

# FARRAGUT HIGH SCHOOL

11237 Kingston Pike  
Knoxville, TN 37934  
(865) 966-9775



*We will love every student unconditionally, making sure they are cared for, invested in and safe.  
We will push each student academically, making sure we maximize their potential, preparing  
them for their next step in life.*

**2023 – 2024**

## **STUDENT HANDBOOK**

*This FHS Student Handbook is subject to change based on Tennessee Code Annotated and/or Knox County Schools Board of Education policies. Any updates and/or changes can be viewed at the online link, <https://www.knoxschools.org/domain/9605>.*

## **TABLE OF CONTENTS**

<b>TABLE OF CONTENTS</b>	<b>2</b>
Important Contact Information	<b>4</b>
Administration	4
School Counselors	4
Parent/Community Leaders	4
Important Phone and Fax Numbers	4
History of Farragut High School	<b>5</b>
Vision	<b>5</b>
<b>ACADEMICS</b>	<b>6</b>
Grading Policy	6
Dual Enrollment Grading	7
Schedule Changes	7
Class Fees	7
Tennessee Honors Diploma	7
Graduating with Distinction	7
Academic Integrity Policy	8
<b>ATTENDANCE</b>	<b>9</b>
Making Up Assignments	10
Tardy to Class Tardy to School	10
Student Arrival	11
Dual Enrollment Arrival	11
Procedure for Early Dismissal	11
Driver's License Attendance Policy	12
Withdrawal from School	12
<b>RESOURCES &amp; SERVICES</b>	<b>12</b>
Technology	12
Lockers	13
Cafeteria	13
Cafeteria Guidelines & Rules for Food & Drink	13
Athletics	13
Athletic Event Guidelines	14
Media Center	14
Admiral Outlet (school store)	15
Clubs & Activities	15
<b>PROCEDURES</b>	<b>15</b>
Student Guests	15
Guidelines for Student Messages, Packages, Flowers	15
Lost Books	15
	<b>2</b>

Parking & Traffic	16
Student Identification Cards	17
Illness at School	16
Guidelines for Medication	17
Telephones	17
<b>STUDENT CODE OF CONDUCT</b>	<b>18</b>
Disciplinary Terms And Definitions	18
Personal Cell Phones & Other Electronic Devices	19
Cell Phone Expectations	21
Dress Code	21
Zero Tolerance Behavior	22
Drug Paraphernalia	23
E-Cigarette & Vaping Policy	23
Bus Conduct & Expectations	24
Bus Rules	25
Technology Misconduct/Disruption	25
Unauthorized Areas	26
Restroom Stalls	26
Personal Relations	26
<b>SAFETY &amp; SECURITY</b>	<b>27</b>
Closed Campus	27
Emergency Drills	27
Civility Code & Expectations	27
Response to Uncivil Behavior	28
Unsafe School Choice Notice	28
Harassment, Intimidation, & Bullying or Cyber-Bullying	29
<b>EQUALITY</b>	<b>29</b>
Equal Opportunity Notice	29
Knox Schools Equal Opportunity Statement of Compliance	30
Title IX Public Notice	30
<b>CALENDARS</b>	<b>31</b>
KCS Calendar	32
FHS Bell Schedule	32
<b>INFORMATION INDEX</b>	<b>33</b>

## Important Contact Information

### Administration

Principal	Dr. John Bartlett	<a href="mailto:john.bartlett@knoxschools.org">john.bartlett@knoxschools.org</a>
Class of 2024 Grade Principal	Valerie Wilson	<a href="mailto:valerie.wilson@knoxschools.org">valerie.wilson@knoxschools.org</a>
Class of 2025 Grade Principal	Cara Vaughn	<a href="mailto:cara.vaughn@knoxschools.org">cara.vaughn@knoxschools.org</a>
Class of 2026 Grade Principal	Steve Killian	<a href="mailto:steve.killian@knoxschools.org">steve.killian@knoxschools.org</a>
Class of 2027 Grade Principal	Patrick Bethel	<a href="mailto:patrick.bethel@knoxschools.org">patrick.bethel@knoxschools.org</a>
Class of 2027 Administrator	Austin Bilbrey	<a href="mailto:austin.bilbrey@knoxschools.org">austin.bilbrey@knoxschools.org</a>

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### School Counselors

Class of 2024 Counselor	Julie Raby	<a href="mailto:julie.raby@knoxschools.org">julie.raby@knoxschools.org</a>
Class of 2025 Counselor	Rachel Bast	<a href="mailto:rachel.bast@knoxschools.org">rachel.bast@knoxschools.org</a>
Class of 2026 Counselor	Natalie McMichael	<a href="mailto:natalie.mcmichael2@knoxschools.org">natalie.mcmichael2@knoxschools.org</a>
Class of 2027 Counselor	Lorrie Place	<a href="mailto:lorrie.place@knoxschools.org">lorrie.place@knoxschools.org</a>
College & Career Counselor	Katie King	<a href="mailto:katie.king@knoxschools.org">katie.king@knoxschools.org</a>
Social & Emotional Learning Coordinator	Andi Tenry	<a href="mailto:andi.tenry@knoxschools.org">andi.tenry@knoxschools.org</a>

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### Academy & Extracurricular Support

