2020-2021: Family & Student Handbook

5320 Hickory Hollow Parkway
Antioch, TN 37013
Main Office: 615.810.8370

This handbook belongs to:

Name_________________________________________
Address________________________________________
City/Town______________________ Zip Code________
Phone_________________________________________
Student No._____________________________________

KNOWLEDGE ACADEMIES’ HANDBOOK
Letter from the Principal: The Mission

KNOWLEDGE ACADEMIES’ Students & Families,

The Mission of KA is to prepare students to make the best academic and social choices, leading to a successful life, connected to college, community, creativity, and culture.

We will support our alumni as they graduate college ready and remain connected to their community.

As families, we will support the development of highly effective student leadership habits.

Achievement of this mission requires that all of us collaborate as a community to boldly rethink education. As we come together to implement this noble aim, we are also making success attainable for all students while preparing the next generation to solve the challenges of tomorrow.

As a KA Family we can create this environment! We will encourage our students to aim higher and meet their goals! We can nurture an atmosphere of growth and excellence!

Thank you for choosing KNOWLEDGE ACADEMIES and committing the success of all KA TIGERS!

Signature

Principal, Knowledge Academies
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ATTENDANCE

ATTENDANCE POLICY & TRUANCY

Tennessee law requires children ages six through 17 to attend school. Attending school daily helps children succeed academically. Missing school leads to difficulties for a student academically, socially and emotionally. Your child is expected to attend each class period, every school day. Regular attendance at school is one of the most important aspects of a student's life. It is imperative that all students be in attendance in order to get the most from teacher instruction and class work. It is very important that an accurate record of attendance be kept for each student. If the student is absent for a total of five days during the school year without excuse, they will be considered truant and subject to referral to juvenile court. It is the parent(s)/guardian(s) responsibility to monitor their child's school attendance.

More than three days of consecutive absences are considered excessive, except in cases of extended illness or extremely unusual circumstances. Days of suspension for disciplinary reasons will not be counted toward the three-day total.

When your child must be absent parent(s)/guardian(s) are required to call the main office prior to the start of the school day; the purpose of the phone call is to provide an explanation for the absence. The absence will be labeled excused, excluding the three-day limit, when documentation is provided to the school for any of the following reasons:

- Personal illness requiring a physician's statement
- Death in the immediate family
- Court appearance required by legal authorities
- Religious holidays (request verification)
- Absences due to approved school-related field trips, rehearsals, competitions, etc.
- Medical and dental appointments (make every effort to schedule after school)
- Other emergency or unusual circumstances as approved by a building administrator.

NOTE: Parent(s)/guardian(s) should make every effort to schedule doctor and dental appointments outside the school day. If a student must be absent for such a reason,
please request a letter from the medical or dental office as verification to be provided to the school.

Written excuses for an absence due to a death of a member of the immediate family or relative living at home, religious holiday, or family emergency should be provided to the school by parent(s)/guardian(s). Students with excessive attendance problems may be referred to the Tennessee Child Protective Services depending on the circumstances. However, a letter will be sent to the parents prior to taking any such action.

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<td>Parental Contact (Truancy Education)</td>
<td>Student / Parental explanation of absences</td>
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<td>Provide family resources, if needed</td>
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<td>Parent Meeting Requested</td>
<td>Parent will provide doctor’s statement for additional absences</td>
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<td>3-Unexcused Absences</td>
<td>Parent Meeting Requested (Initial Truancy Letter)</td>
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<td>Parent will be informed of the lateral truancy process</td>
<td>Parent will sign acknowledgement of receipt of the Initial Truancy Letter</td>
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<td>If necessary, provide family resources</td>
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<tr>
<td>5-Unexcused Absences</td>
<td>Parental Contact (Truancy Letter)</td>
<td>Parent will sign acknowledgement of receipt of the Truancy Letter</td>
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<td>Attendance Intervention Plan with the student/parent</td>
<td>Tennessee Child Protective Services could be contacted</td>
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<td>7-Unexcused Absences</td>
<td>Parental Contact (Notice of Truancy Referral)</td>
<td>Student &amp; Parent will sign the Attendance Intervention Plan</td>
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<td>Parent will attend an Attendance Review Board Meeting</td>
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If a student is truant from school, he/she will not be allowed to attend any extra-curricular or athletic activities that day.

ARRIVAL & DISMISSAL SCHEDULE

MIDDLE & HIGH SCHOOL

Classes begin at 8 a.m. and students are dismissed at 3:30 p.m. Monday through Friday throughout the school year.

Any students arriving after 8 a.m. must be escorted into the building by an adult to sign-in the student.

EARLY-DISMISSAL PROCEDURES

No early dismissals will be permitted after 3:00 pm.
- Any student leaving school prior to dismissal will have an early dismissal logged to his/her record.
- Excused early dismissals are given for doctors’ appointments with notes from the doctor. To receive an excused early dismissal, a doctor’s note must be brought to school the next day.
- If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out. A school employee will send for your child. Students will not be dismissed from the classroom to a parent.
- Parents need to sign their child out on the sign-out log.

TARDY PROCEDURES & CONSEQUENCES

A tardy is defined as not being in your designated area after the bell has rung to start class.

Consequences or Disciplinary Actions for Tardiness in ONE grading period.

- 1st – 4th Tardy: Teacher implements classroom tardy policy.
- 5th Tardy: Administrative assigned after-school detention and parental contact.
- 6th Tardy: Administrative assigned Saturday school and parental contact.
- 7th Tardy: More extensive formal disciplinary action as deemed necessary by the administrative staff, including but not limited to suspension.
TRANSPORTATION, BUS SCHEDULE & CAR-RIDERS

At least one week prior to the beginning of the school year, every family will receive notification of the approximate time they should be ready for bus pick up, including scheduling in the event of a delayed openings (2-hour delays, etc.).

The Code of Conduct applies to students while they are on the bus. Students are to follow the directives of the bus driver and/or bus monitor. Students not meeting expectations may be suspended from riding the bus, for a minimum of two (2) days.

CAR-RIDER DROP OFF
Car riders should arrive no earlier than 7:15 a.m. and must arrive by 7:45 a.m.
BACKGROUND CHECK FOR SCHOOL VISITORS
In an effort to keep our students and staff members safe, all visitors to our building must submit their state issued identification. The identification will run through our Raptor system and, if cleared, will create a name badge that must be worn in the building.

BOOK BAGS/FOLDERS/PERSONAL ITEMS
Book bags, backpacks, or string bags must be made of mesh or clear material. Contents must be visible when the bag is closed. Book bags, backpacks, string bags, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on the school.

CARE OF SCHOOL PROPERTY
Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Any student who damages/vandalizes school property will be required to make full restitution for damages.

HALLS/CORRIDORS
Students should be in the hallways only at the beginning and close of the school and while moving from one class to another, unless a teacher, administrator or staff person has issued a hall pass. Before going to any classroom, visitors will receive a visitor's pass upon entering the building. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.

LOCKERS
If students are assigned a locker, the sharing of assigned lockers or the use of personal locks is prohibited. Students should not share their combination with anyone. The school is not responsible for theft of personal property. Students enrolled in Physical Education may be assigned a locker during the class period but must provide their own lock or purchase one from the Athletic Department. The lock must be removed immediately after the class period ends. Rules regarding lockers, as stated above, will apply to Physical Education lockers.

GANG SYMBOLISM
Student behavior, dress, signing or symbolism (beads, bandanas, etc.) intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. Violation of this policy will result in suspension or possible expulsion. The school
works in conjunction with the local Police Department and the County Sheriff’s Department to determine what constitutes gang related activities.

COMPUTERS AND TECHNOLOGY

Accessing technology at KNOWLEDGE ACADEMIES is a privilege. Students not following the Code of Conduct and the specific policies outlined below are eligible to lose such privileges at the discretion of the KA Leadership Team.

