the class or student.² A student who possesses a WCD in violation of this policy is subject to related disciplinary action, as defined in Policy J-191. Continued violation of this policy may also result in loss of WCD privileges. Additionally, students may lose WCD privileges for any policy violation that is related to or is the result of the use of a WCD.

PROHIBITED USE OF WIRELESS COMMUNICATION DEVICES

In addition to the parameters established above, use of a WCD to bully, harass, or intimidate others will be subject to related disciplinary action, as defined in Policy J-191. Using a WCD for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

COMMUNICATION IN THE EVENT OF AN EMERGENCY OR POSSIBLE EMERGENCY

Students will be authorized to use WCDs for communication purposes in the event of an emergency or possible emergency. However, the principal or principal's designee will remain the primary point of contact for families in the event of an emergency or possible emergency. All emergency communication from the school or district will be shared through the district's mass communication system.

Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school sponsored events. Students who record or post videos of other students, such as a fighting video, could be charged on the school level with harassment and will be subjected to school disciplinary measures.

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.

Progression of Consequences for WCD at West High School

Staff members will consistently remind students of the expectations of the WCD law. If students are seen with their wireless communication devices, staff members will first remind students of the expectations and give students the opportunity to make the right choice with their WCD. After this first reminder, the consequences for violation of the WCD law will be as follows:

	1st Offense	2nd Offense	3rd Offense	4th Offense	5+ Offense
<i>Inappropriate Use of Electronic Device</i>	Teacher collects phone to return at end of class & calls home	Office Referral - Admin collects the phone & returns to student at end of day	Office Referral - Admin collects the phone, parent must pick up phone, 1 Block RLC	Office Referral - Admin collects the phone, parent must pick up phone, All day RLC	<i>Office Referral - Could result in Disciplinary Hearing</i>

IMPORTANT NOTICES

Transfer Option for Student Victimized by a Violent Crime at School

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under the Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under the 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 Tammi Campbell, Supervisor of Transfers, at (865)594-1502.

Equal Opportunity Notice

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

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

Anyone who believes that the Knox County School System has discriminated against them or another individual may file a complaint. Complaints can be filed [at this link](#). 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:

The Office for Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Civility Code ([B-230 Civility Code](#))

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.
- Refrain from physically hurting someone; intentionally causes damage; employs loud or offensive language, gestures or profanity and/or inappropriately shows a display of temper.

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

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

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