Athletic Director	Donald Dodgen	<a href="mailto:donald.dodgen@knoxschools.org">donald.dodgen@knoxschools.org</a>
Academy Coach	Dr. Amanda Edsell	<a href="mailto:amanda.edsell@knoxschools.org">amanda.edsell@knoxschools.org</a>
Parent Liaison/College & Career Mentor	Beth Duncan	<a href="mailto:beth.duncan@knoxschools.org">beth.duncan@knoxschools.org</a>

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### Parent/Community Leaders

PTSO President	Stephanie Thompson	<a href="mailto:ssthompson14@gmail.com">ssthompson14@gmail.com</a>
FHS Foundation President	Mary Cook	<a href="mailto:fhsefnd@gmail.com">fhsefnd@gmail.com</a>

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### Important Phone and Fax Numbers

Farragut High School	(865) 966-9775		
Main Office	Ext. 0	Student Data & Parent Portal	Ext. 5
Attendance	Ext. 1	Special Education	Ext. 6
Counseling	Ext. 2	Clinic	Ext. 8
Bookkeeping	Ext. 3	FAX	(865) 671-7120
Curriculum	Ext. 4		

## **History of Farragut High School**

Named for Admiral David Farragut, a Knoxville native, Farragut High School began in 1904 as a six-room frame academic building on twelve acres of donated land at the junction of Concord Road and Kingston Pike. Professor Charles E. Koon, Farragut High School's first principal, was succeeded by Miss Amanda Stalzfus. In addition to practical agriculture, domestic science, and manual training, the curriculum included Latin, English, and science to prepare students for college entrance.

The original building was destroyed by fire on March 15, 1906 and the community raised over \$25,000 for new facilities which included a study hall that would seat 300 and a cottage for the principal. The first class graduated in 1907 with one student awarded a diploma. Two students graduated in 1908 and five in 1909.

When the University of Tennessee's Dr. Philander P. Claxton became the United States Commissioner for Education in 1913, his admiration for Farragut led to the publication of Bulletin No. 49, entitled: The Farragut School, A Tennessee Country-Life High School. This bulletin may have helped initiate the Smith-Hughes Act of 1917 which provided funds for vocational high schools that would institute agricultural programs. Farragut High School was named the first Smith-Hughes school in the nation.

Farragut High School has undergone many additions and modifications over the years. A gymnasium was added in 1917, an elementary school building in 1923, an addition to the high school in 1932, an auditorium in 1938, a new gymnasium in 1941, a new elementary school in 1949, and the final addition to the high school on the original campus in 1959.

By 1976 Farragut had completely outgrown its original campus and was moved to a new \$10-million facility on 55 acres overlooking the Farragut community. In 2004, Farragut High School celebrated its 100th birthday. Today, Farragut High School is one of the leading high schools in Tennessee; the flagship of a rapidly expanding suburban academic community. Farragut's campus includes an intermediate school as well as a middle school which equates to 5,000 students total.

## **Vision**

Farragut High School commits to being a world class school that builds integrity and excellence in academics, athletics, and the arts.

# ACADEMICS

## Grading Policy

All class 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, homework, projects, quizzes, examinations and other classroom assignments during the entire 22, 45, 67, or 90 days covered by the report. Progress reports and report cards will be distributed within 5 days of the end of the grading period.

The Tennessee End of Course tests (TN Ready) compose 15% of the student's final course in Algebra 1, Geometry, Algebra 2, English 1, English 2, Biology, and US History.

Grades	Descriptor	Percent Scale	Grade Pts
A	Excellent	90-100%	4
B	Good	80-89%	3
C	Average	70-79%	2
D	Below Average	60-69%	1
F	Failure	59 and below	0

The above grade scale is based on [KCS Board Policy](#).  
*Students desiring to receive recovery credit or dual credit must be pre-approved to do so. See your School Counselor for details and grading procedures.*

ADVANCED COURSE LEVEL DESIGNATION	ADDITIONAL GPA QUALITY POINT GUIDE	PERCENTAGE POINTS ADDED TO FINAL GRADE
HONORS	Additional .5 quality point used for GPA calculation	Three (3) points added to student's Final Grade
ADVANCED PLACEMENT	Additional 1 quality point used for GPA calculation	Five (5) points added to Final Grade for students who sit for AP Exam
NATIONAL INDUSTRY CERTIFICATION	Additional 1 quality point used for GPA calculation	Four (4) points added to Final Grade for students who sit for the identified Industry Certification Exam
DUAL ENROLLMENT	Additional 1 quality point used for GPA calculation	Not Applicable
STATE-WIDE DUAL CREDIT	Additional .75 quality point used for GPA calculation	Four (4) points added to Final Grade for students who sit for State Challenge Exam

## Dual Enrollment Grading

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

## Schedule Changes

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

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

## Class Fees

Class Fees are approved by the Board of Education and are charged for some supplies. Students will be informed of these fees at the beginning of each school year by the individual classroom teachers. Class fees must be paid online via <https://schoolcashionline.com>.

## Tennessee Honors Diploma

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

## Graduating with Distinction

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

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

Some of the data used to identify students as graduates with honors or distinction may not be available prior to commencement. Therefore, all students who potentially meet the requirements will become candidates for a diploma with

honors or distinction and will be recognized at individual schools' ceremonies. A final classification of all candidates will be completed once all relevant data is received.