All technology related equipment is the property of KNOWLEDGE ACADEMIES. No staff, student, or person should expect private of any information saved on or transmitted through any part of the network of the school.

CELLPHONE, SMARTPHONE AND MOBILE DEVICES POLICY

MIDDLE SCHOOL

KA Students are permitted to bring electronic devices to school. Students should secure their personal mobile devices in a locker, with a lock, for security of their item(s). If a locker is not assigned, students should secure their phones in the designated spot within their classroom. KNOWLEDGE ACADEMIES is not responsible for lost, damaged, or stolen smartphones/tablets or other personal devices.

Students are not permitted to use any type of cellphone or tablet during classroom instruction unless given specific instruction by a teacher to do so. Students are expected to have phones put away (either in lockers or in their pocket) and turned on silent. Students may only access their cellphones if given explicit permission from faculty or staff for emergency purpose only. Any emergencies that need to be communicated to a student must go through the main office.

The Leadership Team shall maintain exclusive oversight of the use of any Smartphone and/or other mobile device at school and during all school related activities.

HIGH SCHOOL

KA Students are permitted to bring electronic devices to school. Students are responsible for using technology appropriately. KNOWLEDGE ACADEMIES is not responsible for lost, damaged, or stolen Smartphones, tablets or other personal devices.
Students are not permitted to use any type of cellphone or tablet during classroom instruction unless given specific instruction by a teacher to do so. Students are expected to have phones put away (either in lockers or in their pocket) and turned on silent. Students may only access their cellphones if given explicit permission from faculty or staff for emergency purpose only. Any emergencies that need to be communicated to a student must go through the main office.

High school students may use cellphones ONLY during breakfast and lunch time. When exiting the cafeteria, students must put cellphones AWAY.

*If a student fails to meet the expectations, the following guidelines will apply:*

1st Offense: Warning, phone call home to notify parent. Teacher will document behavior and communicate with Dean of Students.

2nd Offense: Teacher will bring the student's cellphone/tablet to the main office until a parent/guardian can retrieve it, at which time an Electronic Device Acknowledgment form must be signed.

3rd Offense: Teacher will turn cellphone into main office, the Dean of Students will issue the student a Restorative Circles conference and create an action plan. Lunch detention (3 consecutive days)

4th Offense: Teacher will turn cellphone into main office, the Dean of Students will issue student after-school detention (3 consecutive days), and the device will remain in main office until parent pick up.

Students may only receive up to 2 after-school detentions for violating school’s Electronic Device Policy in one academic quarter. If a student is found to be a chronic violator of the KNOWLEDGE ACADEMIES High School Electronic Device Policy, school staff will conduct a conference with the parent/guardian and student. Student may be put on an action plan or other disciplinary action.

**ASSUMPTION OF RISK**

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices. **KNOWLEDGE ACADEMIES** is not responsible for replacing lost, stolen, or broken cellphones.

**PERSONAL TECHNOLOGY DEFINED**
Personal technology includes, but is not limited to, cellular phones, wireless earpieces, headphones, iPods, iPads, other mp3 players, calculators, and portable gaming devices.

**PERSONAL TECHNOLOGY DURING CLASSROOM INSTRUCTION**

Use of personal technology during instructional periods is prohibited except when used as an aid to instruction at the discretion of the classroom teacher and KA Leadership Team. If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized. Personal technology may not be used for purposes which are found to be disruptive to the school environment. Disruption of the school environment shall be determined by school leadership and faculty.

**CONSEQUENCES FOR VIOLATION**

Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy. A device used outside these parameters will result in confiscation of the technology until such time as it may be at the discretion of the KA Leadership Team. While the classroom teacher may confiscate personal technology, devices used in violation of this policy, those devices which are confiscated are sent to school leadership. Therefore, personal technology devices may only be retrieved from the main office during designated office hours as prescribed by school leadership.

*A student in possession of personal technology in violation of this policy is subject to the following:*

**1st Offense:** The device will immediately be confiscated and returned at the end of the day

**2nd Offense:** The device will immediately be confiscated, and a parent/guardian will have to pick it up the device from the main office at the end of the day and sign the Cell Phone Policy Form.

**3rd Offense:** The device will immediately be confiscated and a mandatory (3) day after-school detention will be assigned to the student. The after-school detention days/hours are on Tuesday, Wednesday, and Thursday from 4:00-5:30pm.
4 or more Offenses: The device will immediately be confiscated and (2) days of Out of School Suspension (OSS) will be assigned. A parent/guardian will have to sign the student back in at the main office on the first day returning to school.

SEVERE CLAUSE: Highly inappropriate technology/device activities, include but are not limited to:

- Communication that contains inappropriate content, profanity, intimidation or threats to others
- Cheating and other forms of academic dishonesty
- Taking or showing inappropriate photographs/video
- Communicating with groups or individuals in a manner that causes a disruption of the school environment, and/or
- Refusal to relinquish phone to persons of authority upon request

Violation of the severe clause may result in suspension from school for up to ten (10) days regardless of the number of previous offenses.

SAFEKEEPING OF CONFISCATED CELL PHONES

Personal technology which is confiscated must be taken to school leadership and will be secured in a safe location. The device may not be searched while in possession of the school unless the building administrator has individualized suspicion, consent or waiver by the owner of the device, or extenuating circumstances that pose a grave security threat.

SCHOOL-ASSIGNED PERSONAL COMPUTERS

Knowledge Academies students are provided the opportunity to checkout laptops/tablets that are the property of KA so that they may continue using the technology away from school facilities. These laptop/tablets are to be used only for educational purposes. No student should use a KA laptop/tablet for personal use of any kind. The following procedures will serve as guidelines for use of KA laptops/tablets and their checkout by schools to students. All students and parents will be required to sign this form acknowledging that they have read and agree with the school’s laptop/tablet checkout procedures before a laptop/tablet can be taken to another location.

COMMUNICATION: FAMILIES, STUDENTS & TEACHERS

Communication with parent(s)/guardian(s) is an integral part of a student’s program. A mutually beneficial rapport between home and the school is important to us all. Please listen to the voice prompts for your call to be directed properly. Teachers are required to
return your phone call within two working days. Parent(s)/Guardian(s) are encouraged to send a message through the student information system (SIS) or e-mail teachers directly if they do not have access to the SIS.

The student information system also allows students and parents to access academic information. Parent(s)/Guardian(s) and students are encouraged to check this system in order to maintain communication and stay abreast of academic progress. A password for students and parent(s)/guardian(s) is needed for this system. Please contact the front office if you have not received a password.

**CONFERENCES**

KNOWLEDGE ACADEMIES welcomes family support and participation. Our teachers are here to prepare your child to successfully become college ready with the high potential of earning a college degree. Preparing students for the expectations of college requires collaboration with teachers and families.

Conferences can be set up at the request of the school or the request of the parent/guardian. If the parent/guardian would like to set up a time to speak or meet with the student’s teacher, then they can contact the teacher directly via phone or email. The teacher will respond to the parent/guardian within 48-hours. If a parent/guardian wishes to hold a conference with multiple teachers, then this should be set up by contacting the main office to schedule an appropriate and mutually agreed to time for the group conference. Additional methods of communication are available via the student information system or email through the official school website. Any conferences with School Leadership will be coordinated with the main office to determine a specific time and date for the meeting for all parties involved.

All parents and visitors must sign-in at the Main Office.

**CONFIDENTIALITY OF STUDENT INFORMATION**

Laws involving privacy and confidentiality prohibit us from sharing names, addresses and telephone numbers of our students and families to anyone, including other parents.

**SCHOOL DANCES**

School sponsored dances are for the enjoyment of our students and guests.

The following is an established list of parameters for all school-approved dances:
• Students must attend at least half of their scheduled classes on the day of the dance in order to participate.
• Students need to carry picture identification and show it upon demand to the monitor/administrator.
• Some dances will be open to enrolled/attending students only while others will allow enrolled/attending students to invite non-students as guests. In the event that the dance is open to outside students, invited guests will have to comply with all school rules and policies that pertain to visitors in the building.
• All dances will have a lock-in/lock-out policy. No students or their guests will be permitted to enter a dance after the lock-in or leave prior to the lockout time.
• The administrator on duty has the right to deny any person entrance to the dance.
• Students whose dancing is inappropriate will be asked to leave the dance and may not participate in future dances.

DINING AREA REGULATIONS

Each student is required to show good manners, courtesy, and consideration of others in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food. Containers are provided for the disposal of trash, and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over, or immediately upon the request of supervisory staff. No student is allowed to leave the dining area during the lunch period without a written pass to some other area of the school. All food must be consumed in the designated area by the administration.

_A student is not allowed to leave the school grounds during the lunch period. No student/guardian is allowed to order outside food. No student is to bring outside food in during school hours. No food or beverage is to be taken out of the designated dining area at any time._
ENROLLMENT REQUIREMENTS

Students currently enrolled in Metro Nashville Public Schools may provide authorization for KNOWLEDGE ACADEMIES to request student records from the student’s current school.

By law, the student cannot return to school until proof of immunization is provided. ALL students must present proof of the following, which are most commonly included in a student’s cumulative record:

- Proof of Immunization (Official Certificate of Immunization by the Tennessee Department of Health, completed by a physician or health care provider)
- Physical Examination
- Verification of Legal Address (using at least two utility bills)
- Proof of Legal Custody by Parent or Legal Guardian
- Official Record of Birth

ALL students will be enrolled using the official name that appears on one of the following documents:

- Original Birth Certificate
- Certificate of Birth by Adoption
- Original Birth Certificate, Visa or Passport (for English Language Learners)

Students transferring from another school district or from out of state must meet ALL enrollment requirements within 30 days of enrollment, without exception.

IMMUNIZATION REQUIREMENTS

CHILDREN WHO ARE NEW ENROLLEES IN A TN. SCHOOL (Grade 7 excluded)

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV): previously only for Kindergarten, 7th grade entry
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease): previously only one dose was required
CHILDREN WITH MEDICAL OR RELIGIOUS EXEMPTION TO REQUIREMENTS:

- **Medical**: Health Care provider must indicate which specific vaccines are medically exempted (because of risk of harm) on the new form. Other vaccines remain required.
- **Religious**: Requires only a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If documentation of a health examination is required, it must be noted by the health care provider on the immunization certificate. In that case, the provider may explain the absence of immunization information by checking that the parent has obtained a religious exemption.

RECOMMENDED IMMUNIZATION REQUIREMENTS

- Annual vaccination against influenza.
- Beginning at age 11, vaccination against meningococcal disease.

**GRADE 7: IMMUNIZATION REQUIREMENTS**

Children currently enrolled in a Tennessee school and entering the grade 7, must provide KNOWLEDGE ACADEMIES School with an updated Tennessee Immunization Certificate with proof of two additional immunizations:

1. Tetanus-Diphtheria-Pertussis booster ("Tdap"): required regardless of TD history
2. Verification of immunity to Varicella; (2 doses or history of disease)

Per State law, parents must provide the updated certificate to the school before a student can attend school as a seventh grader. Only proof of the two additional immunizations is required on the updated immunization certificate; it will be attached to the previous certificate in each child’s school record.

Parent(s)/Guardian(s) are encouraged to have children vaccinated now and provide the updated certificate to the school. This will help to ensure a smooth transition as your child enters grade 7, for the new school year.

Immunizations are available through a private health provider or the Metro Public Health Department. We encourage parents to update each child’s vaccinations and turn the updated immunization certificate in to the child’s school as soon as possible.
PROTOCOL FOR FAILURE TO MEET IMMUNIZATION REQUIREMENTS

- On the 31st day the student will be excluded from receiving public school services.
- An official letter from KNOWLEDGE ACADEMIES and/or Metro Nashville Public Schools will be sent stating the official date of non-compliance and requesting that the parent / guardian take the student to the Department of Health or a private physician.
- The student will not receive public schools services until the immunization and physical examination requirements are met.

WHAT IF I CAN’T AFFORD THE VACCINES?
Cost should not prevent you from vaccinating your child. Children and teens younger than age 19, who have TennCare or do not have health insurance, can receive free vaccines through the federal Vaccines for Children (“VFC”) Program in participating private medical offices and health departments. Ask your child’s healthcare provider if they participate in VFC. If your child has insurance that does not pay for vaccines and you cannot afford them, local health departments can provide the vaccine. Health departments and VFC providers charge a small administration fee to give the free vaccine, which can be adjusted based on your income.

ALTERNATIVE PROOF OF IMMUNITY FOR CERTAIN DISEASES
A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B or Varicella. For Varicella, documentation of provider diagnosed Varicella (year) or provider-verified history of disease given by a parent or guardian (year) also is acceptable. By documenting a history of disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

COMMUNICABLE DISEASE
If a child currently has or has been exposed to certain communicable diseases, he or she should not attend school for the amount of time that is determined by the Metro Health Department.

MANDATORY ABUSE REPORTING
All employees are required to immediately report suspected child abuse or neglect to school administration (Principal or designee).

- **Abuse**: Non-accidental physical, sexual, or emotional injury.
- **Neglect**: Failure to fulfill a child’s physical and emotional needs.
HARASSMENT POLICY

Harassment must be immediately reported to Leadership; once reported, procedures leading to disciplinary action will be implemented instantly. Harassment is PROHIBITED in all relationships associated with the school, including but not limited to: Supervisor-student; employee-student; volunteer-student; teacher-teacher; supervisor-teacher; and teacher-volunteer.

Harassment: systematic or continued unwanted and annoying actions of one person or group towards another, including threats and demands that are verbal, non-verbal, or physical. One or more of the following criteria constitute Harassment:

1. Action(s) directed at one or more individuals that is received as harmful or embarrassing
2. Substantial interference with educational opportunities, benefits, or programs of one or more individuals
3. Action(s) that substantially affect the ability of an individual to participate in or benefit from the school district’s educational programs or activities by placing the individual in reasonable fear of physical harm or by causing emotional distress
4. Targeting individual based on an actual or perceived distinguishing characteristic or an association with another person who has or is perceived to have any distinguishing characteristics
5. Repeated over time and is severe, persistent, and pervasive
6. Causes mental duress or psychological trauma to the bullied.

Hazing, also a form of harassment, is defined as follows:
Intentional or reckless act on or off school property, by one student acting alone or with others, directed against any other student that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger that student's mental or physical health or safety.

“Hazing” does not include physical contact associated with athletic events, training or with competition conducted under coach’s or sponsor’s supervision.

ANTI-DISCRIMINATION POLICY

KNOWLEDGE ACADEMIES does not tolerate discrimination against individuals or organizations for any reason, including but not limited to: race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. Instances of discrimination should be reported immediately, without reservation, to school administration.
DISRUPTIVE PARENTS/GUARDIANS/OTHER VISITORS

Parents, guardians and other visitors whose conduct disrupts the safe and orderly operations of school facilities, in the reasonable judgment of authorized school personnel, may be required to obtain permission to be on school facilities or may be banned (ZT- Zero Tolerance) from MNPS facilities.

When the school is on lock down due to a security or weather-related issue, the first priority is the safety of staff and students. Parents or other visitors to the building must follow school emergency procedures under the direction of school staff until the lock down is lifted. During a security lock down, no one is permitted to enter the building from the outside. In weather-related lock downs, schools may allow those outside to seek shelter indoors until it becomes necessary for staff to take shelter.

DISTRIBUTION OF MATERIALS

Information distributed at the school through pamphlets, flyers, newsletters, etc. must first be approved by the school principal and/or the NEI State Director or Deputy Director.