## Academic Integrity Policy

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

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

Issues with academic integrity may include:

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

**CONTRACT CHEATING** - When a student submits classwork that has been completed by somebody else who was rewarded for doing the work.

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

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

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

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

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

<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>● Teachers will put infraction in as a conduct referral for documentation.</li> <li>● Teacher will put a note in the online gradebook for the assignment.</li> <li>● Teacher will contact parents, administration, and grade level counselor.</li> <li>● Student may earn a minimum of 50% on the assignment.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>● Teachers will put infraction in as a conduct referral for documentation.</li> <li>● Teacher will put a note in the online gradebook for the assignment.</li> <li>● Teacher will contact parents, administration, and grade level counselor.</li> <li>● Student earns a zero on the assignment.</li> </ul>
<b>3<sup>rd</sup> Offense+</b>	<ul style="list-style-type: none"> <li>● Teachers will put infraction in as a conduct referral for documentation.</li> <li>● Teacher will put a note in the online gradebook for the assignment.</li> <li>● Teacher will contact parents, administration, and guidance.</li> <li>● Students earn a zero on the assignment.</li> <li>● Administration will discipline students in accordance with KCS policy.</li> </ul>



## **ATTENDANCE**

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

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

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

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

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

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

Excuses for absences must be made in writing or in person to the Student Services office by a parent or guardian. Written excuses must be submitted within five (5) days of the student's return to school. All absences, absence corrections and/or changes must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

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

7:00 and 7:30 CLASSES – 7:00 and 7:30 classes are a privilege for students. Students must sign an attendance contract on the first day of class. Excessive absences or tardies may result in loss of the privilege to enroll in early classes.

## Making Up Assignments

If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days, upon returning to school he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within three (3) days after returning from the absence. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment. Make-up sessions for missed assessments will be held before and after school. Students should communicate with their teachers to schedule makeup sessions. Work missed because of field trips or school-sponsored activities must be made up according to this schedule.

CLASS ASSIGNMENTS WHEN ILL – When it becomes necessary for a student to be out of school from 3 - 10 days, assignments may be sent home. Teachers must have 24-hour notice to prepare this material. Students with extended absences due to illness should contact the School Counseling Office for homebound information.

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

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

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

## Tardy to Class & Tardy to School

1st Tardy: Teacher discretion; document with “T” in Attendance tab on Aspen

2nd Tardy: Teacher discretion; document with “T” in Attendance tab on Aspen

3rd tardy- Teacher to contact parent and communicate the tardy; document with “T” in Aspen

**4th tardy(+)- Teacher will submit a conduct referral for the tardy via Aspen and grade-level administrator will contact parent from 4th->12th tardy and assign consequences as needed**

Students tardy to school should proceed directly to class if they arrive before 8:45 am, and teachers will document the tardy. Students arriving after 8:45 am must sign in at the First Floor Office for attendance purposes.

Excused tardies include: Parent note (limit 5); doctor notes; court documents; emergency (parent contacts grade level administrator).

## Student Arrival

Students arriving prior to the 8:05 a.m. bell should report to the Commons or designated areas in front of the main building. After the 8:05 a.m. bell, students may go to their lockers. Again, once a student arrives on campus, he/she may not leave without properly checking out. There is a warning bell at 8:25 a.m. and classes begin promptly at 8:30 a.m. Students waiting for a late ride after school hours should go to the commons or designated areas in front of the main building. All doors will be locked at 4:30.

## Dual Enrollment Arrival

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

## Procedure for Early Dismissal

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

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

Early dismissal requests, whether written or via email, should be submitted when students arrive at school before proceeding to class. Early dismissal requests, whether written or via email, MUST be submitted at least one hour prior to the requested dismissal time. If requests are not received at least one hour prior to the requested dismissal time, FHS cannot ensure that a student will dismiss when requested.

Students dismissing early must return to the First Floor Office to pick up the early dismissal note (generated through Aspen) before he/she leaves campus. Students who leave campus without following this procedure will be disciplined for leaving campus without permission.

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

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

Eighteen year old students living with parents or guardians must comply with the aforementioned early dismissal guidelines UNLESS a Self Dismissal Agreement has been executed by the student, parent/guardian and grade level administrator. Failure to comply with all terms of the Self Dismissal Agreement will result in immediate suspension of self dismissal privileges.

## SF1010 Forms

Students obtaining a Learner's Permit or transferring an out of state license to a Tennessee Driver's License must request an SF1010 (Compulsory Attendance) form from the First Floor Office before proceeding to the DMV. Students may pick up the requested SF1010 form at the end of the day he/she requests it. The SF1010 form expires 30 days after its issuance.

## Withdrawal from School

A student who finds it necessary to withdraw from Farragut High School should notify his/her counselor immediately. At this time, the student's records are brought up-to-date, and his/her plans for the immediate future discussed. Parental consent is necessary prior to the withdrawal if the student is under the age of 18. Documentation of enrollment in another institution may be required. Students must clear their records (return books and other school property, pay fines, return parking tags, etc.) before withdrawal is complete.

# RESOURCES & SERVICES

## Technology

Students will be issued a Chromebook at the beginning of the school year. In order to check out a device, parents must complete a [device agreement](#). Students are expected to bring their charged device to school each day. It will be used at the teacher's discretion and kept in their backpack unless being used for instructional purposes in the class.