FAMILY LIFE AND SEXUAL EDUCATION

The district has established a policy in accordance with state and federal laws which governs the teaching of topics such as abstinence, reproduction, HIV and other sexually transmitted diseases, and contraception. For students to participate in such courses where sexual issues are discussed, parents must sign a permission form indicating they have consented for their child to participate.

FEE WAIVERS

The school may assess Board-approved fees for laboratory and classroom materials. Fees may be waived for students who qualify for free/reduced lunch.

HEALTH AND WELLNESS

The Federal government passed a law that governs health and wellness in public schools. The district has established a policy in accordance with this law that includes physical activity and food services on school property.

HIPAA PRIVACY RULE

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule allows covered health care providers to disclose Protected Health Information (PHI) about students to school nurses, physicians or other health care providers for treatment purposes, without the authorization of the student or student’s parent. For example, a student’s primary care physician may discuss the student’s medication and other health care needs with a school nurse who will administer the student’s medication and
provide care to the student while the student is at school. In addition, a covered health care provider may disclose proof of a student’s immunizations directly to a school nurse or other person designated by the school to receive immunization records if the school is required by state or other law to have such proof prior to admitting the student and a parent, guardian, or other person acting in loco parentis has agreed to the disclosure. See 45 CFR 164.512(b)(1)(vi).

TECHNOLOGY AND ACCEPTABLE USE POLICY

Any parents wishing to restrict their children’s access to the Internet and network are required to complete and sign the Technology Opt-Out form, located on the Opt-Out Preferences page in the back of this handbook, and return to KNOWLEDGE ACADEMIES. Failure to complete and sign the Technology Opt-Out form will serve as an indication that your child has permission to access the Internet and KNOWLEDGE ACADEMIES network. The full policy will be issued to parents and it will be posted on the school’s website at www.knowledgeacademies.org.

The use of technology resources by students, staff members or visitors to MNPS is a privilege and is subject to all applicable state and federal laws and policies of the district. Students are responsible for their ethical and educational use of the computer online services in the district.

All MNPS technology resources and all information processed by, created on or transmitted through MNPS or KNOWLEDGE ACADEMIES technology resources are subject to the provisions of applicable Public Records laws. At no time should there be an expectation of privacy by students, staff or contractors while utilizing any KNOWLEDGE ACADEMIES technology resource, any KNOWLEDGE ACADEMIES network, stand-alone system or other device. KNOWLEDGE ACADEMIES reserves the right to examine, at its sole discretion, any information originating on, accessed by or processed through KNOWLEDGE ACADEMIES -owned computers, networks or other information system components. This examination may occur with or without the user’s prior knowledge and may be conducted in real time or by examining access history and/or related files.

KNOWLEDGE ACADEMIES may monitor a user’s Internet, online services and/ or e-mail activity when there is a legitimate business or technical need to do so. KNOWLEDGE ACADEMIES users will not engage in unacceptable use of technology resources.

Alleged violations involving student use should be reported to the teacher who was supervising the student at the time of the alleged offense. The teacher or staff person will report the alleged violation to school administration, who will investigate the incident,
with appropriate input from the Information Technology department. If after the investigation there is a reasonable certainty that a violation actually occurred, the principal will impose sanctions, which may include limiting or suspending a student’s Internet privileges. Serious or repeated violations of Internet, online services and/or e-mail use could result in permanent loss of Internet, online services and/or e-mail privileges, and other disciplinary action consistent with the Family-Student Handbook. If a student’s misuse of Internet, online services and/or e-mail is in violation of the law, such misuse shall be reported to the appropriate authorities and could be punished as a criminal offense.

Personal web logging, blogging, tweeting, texting and personal usage of social media sites (such as, but not limited to, Twitter, Snapchat, Instagram, and Facebook) is not permitted without the express approval of the instructional staff for the course(s) in which a student is enrolled. Further, students are prohibited from posting, using KNOLWEDGE ACADEMIES resources to any Internet site outside the official KNOWLEDGE ACADEMIES network, or through any electronic media, any material that identifies students or provides any information that would be considered confidential according to FERPA or HIPPA.

LENGTH OF SCHOOL DAY
The school day is designed to offer classes and lunch during a set time period. The school requires students to spend a specific amount of time in each class and 30 minutes at lunch.

PARENT INVOLVEMENT
KNOWLEDGE ACADEMIES recognizes the value and importance of meaningful, two-way parental involvement at the school and district level. Parents are invited as partners in helping all students acquire necessary knowledge and skills without regard to the parent or family’s race, religion, creed, gender, socioeconomic status, physical impairment or age.

PARENT NOTIFICATION POLICY
This policy covers notifications that KNOWLEDGE ACADEMIES is required to provide all parents under state and federal laws. This includes, but is not limited to: whether your child is eligible for special services based on varying factors such as being an English Learner, a homeless or migrant student, or a special education or gifted student; students’ achievement level on state assessments or attending a Title I school; and your right to request teachers’ and other paraprofessionals’ qualifications.
UNSAFE SCHOOL CHOICE POLICY PROCEDURE
Students who attend a public elementary or secondary school identified by the state as “unsafe,” or students who are victims of a violent crime while in or on school grounds, must be given the option of enrolling in a different school within the same school district. Transportation for qualified students who decide to change schools must be provided by the school district for the remainder of that school year.

MILITARY RECRUITERS
KNOWLEDGE ACADEMIES is required by law to provide military recruiters contact information for high school students approaching eligibility age for military service, UNLESS the parent has requested that the district not share the information. Please confirm your permission to release your child’s name and contact information to a military recruiter on the permission form at the front of this handbook. Unless you deny permission, your child’s information will be included.

HEALTH SCREENINGS
As mandated by the State of Tennessee, MNPS provides hearing and vision screenings at designated grade levels at both elementary and middle schools. At elementary, middle and high school Coordinated School Health sites, additional screenings for height, weight and blood pressure are also provided. Please confirm your permission for the screenings on the permission form at the front of this handbook. Unless you deny permission, your child will be included in the available health screenings.

SCHOOL-BASED SOCIAL WORK SERVICES
School social work services exist in every MNPS school. The Social Work Department is committed to helping students reach their highest academic potential. Sometimes there are personal issues that interfere with students’ learning. School social workers provide free counseling to students during the school day on-site at their school. All records regarding a student’s sessions with the school social worker are kept confidential except as required by law.

If the parent or guardian wishes to exclude his/her child from school social work services, he/she may sign the School Social Work Opt-Out form on the Opt-Out Preferences page in the front of this handbook. Failure to sign the School Social Work Services Opt-Out form will serve as an indication that the student has permission to meet with the School Social Worker at his/her school.
NON-DISCRIMINATION STATEMENT

KNOWLEDGE ACADEMIES does not discriminate on the basis of race, religion, creed, sex, gender, gender identity, sexual orientation, national origin, color, age and/or disability in admission to, access to or operation of its programs, services or activities and provides access to the Boy Scouts and other designated youth groups. KNOWLEDGE ACADEMIES does not discriminate in its hiring or employment practices.

CIVIL RIGHTS COMPLIANCE

KNOWLEDGE ACADEMIES is committed to ensuring all students and adults are given the opportunity to learn, participate and work in an environment that is free from discrimination by adhering to the following laws:

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

*Title VI of the Civil Rights Act of 1964* prohibits discrimination on the basis of race or ethnicity, color or national origin.

**TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972**

*Title IX* prohibits discrimination on the basis of sex.

**SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

*Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990* prohibits discrimination on the basis of disabilities.

*Title II of the Americans with Disabilities Act of 1990* protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs and activities provided by state and local government entities.

*Section 504 of the Rehabilitation Act of 1973* provides that no otherwise qualified individual with handicaps in the United States solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
STUDENTS & MEDICAL NEEDS

A physician’s orders and parental authorization are required for any health care procedures performed by a licensed healthcare professional in the school setting. Members of school Leadership team will be MNPS medication administration trained. The parent(s) or legal guardian(s) of the student must provide written permission, addressed to the school Leadership team. Such letter will become a part of the student’s cumulative record.

SELF-ADMINISTRATION OF MEDICATION:

Medications should be limited to those required during school hours and necessary to maintain the student’s enrollment and attendance in school.

Sufficiently trained employees may assist with or the person may self-administer medication only after meeting the following conditions:

- The parent/legal guardian must provide written permission authorizing self-administration by the student, including the potential need for assistance by a sufficiently trained member of staff.
- The primary emphasis of self-administration will be the safe storage and distribution of the medication.
- Self-administration must be properly documented.
- The student’s condition must be stable.
- The student must demonstrate competence to self-administer nonprescription or prescription medication with assistance.

As specified in TCA 49-5-415(a)(3), any person assisting in self-administration shall not be liable in any court of law for injury resulting from reasonable and prudent assistance, if performed pursuant to the policies and guidelines developed by the departments of health and education and approved by the applicable regulatory or governing boards or agencies.

STUDENTS NOT REQUIRING ASSISTANCE FOR SELF- ADMINISTRATION:

- If a student has been taught to perform his/her own procedure and does not need assistance, space will be made available for the student to perform this task.
• If a student is performing an invasive procedure, that student should have a minimal bi-annual nursing assessment of competency and proficiency as well as an Individual Health Plan.

• Every attempt will be made on an individual basis to allow a child who is independent to continue self-management. It is prudent for the student and the nurse to work out a method of reporting or asking for assistance on an as needed basis.

STUDENTS REQUIRING ASSISTANCE FOR SELF-ADMINISTRATION:

• An Individual Health Plan that includes a nursing assessment, physician’s orders, and parental authorization is required.

• The nursing assessment will determine whether or not unlicensed assistive personnel (UAP) can assist the student.

ADMINISTRATION OF GLUCAGON AND EPINEPHRINE

Emergency medications must be kept in a secure area near the student and readily available. The student’s individual health plan (IHP) will determine the parameters for emergency use.

Parent(s)/guardian(s) can provide written consent for properly trained staff to administer glucagon and/or epinephrine, in emergency situations, when a nurse is not present. Staff may volunteer, of their own free will, to receive training by a licensed healthcare professional on the administration of glucagon (in diabetic emergency when no nurse is present) and epinephrine.

Only after proper training is received, will staff be authorized by school administrators to administer glucagon and epinephrine.

Authorization will consist of documented training by a licensed healthcare professional (at least annually) and the documented acquisition of the new competency in the staff’s personnel file.
ASTHMA TREATMENT

Students requiring treatment for asthma must provide the following documentation each year:

- A written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration of the prescribed, metered dosage, asthma-reliever inhaler.
- The statement must contain:
  - The name and purpose of the medication
  - The prescribed dosage
  - The time or times the prescribed inhaler is to be regularly administered,
  - Any additional special circumstances under which the inhaler is to be administered
  - The length of time for which the inhaler is prescribed.
- A written statement from the parent/guardian that provides the school written authorization for student possession and self-administration

*If the KA Leadership team determines intentional misuse and/or misapplication of an asthma inhaler (including the usage of the inhaler by another person), the parameters for in-school treatment may be suspended or revoked from the student’s possession.*

MEDICATION STORAGE

All medication must be stored in a secure, separate, locked drawer or cabinet. 
Medications requiring refrigeration will be refrigerated in a secure area.

All prescription drugs must be prescribed by a licensed prescriber on an individual basis, as determined by the child’s health status.

Prescription medication must be brought to school in the original, pharmacy labeled container.

The container shall display:

- Child’s name
- Prescription number
- Medication name and dosage
- Administration route or other directions
All prescription drugs require a written parental/guardian request which shall include:

- Date
- Licensed prescriber’s name
- Pharmacy name, address, and phone number

All prescriptions for long term medications shall be renewed at least annually. Changes in prescription medications shall have written authorization from the licensed prescriber and parent. The change will be noted on the medication administration record (MAR) without obliterating the previous information. Only an RN or LPN can make changes on the MAR. Changes can include but are not limited to: time, dose, addition, discontinuation, etc.

NON-PRESCRIPTION DRUGS

All non-prescription drugs must be brought to the Main Office or School Nurse with the original label listing the ingredients, dose schedule, and child’s name affixed to the container.

A written parental/guardian request is required and must include:

- Child’s name
- Name and address of parent/guardian
- Name of medication, dose, route, time of administration
- Discontinuation date
- Reason medication is needed
- Current parent’s/guardian phone number in case of emergency

ALLERGIES: LIFE-THREATENING OR EMERGENCY

If your child has a food allergy, let us know, immediately. Life-threatening food allergies affect about 8 percent (~2 million) of all children attending public schools. KNOWLEDGE ACADEMIES is committed to providing
maximum safeguards to ensure the safety and health of all enrolled students, staff, and volunteers.

KNOWLEDGE ACADEMIES has a legal obligation to identify all students with food allergies and must develop and implement an Individualized Health Care Plan (IHCP) that includes an Allergy Action Plan (AAP).

Parent(s)/guardian(s) play a critical role in ensuring the successful implementation of such plans. Ninety percent (90%) of fatal or near-fatal reactions are due to peanuts, tree nuts, fish, and shellfish.

The following foods are most commonly associated with life-threatening allergic reactions.

- Peanuts *(peanut oil and other peanut products)*
- Tree nuts *(walnuts, cashews, pecans, hazelnuts, and almonds)*
- Milk
- Eggs
- Fish
- Shellfish
- Soy
- Wheat

**ALLERGY ACTION PLAN & EPINEPHRINE (EPI-PEN)**
The school nurse will determine if students can carry and self-administer Epinephrine and develop the Allergy Action Plan (AAP) in collaboration with a licensed healthcare provider.

**MEDICAL ALERT OR MEDICAL ID BRACELET**
KNOWLEDGE ACADEMIES, in consultation with the school nurse and a licensed healthcare provider, will encourage students at-risk of life-threatening food allergies to wear a medical ID bracelet or medical alert bracelet.

**ALLERGY ACTION PLAN RESPONSIBILITIES**

**SCHOOL NURSE**

- Meet with the parent and student at the beginning of the school year or immediately after diagnosis
• Ensure the Individual Health Care Plan (IHCP) meets all state requirements, as established by the Tennessee Department of Education and Tennessee Department of Health
• Encourage parent/guardian participation in the development and implementation of IHCP
• Convene an IHCP team that includes the parent and school staff
• Train the IHCP team on the plan’s implementation, and specify specific roles for each member, including how such roles will be tracked
• Document all communication, events, and procedures related to the IHCP
• Implement periodic allergy emergency drills with assistance from the Office of the President
• Make sure there is a contingency plan for a substitute school nurse
• Ensure Epinephrine is up to date and stored in a safe, secure location, according to medication instructions
• Submit an annual report to the Board of Trustees on implementation of the Allergy Action Plan

EXECUTIVE DIRECTOR / DIRECTOR

• Ensure KNOWLEDGE ACADEMIES has an emergency response plan that includes specific procedures for life threatening allergies
• Ensure all teachers, staff, food, and transportation services are properly trained and aware of their specific role regarding the IHCP
• Participate in IHCP planning and proactively communicate with food services
• Ensure sufficient functioning communication devices are available, including back-up devices, in close proximity to the student
• Mandate school wide training on IHCP procedures
• Inform parent/guardian of all instances in which a child experiences an allergic reaction, while involve in any school or school related activities
• Review strategies to ensure maximum safeguards are in place

STUDENT RESPONSIBILITIES

• Recognize symptoms and take them seriously. Promptly seek help from an adult
• Participate in the planning related to Allergy Action Plan
• Read food labels
• Do not trade or share food
• Wash hands before and after eating
• Immediately report all teasing or harassment related to allergy status
• If approved by school nurse, carry Epi-Pen and demonstrate responsible behavior
PARENT/GUARDIAN RESPONSIBILITIES

- Inform the Executive Director of your child’s allergies, as soon as possible
- Explain in detail what triggers the allergic reaction and usual response of the student to such reactions
- Participate in meetings related to the development of the Individual Health Care Plan for your child
- Provide accurate emergency contact information
  Provide a list of known foods the child should avoid
- If medication is required, provide medication orders to the Office of the Executive Director
- Sign a consent form that allows the school nurse to administer medication and share health information on a need to know basis
- Provide up to date Epinephrine *(two preferred)*, that will be stored in a secure location
- Provide notification of changes to the student’s allergic condition
DRESS CODE:

SCHOOL UNIFORM REQUIREMENTS

KNOWLEDGE ACADEMIES has a fully-enforced, non-negotiable dress code. The dress code applies during all school days and during all school-sponsored events (unless otherwise stated in writing by the school).