- Chargers- Students are responsible for their school-issued charger. If the charger is lost and needs to be replaced, KCS will send an invoice to the student to replace the charger. Chargers ARE NOT covered by the optional insurance.

- Lost/Stolen Devices- If a device is lost or stolen, the student or parent should inform the student's grade level principal immediately.
- Technology Support- Please [click HERE](#) for KCS Technology Support

## Lockers

FHS provides lockers for students to use for storage of personal items during the school day. Students will not have access to lockers prior to 8:05 am or after 4:00 pm on weekdays, nor on weekends. All lockers are property of Knox County Schools and each locker and the contents thereof are subject to search at any time. Reference [KCS Board Policy J-200](#), lines 16-19.

Lockers may be requested by visiting Student Services on the second floor. The student will need to have a padlock to reserve their locker from Student Services.

At the end of the academic year, students will need to remove all items and locks from the locker. Any lockers that remain locked after school dismissal will have the locks cut and contents boxed up for student pickup later.

## Cafeteria

The cafeteria is a non-profit service located in the Commons for the convenience of all students and teachers who may wish to purchase all or part of their lunches or breakfasts. The cafeteria prices are established by the Board of Education. Free Lunch applications can be found online or from the cafeteria manager. No charges are allowed. Students must have a cafeteria ID number to purchase food. **No restaurant/fast food delivery services to students are allowed.**

## Cafeteria Guidelines & Rules for Food & Drink

- All school behavior guidelines should be followed during lunch.
- All food and drinks must be consumed in DESIGNATED AREAS only, unless by special permission.
- Each student is responsible for disposing of his/her own trash. Failure to do so will result in discipline by the administration.
- Eating areas are to be left clean and trash-free and trays properly returned to the 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.
- Students are not allowed to leave designated lunch areas during assigned lunch periods. FHS is a closed campus and any student leaving campus without permission is subject to KCS progressive disciplinary action.

## Athletics

Farragut High School is a member of the TSSAA and participates in the larger school division in all sports. Eligibility requirements of TSSAA athletic participation are:

- The student must pass at least 6 courses the previous school year.
- Each student must complete a physical examination for the sport in which they are participating and he/she must be insured.

Boys Sports include: Baseball, Basketball, Football, Golf, Tennis, Track, Wrestling, Cross Country and Soccer.

Girls Sports include: Softball, Basketball, Golf, Tennis, Track, Volleyball, Cheerleading, Cross Country and Soccer.

Club sports include: Boys & Girls Lacrosse, Swimming, Dance

## Athletic Event Guidelines

The student body, players, and cheerleaders are reminded that an attitude of good sportsmanship is to be maintained at all athletic events. Students shall be respectful of our opponents, fans, and officials.

The student body will not be allowed on the playing surface after an event either in celebration or protest. Students are not to engage in any dress or conduct which would incite others or would be offensive to our opponent. The judgment of the administration or the security officer will prevail.

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. Harassment or fighting any time on school grounds warrants immediate suspension from school. Food and drink from outside of the facility are not to be brought into the stadium or gym.

## Library & Media Center

The [Library & Media Center](#) is located on the second floor and is open Monday - Friday from 7:45 a.m. until 3:45 p.m. Students may go to the Library & Media Center from class on a pass from the teacher, at lunchtime, and/or before and after school.

More than 30,000 items (books, magazines, newspapers) are available for research and general interest. A variety of electronic databases may also be utilized. Several word processing programs are available to type papers. With a Student ID card, books may be checked out for 2 weeks with renewals. Each overdue book incurs a fine of 10¢ per day with a maximum fine of \$5.00. Reserved books, reference books, and magazines may be checked out overnight. Reserve items have a fine of 25¢ per day.

All materials checked out are the responsibility of the student. Overdue notices are sent on a regular basis. Photocopies and printer copies are 10¢ per page. Lost books are the cost of the replacement book. Students must have an approved Internet Usage form on file in order to use the Internet. Improper internet usage will result in disciplinary action.

## Admiral Outlet (school store)

The Admiral Outlet is run by the students in the Entrepreneurship class. Students stock the store with Farragut fan apparel and other spirit items, as well as serve coffee and tea products. The store is open before school and during lunches. Please visit our website [www.admiraloutlet.com](http://www.admiraloutlet.com) for more information.

## Clubs & Activities

Increasingly, higher education institutions look for applicants that have robust high school experiences including extracurricular activity. At Farragut High School, there are a myriad of opportunities for students to become involved in clubs and activities - no matter the type of interest, there is almost always something for everyone. To see a list of active clubs including meeting days/times, sponsor information, etc. please go to the Farragut High website.

To propose a new club, use this form in coordination with a faculty sponsor: [New Club Proposal Form](#).

## PROCEDURES

### Student Guests

No student visitors will be permitted without prior approval by an administrator. If a student is bringing a guest to a Farragut High School event (such as a dance, prom, or club function) the following guidelines must be followed:

- Guests must complete the Guest Application for Admission form available in the 1st Floor Office or Student Affairs office.
- Guests must be enrolled in the 9th-12th grade or be a high school graduate and not older than 21.
- Guests must have a picture ID in order to be admitted to the event. If your guest does not have a picture ID, special arrangements must be made with the administration.
- Guests must agree to conform to the code of student conduct, including the student dress code.

### Guidelines for Student Messages, Packages, Flowers

To avoid excessive visitors, only emergency messages or packages from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. The school will not accept deliveries from professional courier services on behalf of students.

### Lost Books

In the event a textbook or Media Center book is lost, it will be the responsibility of the student or his/her parent/guardian to locate and return the book or pay for it. A student having not returned books at the end of the school year will: (1) not be issued books the following year; (2) if a senior, will not be allowed to graduate until all book problems are resolved.

## Parking & Traffic

Farragut High School strives to provide a safe and secure campus for its students, staff, and visitors. To accomplish this, it is necessary for everyone who drives and parks on campus to adhere closely to traffic rules and regulations. These include, but are not limited to, maintaining a speed of no more than 10 mph in the circle or parking areas, following the correct traffic patterns, yielding to the officers, stopping when the busses have the Stop arm extended, stopping for people crossing the roads, and adhering to all Knox County safety and traffic laws.

**Parking on campus is a privilege which may be revoked at any time.** Students who purchase a parking permit will be given a complete list of parking rules. Parking Passes may also be revoked due to violations of school conduct expectations (See [KCS Misbehaviors & Disciplinary Options J-191](#)). Parents and students must sign the parking rule contract before a permit will be issued. Unauthorized areas include staff parking, visitor parking, handicapped parking, parking in the grass, parking outside a designated student parking space (curb), and behind the gymnasium. Violations of parking procedures may result in loss of privilege and are subject to disciplinary action. Parking fees are non-refundable. Parking tags are the property of Farragut High School. They may not be sold, loaned or transferred to another student without permission from the school.

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

As of the 2023-2024 Academic Year, Knox County Schools requires that all Parking Pass payments are to be made online at URL <https://schoolcashionline.com/>. Neither cash nor check payments will be accepted in-person at the school.

1. Complete making the payment via <https://schoolcashionline.com/> for the Parking Pass.
2. Save a copy of the receipt for the payment.
3. Upload your receipt & complete the [Farragut High School Parking Application 2023-2024](#).
4. Come to the Student Services office at school where our secretary will verify your completed application & provide you with the Parking Pass.

Access the [2023-2024 Farragut High School Parking Application](#).

## Student Identification Cards

Every 9th grade student will receive a student ID their freshman year. Replacement IDs cost \$5.00 and are available in the CTE building.

## Illness at School

Students who become sick at school must go to the clinic or First Floor Office to report the condition. Reporting elsewhere (i.e. restroom) may be considered a CLASS CUT. In case the student is unable to continue functioning at school, the parent/guardian will be notified to come for the student. If time is of the essence and the parents cannot be reached, the Principal will handle the emergency immediately. Parent/Guardian should



make certain that any information concerning an unusual medical situation is placed on the permanent record in the School Counseling Office (i.e. diabetes, heart condition, insect allergies, and other potential medical emergency information). All medications needed to be taken during the school day must be left with the school nurse in the clinic along with [proper documentation](#). The clinic is located on the second floor between the green wing and the red wing.

## Guidelines for Medication

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

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- A medical health care provider who has the legal right to write a prescription must provide written orders. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.
- A parent/guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers that 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 an unused medication at the end of the treatment or of the school year.
- Failure to follow the medication policy may result in a Zero Tolerance offense.

Reference KCS Board Policy [J-352 - Medication](#)

## Telephones

Students may not use any of the office telephones except in case of an emergency or official school business. No student will be called from class to answer a telephone call. Student phones must be turned off and out of sight during class time and assemblies. See [Personal Cell Phones & Other Electronic Devices](#)

## **STUDENT CODE OF CONDUCT 2023-2024**

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

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

Any student behavior that is a violation of law will be referred to the Knox County Sheriff's Department (KCSO). Students may be transported to juvenile detention facilities or jail if warranted by local law enforcement agencies with jurisdiction. Students who attend Farragut High School that are involved in any crime will be prohibited from participating in or attending any extracurricular activity. Any student who is arrested (regardless of time, location, in/out of school) will be immediately suspended from ALL EXTRACURRICULAR ACTIVITIES, pending an investigation by school officials. Loss of privileges may result in ANY disciplinary infraction. Extra-curricular activities and graduation requirements include, among other things, an approved record of attendance and conduct. Students who are suspended are subject to restriction from participation in any student activities, this includes walking at graduation and/or participating in end of the year senior activities. Additionally, PTSO may revoke privileges to baccalaureate and graduation celebration due to disciplinary actions.

### **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 office. These items may be returned to the student or parents at the Administrator's discretion. (Note: beepers, cell phones, etc. may be turned over to Knox County Security.)

*Disciplinary Hearing/Initial Hearing:* A meeting to allow the due process for students to determine the appropriate consequences for the possible violation(s) of the Knox County Schools Discipline Policy that could result in more than a four day suspension.

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

*Hearing Notification:* Includes Administrator and Student & Parent/Guardian to present information concerning the violation and to hear the student's statement or statements of others who may have information relative to the violation prior to a Disciplinary Hearing or I.E.P. Team Meeting (for Special Education students).

*I.E.P. Team:* Meeting held as appropriate to determine if conduct violation is a manifestation of the Special Education certification & to determine if placement/programming is needed.

*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.

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

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

*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 at least one-half day 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.

*Search and Seizure:* According to Knox County Board Policy Handbook (JCAB), school lockers, backpacks, pocketbooks, etc. are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office.) Parents will be contacted after the student is searched.