DRESS CODE

Knowledge Academy’s higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. It also prepares students for the dress code requirements of the workforce. Our dress code guidelines indicate appropriate school dress for normal school days. Knowledge Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance will wear a school uniform. Failure to wear any part of the school uniform will result in a disciplinary action.

Failure to comply with the above dress code will result in parent contact. Parents will be required to bring appropriate attire within a reasonable amount of time or will be required to pick their student up. Students will not be allowed to return to class until they are in proper uniform attire.

Although we try to be specific to all dress code issues, there may be issues not included in this handbook that are left to the discretion of the faculty and administration of the school.

1st Offense: Warning and a call home.

2nd Offense: Student will call home and wait in a designated area until proper uniform is brought to school

3rd Offense: Detention/Parent Call Home, Uniform brought to school.

4th Offense: Parent Conference/ Detention/Parent Call Home/Uniform brought to school.

5th Offense: Saturday School/ Parent Conference/ Detention/Parent Call Home/Uniform brought to school.
6th Offense: Administrative Action

Dress Code Policy

All uniforms must be purchased from the approved uniform vendor. No other shirt will be permitted.

Hair

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, mohawks, spikes, head symbol shavings, etc. Hair that is distracting to the educational setting will not be allowed. The decision about whether hair is appropriate will be at the administration’s discretion. No hats, hoodies, head/sweat bands, tightly fitted scarves, or bandanas may be worn.

Shoes

Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes. No wheeled sneakers, bedroom/other slippers, or pointed/cowboy boots. All shoes must have a closed toe and back.

Socks

If socks are worn, they must be a solid neutral color, no higher than the knee. Fishnet stockings or other inappropriate leg wear is not acceptable.

Shirts

All shirts must have a KA logo, be tucked in, and purchased from the approved uniform vendor. Middle School students’ colors are ORANGE and LIGHT BLUE. High School student’s colors are ROYAL BLUE and WHITE. All students are required to wear polo shirts or oxford (button down) shirts with short or long sleeves bearing the school logo. Middle school students will be allowed to wear white KA oxford shirts.

T-shirts, even those with KA logos, are not allowed as normal school day wear. Only one solid white, gray, or black t-shirt may be worn underneath the polo shirts. T-shirts may not be visible below the shirt hem or cuff. The KA polo shirt or KA oxford shirt must be worn every day to school.
Students participating in PE or an after-school sporting function may wear the approved PE shirt provided by the uniform vendor. These shirts must be worn underneath the normal school uniform and are not allowed to be the only shirt worn to school.

**Khaki, Navy-Blue, or Black Pants**

- All pants must be worn appropriately at the waist and must contain belt loops
- A belt must be worn with all pants
- Cargo style pants and joggers are **not permitted**
- Absolutely no jeans will be allowed on any day, except on designated Jeans Days.

**Khaki, Navy-Blue, or Black Bermuda Shorts**

- Shorts must reach the knees
- All shorts must be worn appropriately at the waist and must contain belt loops
- A belt must be worn with all shorts
- NO Denim

**Khaki, Navy-Blue, or Black Skirts**

- Skirts must reach the knees
- Skirts must be worn appropriately at the waist
- A belt must be worn if the skirt has belt loops
- Skirts must be Khaki, Navy Blue, or Black.
- Skirts must be modest while both standing and sitting
- Skirts may be worn with an approved KA shirt
- No Denim

**Sweaters**

- Sweaters must be a solid neutral color, have the KA logo, and be purchase from the uniform vendor.
- Sweaters containing multi colors, stripes, or lettering will **not be permitted**
- Sweaters and other outerwear will not be permitted to be worn around the student’s waist
- Denim jackets **will not be permitted**
Jackets

- Jackets must be a solid neutral color, have the KA logo, and be purchased from the uniform vendor.
- Jackets must be unzipped at all times.
- No other form of a jacket may be worn.
- Outerwear such as raincoats, windbreakers, cold-weather jackets with hood, coats, blankets and hoodies may not be worn in the school. These items must be stored in lockers.
- Camouflage shirts or jackets will not be permitted.

Leggings

If leggings are worn they must be a solid neutral color, no print. Neutral colors are Black, Brown, White, or Navy.

- Leggings may be worn only under school approved skirts or jumpers.
- Multi-color tights or athletic tights will not be permitted.

Additional Items that are not permitted

- Any clothing that is torn or see through.
- Any logos representing images of illegal substances (drugs alcohol, or tobacco related) or gang symbols.
- Any chain belts or wallets and belts or wrist cuffs with spikes, beaded or studded belts are not permitted.
- Bandanas, beanies, sweatbands, do-rags, berets, fedoras, hats, hairnets, and shower caps are prohibited.
- Scarfs are not permitted unless for religious purposes only.
- All clothing must be appropriately fitted. Students may not wear oversized clothing or clothing that is too tight, or form fitted.

Hoodie Policy

Knowledge Academies has a no HOODIE policy worn in the building. Students who wear a hoodie to school must store them in their locker until dismissal. Students who violate this policy will adhere to the appropriate disciplinary procedure. Hoodies may be confiscated until parent pick up if the student continues to be defiant with school expectations.
Belts

A belt must be worn at all times with any article of clothing as belt loops are part of the school uniform pant. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging.

Jewelry

Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. For safety reasons, only a stud or a tiny hoop earring can be worn. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. For safety reasons, necklaces/chains should be worn inside of school uniform, NOT on top of the uniform shirt. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

ADDITIONAL DRESS CODE INFORMATION

The following attire will also NOT be permitted:

- Any clothing that is torn or see through
- Any logos representing images of illegal substances (drugs alcohol, or tobacco-related) or gang symbols
- Any chain belts or wallets and belts or wrist cuffs with spikes, beaded or studded belts
- Bandanas, beanies, sweatbands, do-rags, berets, fedoras, hats, hairnets, and shower caps
- Scarfs - unless worn for religious purposes
- All clothing must be appropriately fitted; students may not wear oversized clothing or clothing that is too tight or form fitted.

DRESS CODE INCENTIVES

Popout Pass Policy

As a positive incentive, students who earn a Popout Pass will be allowed to dress out of standard school attire for the amount of days awarded. Students may earn a Popout Pass by demonstrating the school core values. Popout Passes will be handed out by school administration.
CONSEQUENCES FOR DRESS-CODE / UNIFORM NON-COMPLIANCE

Students are expected to arrive in uniform daily. Upon entering the first class of the day, teachers will ensure that students are presentable and in uniform. A student will have one chance to correct any uniform violation during the first class of the day. If a teacher sees a student violating the uniform policy, they will be assigned the appropriate consequence based on number of infractions. School Administration will communicate the consequence and guidelines to the parent.

For example: If a student arrives to class with an untucked shirt, the first block teacher will bring it to the student’s attention and give the student an opportunity to correct the uniform violation. If a student is a chronic offender during the first block and is found to be missing instructional time to correct uniform non-compliance, it will result in a phone call home and a conference with a school administrator.

CONSEQUENCE LADDER FOR UNIFORMS

1st Offense: Redirect Student (Warning and Parent contact)
2nd Offense: Dress for Success (1 full week) OR Saturday School
3rd Offense: Dress for Success AND After-school detention (3 days)
4th Offense: OSS - 2-day suspension
Then…A FRESH START!

If a student refuses to follow the given consequence they will be automatically move to the next step on the ladder.

DRESS FOR SUCCESS

*Dress for Success* starts the day after the student is informed and will be in effect for one week. School administration will monitor students that receive this consequence.

Students must adhere to the following dress code for the duration of *Dress for Success* Week:

*Dress for Success* Options

Option 1: Button down shirt with tie, slacks or khakis with belt and dress shoes (solid color)

Option 2: Blouse with slacks with belt, skirt with black hose or tights, and solid color dress shoes (may be closed toe, flats, or low heel)

Students may receive up to 3 after-school detentions and 3-weeks of *Dress for Success* in one academic quarter. If the student receives more than 3 after-school detentions for non-compliance with SSA, students will receive *Saturday Schools* for every subsequent violation. If a student consistently does not comply with the KNOWLEDGE ACADEMIES’ SSA expectations, then a school administrator will conduct a parent...
conference to determine whether or not the student will be required to follow a specific action plan.

**KNOWLEDGE ACADEMIES COLLEGE READINESS & ACADEMIC GRADING POLICIES**

**On Time & Prepared for Learning**

- No Missing or Late Work
- Positive Words, Helpful Action, Best Effort
- Principal’s List
- 85 percent average or higher
- No Patterns of Referrals

**ACADEMIC GRADES**

**MASTERY GRADING**

The school believes in giving every student equal opportunities to demonstrate mastery of all of the academic standards covered in each course. In order to do so grades in all courses are based on two principles:

A. Academic grades in all courses will be directly related to the standards outlined in the course curriculum.
B. All grades will demonstrate meaning by reflecting mastery of standards.

There will be two types of assignments in each course. Practice assignments allow students opportunities to prepare for mastery assignments and will not count towards the final course grade. Mastery assignments allow students to demonstrate to what degree they have mastered a standard being addressed. These assignments will count towards the calculation of a final course grade. All teachers will enter two mastery grades per week in order to keep all stakeholders informed about each student’s progress.

One of the benefits of mastery grading is that students have the opportunity to truly display their mastery of content knowledge of skills—even if that does not happen during the initial assignment. Although students have the opportunity to retake mastery assignments, the student must demonstrate adequate preparation for the retake via practice assignments and per confirmation by the teacher. The following policies are in place to outline the process for retaking an assignment/assessment;

1. Students must seek approval via the assessment/assignment retake form to retake an assignment/assessment.
2. Students must complete a retake within a two-week window of the original date of the assignment/assessment.
3. Students wishing to retake an assessment or redo an assignment must adhere to the following guidelines for retaking an assessment or redoing an assignment:
   - Attend teacher office hours on the day and time specified by the teacher
   - Complete assigned practice work as determined by the teacher
   - Meet attendance requirements
4. Students wishing to turn in work past the deadline must complete it under the same supervision as mastery:
   - Attend teacher office hours to complete the assignment on the day and time specified by the teacher
   - Initiate the completion process within a two-week window of the original date of the assignment
   - Meet the attendance requirement

EXTRA CREDIT
Extra credit is not an option under the mastery grading policy, but takes form under retakes and re-dos. Students have the opportunity to replace poor scores by participating in more practice and by retaking tests or redoing assignments according to the retake/redo policy.
### MIDDLE SCHOOL GRADING SCALE

<table>
<thead>
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<tr>
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### MIDDLE SCHOOL GRADING SCALE (ELECTIVE CLASSES)

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HIGH SCHOOL GRADING SCALE

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<td>0</td>
<td>69</td>
<td>INC</td>
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The high school grading scale will look similar to the implemented middle school scale with two notable differences. The range of 70-74 will be known as “Needs Practice.” These students will be pulled for intervention starting the third week of school. Students finishing in this scale range are not eligible for credit recovery under the Uniform grading policy for the state of Tennessee.

Students performing in the “INC” or incomplete range will also receive intervention but are eligible for credit recovery programs that will be available once the semester has finished. Students who receive this grade in any course have failed that course and are mandated to complete the credit recovery in order to graduate.

NOTICE OF ACADEMIC CONCERN

Parent(s)/guardian(s) will receive a “Notice of Academic Concern” when a student is not meeting academic expectations, at the end of each academic grading period.

Tennessee Law states that in the Spring Semester a student’s performance on the TCAP must count as part of the final semester grade.

§ 49-1-614. Each local board of education shall develop a policy by which student scores on the Tennessee Comprehensive Assessment Program’s grades five through eight (specific to the grade-levels at KA) achievement tests shall comprise a percentage
of the student's final grade for the spring semester in the subject areas of mathematics, reading/language arts, science and social studies. The percentage shall be determined by the local board from a range of no less than fifteen percent (15%) and no more than twenty-five percent (25%). The policy shall utilize performance levels determined by the State Board of Education and be developed and implemented for the spring semester of 2011.

**Student's scores on the TCAP in Reading / Language Arts, Mathematics, Science, and Social Studies will account for 25 percent of the final grade in the Spring Semester for each respective subject.**

**PROMOTION/ACADEMIC PROBATION**

In order for students to be promoted to the next grade, each student must complete the following:

- Achieve a final course grade average of (C-) or higher in each course
- Complete requirements, as designated by the Teaching and Learning Team, related to improving an Incomplete grade, including but not limited to mandatory summer tutoring or mandatory summer school

**MISSING ASSIGNMENT POLICY**

The purpose of this policy is to ensure we provide maximum support, due process and communication home to families when students begin to fall behind on important classwork.

1. **KNOWLEDGE ACADEMIES** has developed a classroom handbook, which communicates the method for tracking missing assignments.
2. All missing assignments and/or zero’s will be recorded in **KNOWLEDGE ACADEMIES’** online Gradebook. Missing grades will be reflected as “M”, which indicates that the assignment is missing and, at that time counts as a zero, until steps are taken by the student to quickly make up the work within the timeframe designated by the teacher.

One of the benefits of mastery grading is that students have the opportunity to truly display their mastery of content knowledge of skills—even if that does not happen during the initial assignment. Although students have the opportunity to retake mastery assignments, the student must demonstrate adequate preparation for the retake via practice assignments and per confirmation by the teacher. The following policies are in place to outline the process for retaking an assignment/assessment;
• Students must seek approval via the assessment/assignment retake form to retake an assignment/assessment.
• Students must complete a retake within a two-week window of the original date of the assignment/assessment.
• Students wishing to retake an assessment or redo an assignment must adhere to the following guidelines for retaking an assessment or redoing an assignment:
  o Attend teacher office hours on the day and time specified by the teacher
  o Complete assigned practice work as determined by the teacher
  o Meet attendance requirements
• Students wishing to turn in late work must complete it under the same supervision as mastery.
  o Attend teacher office hours to complete the assignment on the day and time specified by the teacher
  o Initiate the completion process within a two-week window of the original date of the assignment
  o Meet the attendance requirement
  o Excused absences will be taken into consideration.

3. Parent’s will have access to their child’s missing assignments via the KNOWLEDGE ACADEMIES online gradebook and can request a listing of missing assignments directly from their teacher. Parent(s)/guardian(s) that wish to receive a direct correspondence must provide the best method of contact, as well as, accurate contact information. (All information can be updated, as needed through the Main Office).

OPPORTUNITIES FOR INDIVIDUAL & SMALL GROUP TUTORING

All students will receive Tier 1 intervention based on the Response to Intervention (RTI) squared framework. Additional Tier 2 and Tier 3 Intervention will become available to students who are identified as eligible.