## **KCS Misbehaviors & Disciplinary Options J-191**

Reference [KCS Board Policy J-191](#)

### **Personal Cell Phones & Other Electronic Devices**

PCDs (personal communication device) and personal electronic devices including but not limited to CD players, iPods, MP3 players, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carryalls. However, the use of the devices during class-time is not allowed unless approved for an academic activity by the principal or the principal's designee. This is 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 PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

*Use by Students in Grades 9-12*

Students may possess PCDs while on school property. The devices may be used before and after school, during lunch periods and during class change times. At all other times the PCD must be in the silent mode. The principal or the principal’s designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

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

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student's parent or guardian. A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device 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.

Reference KCS Board Policy [J-240 - Use of Personal Communication Devices in School](#)

### Cell Phone Expectations

<b>1<sup>st</sup> Offense</b>	Provide a warning to student and ask them to put it up (in backpack/purse/classroom cell phone caddy)
<b>2<sup>nd</sup> Offense</b>	The teacher will ask the student to put up the cell phone in their backpack/purse (or cell phone caddy) and call or email the student's parent to notify them of the concern. Please cc’ the grade level administrator if it is an email.
<b>3<sup>rd</sup> Offense</b>	Teacher puts in a conduct referral via Aspen and includes the dates of parent contact with the cell phone concern.

	Administrator will meet with student to discuss expectations with cell phones in the classroom.
<b>Repeat Offenses</b>	Teacher will put in a conduct referral via Aspen and the grade level administrator will communicate consequences to student.

## Dress Code

The following expectations for student dress have been established to promote a safe and optimum learning environment.

Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

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

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

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

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

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in

## [Policy J-191 “Misbehaviors and Disciplinary Options.”](#)

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.

Reference KCS Board Policy [J-260 - Dress Code](#)

### **Zero Tolerance Behavior**

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.<sup>1</sup> 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:

- 1) 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; or
  - b) knowingly possesses a firearm as defined in [18 U.S.C. § 921](#); or
  - c) commits aggravated assault or, commits assault and intentionally, knowingly or recklessly causes bodily injury, on a teacher, principal, a School Security Officer (SSO), a teaching assistant or any other employee of the school system, or a School Resource Officer (SRO); or
  - d) possession of explosive or incendiary device.

It is the Board's intent that the Director of Schools exercise his 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.

The following definitions apply to section 1(a) above:

- “Legend drug” – any item that federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian.
- “Controlled substance” – a drug, substance, or immediate precursor listed in the drug schedules established by the federal government and the State of Tennessee based upon levels of danger and addiction. Examples include, but are not limited to, marijuana, heroin, cocaine, methamphetamine, ecstasy, etc.

The following definitions apply to section 1(c) above:

- “Aggravated assault” - a student causes death or serious bodily injury to another, uses a deadly weapon (firearm or using another device to cause serious bodily injury), or attempts strangulation.<sup>5</sup>

- “Recklessly” - a student consciously disregards a substantial and unjustifiable risk; more than a mistake/negligence.

Reference KCS Board Policy [J-194 - Zero Tolerance Offenses](#)

## Drug Paraphernalia

Any student, who furnishes, uses, possesses a simulated look-alike substance, or any drug paraphernalia other than that medically prescribed, will be subject to disciplinary action. This is in effect for all school activities on and off campus.

Students shall not use, possess, or distribute illegal drugs or alcoholic beverages or any tobacco products or electronic cigarette devices or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students shall not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student’s parent or guardian and the appropriate law enforcement officials, if appropriate, and the student shall be subject to suspension.

## E-Cigarette & Vaping Policy

### *Vaping without THC*

Student’s first offense:

- May be cited at the discretion of law enforcement and result in a \$117 court cost
- Receives two days of out-of-school suspension
- Upon returning to school, spends one day in the restorative learning center for intervention services, including:
  - Completing four (50 minutes) INDEPTH videos (Intervention for Nicotine Dependence: Education Prevention Tobacco and Health), and
  - Making a presentation to the parent/guardian and staff member.

Student’s second offense:

- May be cited at the discretion of law enforcement and result in a \$164 court cost
- Receives four days of out-of-school suspension

Student’s third offense:

- May be cited at the discretion of law enforcement and result in a \$164 court cost
- The school conducts a disciplinary hearing that could result in a five to 10-day out-of-school suspension.

### ***Vaping with THC***

Any vaping that contains THC will result in a zero-tolerance offense (180-day out-of-school suspension and an alternative placement will be offered).

These protocols were developed with the assistance of our community partners, as well as KCS administrators, teachers and security personnel. We want to thank the Knox County Health Department, Knox County Sheriff's Department, Knoxville Police Department, Tennessee Department of Health, Knoxville DEA 360 and the National Drug Enforcement Agency for their collaboration on this important matter.

### **Bus Conduct & Expectations**

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

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.

Bus drivers shall inform a student's principal of any serious discipline problem and the principal may take disciplinary action as appropriate. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the base school.

Reference KCS Board Policy [J-250 - Bus Conduct](#)

### **Bus Rules**

- Obey the bus driver; follow the bus driver's first request; the driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed; keep the bus clean.
- Keep hands and head inside the bus; no throwing objects in or out of the bus.
- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be fiscally responsible for any act of vandalism.
- Students requesting permission to ride a different bus must bring in a parent note and request permission from an administrator.
- Bus riding is a privilege that may be revoked at any time.



## Technology Misconduct/Disruption

The Guidelines for Acceptable Use of Electronic Media (KCS Publication MC-108) apply to all Knox County Schools students and employees as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by or through Knox County Schools.

- A. All users shall act in a responsible, ethical, and lawful manner when using the school district's Information Technology resources.
- B. Users observing any illegal activities shall report these activities to the appropriate school district administrator.
- C. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the Knox County School District.
  - Parents/guardians wishing to deny independent access to electronic media involving district technological resources may do so by returning a signed right of refusal form supplied by the school. This document shall be kept on file as a legal, binding document. (In order to modify or rescind the agreement, the user's parent/guardian must provide the Principal with a written request.)

The District reserves the right to take immediate action regarding activities on its network that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) other activities as determined by the District as inappropriate. The following are examples of inappropriate activity on the District network:

- A. Violating any state, federal, or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials
- B. Criminal activities that can be punished under law
- C. Selling or purchasing illegal items or substances
- D. Causing harm to others or damage to their property, such as:
  - a. Using profane, abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials
  - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; impersonating other users, or sending anonymous email;
  - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  - d. Using any computer or other electronic device to pursue "hacking", internal or external to the District, or attempting to access information protected by privacy laws;
- E. Using the network or Internet for Commercial purposes, such as:
  - a. Using the network for personal financial gain
  - b. Using the network for personal advertising, promotion, or

- c. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Any violation of District technology resources or violation of this policy by students may lead to disciplinary and/or legal action including, but not limited to, suspension or expulsion.

Reference KCS Board Policy [I-222 Internet Safety](#)

## Unauthorized Areas

Students are not allowed in the following areas:

- Parking lots during school hours without administrative permission.
- Automobiles or other vehicles parked on campus without administrative approval. Students may not move their vehicle during the school day.
- Any rooms set aside for staff only (except by invitation).
- At lunchtime: all instructional areas, behind buildings, parking lots, band wing, and CTE Building.
- Loitering behind wings/buildings.
- Campus buildings after 3:30 p.m. unless under the direct supervision of a faculty member. Students waiting in the commons for transportation until 4:15. All doors will be locked at 4:30.
- The outdoor classroom area unless accompanied by a teacher.
- Gymnasium prior to the start of school, during lunch, and after school unless attending class or school activity.
- The walkway between the school and Sonja Drive and the surrounding wooded areas.

## Restroom Stalls

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

## Personal Relations

**TOWARD SCHOOL STAFF:** Students are expected to cooperate fully with and to obey all instructions from any personnel assigned to our school. The staff includes: teachers, custodians, cafeteria workers, clerks, security officers, bus drivers, substitute teachers, interns, secretaries, principals, and other school personnel. Students are to address all staff members with a respectful tone of voice. Students are to respond to all staff at all times while on campus or while attending school activities/events here or at other schools. The school staff has supervisory responsibilities in all areas of the campus at all times and at school activities/events on other campuses.

**TOWARD OFFICIAL VISITORS:** Official visitors, whether observers, speakers, entertainers, or parent/community volunteers are considered to be honored guests and will be treated with courtesy and respect.

**TOWARD FELLOW STUDENTS:** Students are to address all other students respectfully. Students will treat other students with courtesy and respect at all times.

## **SAFETY & SECURITY**

### **Closed Campus**

Farragut High School is a closed campus. Gates will be closed to traffic from 9:00am to 2:00pm on all school days. Parents, community members, business people, etc., must check-in to the First Floor Office. Farragut High School students are prohibited from bringing a visitor for all day/partial day without prior approval by administration. Students are not allowed to leave campus or venture to the parking lot without permission from the front office or administrator. All students are required to be in their designated lunch areas during assigned lunch periods. FHS is a closed campus and any student leaving campus without permission is subject to KCS progressive disciplinary action.

### **Emergency Drills**

**Fire Drill:** In accordance with the Tennessee State Law, fire drills are required to be held. The signal to leave the building is sounding the siren. In case it should be out of order, the students will be given three (3) short bells or instructions over the public address system. Students must leave the building quickly and orderly from whatever room they are in without going to lockers. Some students may be asked to assist the teachers with some responsibilities for the classroom. Following instructions and maintaining order is essential.

**Severe Weather Drill:** Upon receipt of a “severe weather alert”, each member of the faculty will be notified immediately. Teachers and students should be prepared to act instantly upon receipt of a tornado warning. The principal will notify everyone over the public address system, and they will go to prearranged locations where they will remain until an “all clear” signal is given over the P.A. System. In the event of a power failure, these signals will be given with a “bull horn” or by runners. Care will be taken to avoid glassed areas and those areas with long suspended roofs such as auditorium and gymnasium.

**Lockdown Drill:** Students are not allowed to use messaging equipment without authorization. No student should leave the classroom or designated area during a lockdown drill. All areas are to remain secure until given the “all clear” signal. All areas are secured, gates and doors are locked. Bells will be turned off. If the bells ring, ignore them. Assigned areas are checked for suspicious persons. If you find anything suspicious, report to administration or security.

### **Civility Code & Expectations**

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

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 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.

Reference KCS Board Policy [B-230 - Civility Code](#)

## Unsafe School 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.

Reference KCS Board Policy [J-290 - Unsafe School Choice](#)

## Harassment, Intimidation, & Bullying or Cyber-Bullying

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student’s ability to learn and a school’s ability to educate

students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

“Cyber-bullying” means bullying undertaken through the use of electronic devices;

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student's educational benefits, opportunities or performance, 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, the act has the effect of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or
- If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

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, Federal and State statutes.

Reference KCS Board Policy [J-210 - Harassment of Students](#) and [J-211 - Harassment, Intimidation and Bullying or Cyber-Bullying](#)

## **EQUALITY**

### **Equal Opportunity Notice**

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

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

Anyone who believes that Knox County Schools has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, (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, (865) 594-1918 and/or the following:

Title VI Coordinator, Tennessee Department of Education  
and/or

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

## **Knox Schools Equal Opportunity Statement of Compliance**

All students shall have the same opportunities with regard to programs and activities regardless of race, color, creed, religion, national origin, sex or disabilities.

The Board of Education fully supports the rights of all students to be free from discrimination based on discrimination as discussed herein, and will seek to investigate and as applicable, remedy any such discrimination within the Knox County Schools.

Students may submit complaints when they believe they have been discriminated against because of race, color, creed, religion, national origin, sex or disabilities.

### **COORDINATOR**

The Director of Schools or the Director's designated representative (Coordinator, Ombudsman) shall be responsible for coordinating the system's efforts to comply with non-discrimination laws.

The Ombudsman may be contacted in person at the Knox County Schools administrative offices at 865-594-1192.

### **PROCEDURES**

All complaints may be presented to a student's teacher, and/or the building level administrator (Principal), and/or directly to the Ombudsman. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the complainant may discuss the matter with the Director of Schools. After review of the case, the Director of Schools shall take such action as the Director deems appropriate and shall notify all parties concerned of the decision. The complainant may appeal the Director's decision to the Board. The Board will hear only complaints which have been carried through the proper procedure from the point of origin.

## **Title IX Public 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 II of the Genetic Information Nondiscrimination Act of 2008, 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. 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

Executive Director of Student Supports  
Office telephone number (865) 594-1540

All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should be directed to

Director of Employee Relations  
Title VI, Title IX and ADA and OCR  
P.O. Box 2188  
Knoxville, TN 37901-2188  
Fax (865) 594-5014

and/or

Title VI Coordinator  
Tennessee Department of Education

and/or

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

## **CALENDARS**

At Farragut High School, we will attempt to schedule as normal of a year as possible and update our calendar per the direction of the district and state. It is understood that planned events may have to be rescheduled or canceled depending on the requirements from the Knox County School system and the State of Tennessee.

### **KCS Calendar**

The Knox County Schools Academic Calendar can be found by going to

<https://www.knoxschools.org/cms/lib/TN01917079/Centricity/Domain/2295/23-24BoardApprovedCalendar.pdf>

### **FHS Bell Schedule**

The Farragut High School Bell Schedule [can be found here](#) and will be updated periodically as needed.

## **INFORMATION INDEX**

504 Information	School Counseling Office
Academic Concerns	Grade Level Administrator
Academic Testing	School Counseling Office
Accident Report	Grade Level Administrator
Athletic Eligibility	Student Services Office
Attendance	Student Services Office
Bus Information	First Floor Office
Career and Vocational Opportunities	School Counseling Office
Change of Address	School Counseling Office
Claim Forms - Accident Insurance	First Floor Office
Club Information	Student Services Office
College Information and Recommendations	School Counseling Office
Daily Announcements	First Floor Office
Driver License Info	First Floor Office
Early Dismissals	First Floor Office
Emergencies	See Any Staff Member
Free and Reduced Lunch Information	Cafeteria Manager
Good Student Verification - Auto Insurance	School Counseling Office
Grade Questions (Ask Teacher First)	School Counseling Office
Graduation Requirements	School Counseling Office
Health Problems/Injury	Clinic/Nurse's Office
Homebound Teachers	School Counseling Office
Homework for Extended Illness	School Counseling Office
Illness during School Hours	Clinic/Nurse's Office
Immunization Records	School Counseling Office
Information about Tickets: Games, Dances, Etc.	First Floor Office
Locker Assignments/Problems	Student Services Office
Lost and Found	First Floor Office
Parent-Teacher Conferences	School Counseling Office
Parking Permits	Student Services Office
Post-Secondary Planning	College/Career Center (in library)
Recovery Credit	School Counseling Office
Registration Information/Schedule Changes	School Counseling Office
Report Unacceptable Behavior	Student Services Office/Curriculum Office
School Zone Information	School Counseling Office
Scholarships/Financial Aid	College/Career Center (in library)
Special Education Concerns	Grade Level Administrator
Student ID	CTE - Welcome Desk
Summer School	School Counseling Office
Tardies	First Floor Office



Textbook Information/Lost Textbooks  
Theft Report  
Transcript Requests  
Transfers  
Tutoring  
Visitors Passes  
Withdrawal Forms

Library/School Counseling Office  
Grade Level Administrator  
School Counseling Office  
School Counseling Office  
School Counseling Office  
First Floor Office  
School Counseling Office

*This FHS Student Handbook is subject to change based on Tennessee Code Annotated and/or Knox County Schools Board of Education policies. Any updates and/or changes can be viewed at the online link, <https://www.knoxschools.org/domain/9605>.*