Tutoring opportunities may be available, based on availability, and are not guaranteed. The opportunities, as available, may be offered throughout the academic day, including Elective block periods, after-school, and other periods, as deemed appropriate by the Executive Leadership Team.

READING COMPREHENSION: WE WANT YOUR HELP

In order to be ready for college, students must be excellent readers. We want your help. We will emphasize several reading comprehension strategies throughout the school, designed to help students improve their reading.

Please encourage your child to READ!

KNOWLEDGE ACADEMIES’ HANDBOOK
MISSION STATEMENT

The mission of KNOWLEDGE ACADEMIES is to prepare students to make the best academic and social choices, leading to a successful life connected to college, community, creativity, and culture. Our alumni will graduate college ready and remain connected to their community. Our families will support the development of highly effective student leadership habits.

GOALS AND PURPOSE OF ATHLETICS AT KNOWLEDGE ACADEMIES

The KNOWLEDGE ACADEMIES Athletics Program exists to provide opportunities to students to develop skills, self-esteem and self-confidence through sports, so that they can reach their greatest potential and develop lifetime skills that will help them now and in future years.

Everyone wants to win and enjoys winning; however, winning one contest is a joy that is often forgotten when the next game comes. Winning and succeeding at life and improving on a daily basis will be the emphasis of our athletic teams. Through the offerings of a variety of athletic opportunities, students, teachers, coaches, families, and community members will be brought together to create an environment that develops attributes such as hard work, loyalty, cooperation, fair play, and sportsmanship while promoting the values and benefits of physical fitness throughout their lifetime.

KNOWLEDGE ACADEMIES is proud of the behavior and sportsmanship displayed by its players, coaches, and fans. We value healthy rivalry, encourage spirited and fair play, and appreciate the positive support offered on the sidelines. To continue the positive traditions that have been established, we ask the community to renew its efforts to embody the ideals of our athletic department and school.

Players and coaches shall at all times represent themselves, their teams and their school, with pride and poise. They shall confine the competitiveness to the contest itself, and shall conduct themselves honorably before, during, and after the contest. Players and coaches shall abide by the rules of the game, comply fully with the rulings of officials, and respect their opponents. Negative comments or gestures are completely inappropriate, and detract from the quality of the competitions.

We expect all spectators, whether scholar or adult, to respect all athletes, officials, coaches, and other spectators. KNOWLEDGE ACADEMIES will not tolerate any behavior that is disrespectful of others or that detracts from any aspect of the athletic
contest. Spectators whose behavior is inappropriate may be asked to leave an athletic contest.

**APPROPRIATE COMMUNICATION & CONDUCT FOR PARENTS / GUARDIANS & FANS**

Our teams are designed to develop, reinforce, and refine fundamental skills of the sport and should provide equal practice opportunities for all participants. The amount of game time is determined by the coach’s evaluation of the athlete’s attitude, attendance, work ethic, skills, and team role at practice; however, equal playing time in games is not guaranteed.

Coaches strive to teach athletes to compete within the rules of sportsmanship and fair play while developing the ambition to achieve at the next level of competition. Any parent who wants to meet with a coach may do so by contacting our athletic director who will schedule a meeting for the parent to meet with the coach.

It is **never appropriate** to approach a coach prior to or following a game regarding playing time or the result of the game. If there is a concern, it should be addressed through the athletic director the next day via phone call or email.

**Inappropriate Behavior**

- Yelling or negative chanting or gestures toward opponents
- Booing or heckling an official’s decision
- Criticizing officials in any way
- Displaying aggressiveness towards an official or coach
- Blaming loss of game on officials, coach’s or participants
- Use of profanity or displays of anger/aggression towards any child, adult, official, coach, or KA staff members

**Consequences of Inappropriate**

- Violation of any of the previous mentioned, could lead to temporary or permanent suspension from all athletic and afterschool events and activities.
  
  *(Pending incident review by School and Athletic Director)*

**EXPECTATIONS OF COACHES**

All coaches will have a parent and student athlete meeting prior to their first practice of the season to discuss rules and expectations as well as the schedule for the upcoming practices and season. Coaches will be responsible for collecting all game uniforms and
equipment at the end of each game. Once the season is completed all uniforms are to be cleaned and returned to the KNOWLEDGE ACADEMIES Athletic Department.

*Coach’s will model KA’s core values at all times:* Positive Words, Helpful Actions and Best Effort.

**FEES PER SPORT**

There are many recurring costs and expenses for athletics such as equipment, officials, transportation, security, officials, etc. Most, if not all, MNPS schools also have athletic fees for individual sports. KNOWLEDGE ACADEMIES uses a fee structure for athletics that parallels that of surrounding MNPS schools. For students participating in HS or MS basketball and HS soccer, here at KA, a maximum team fee of $150.00 will be expected for each team member. Please be advised that students participating in Co-Op sports here at KA may also be required to pay a fee as well.

**FUNDRAISING**

Each sport will be responsible for one fundraiser proceeding the start of their season. The fundraiser must be approved by the athletic director at KNOWLEDGE ACADEMIES. Coaches, parents, and athletes for a given sport will be expected to be involved in the execution of the fundraiser. Fundraisers will help offset athletic fees as well as provide funding for future expenses in the athletic department and other respective sports. Specific amounts will be determined for each individual sport on a needs-based analysis.

**BEHAVIOR EXPECTATIONS**

Any discipline action that results in an office referral result in the student athlete not being eligible to participate in athletic activities on that day which includes both practice and games. The School Administrator will inform the athlete’s head coach and athletic director when an athlete was given an office referral. Any out of school suspension will result in a minimum suspension of 2 days per every one school day that is missed as a result of an out of school suspension. Example: If a student is given 3 days of OSS, the student athlete would serve a minimum 5 days (including practice and games). A second discipline offense resulting in any out of school suspension may result in removal from the current team and no further athletic participation for the remainder of the school year without approval of the KNOWLEDGE ACADEMIES leadership team.
ACADEMIC REQUIREMENTS

Pending Academic Review by both school and athletic director Athletes may not have an incomplete or failing 9-week grade in any class and remain eligible for participation in sporting events. Student athletes having an incomplete or unsatisfactory grade will still be required to attend practice and games and will be placed on academic probation. While an athlete remains on academic probation, he/she will only be permitted to participate in practices. Student athletes will not be allowed to participate for a 1-week minimum of one game for each incomplete and/or unsatisfactory grade. Students will remain on academic probation until their grades are in good standing and written or verbal confirmation has been communicated to their coach from their teacher. Coaches will review student's grades weekly through Academic Progress Reports to best identify academic concerns and eligibility. Other academic eligibility requirements may also be implemented on an individual sport and league basis.

ACADEMIC PROGRESS REPORTS (ALL ATHLETES-KA & CO-OP SPORTS)

Student athletes must show their coaches their progress report every week once the team is selected. Incomplete grades will result in probation and suspension for games as noted above.

UNIFORM AND EQUIPMENT POLICY

All game uniforms and equipment are the property of KNOWLEDGE ACADEMIES and must be returned no more than one week after the last game of a given sport's season by the coach to the Athletic Director. Game uniforms should never go home with an athlete. All game uniforms and equipment are the coach's responsibility. If uniforms and equipment are taken and not returned, report cards will be held until all components of the uniform and equipment are returned. If items are lost, the athlete and his or her parents will be responsible for reimbursing KNOWLEDGE ACADEMIES for the total value of equipment/uniform that was lost.

ATHLETIC TEAMS

KNOWLEDGE ACADEMIES Athletics may have some opportunities to co-op with other schools in the community for some sports not offered by KNOWLEDGE ACADEMIES. When students of KNOWLEDGE ACADEMIES participate as an athlete with another school, he or she will follow all policies and rules of both KNOWLEDGE ACADEMIES and the cooperating school as well.
SPORTS AT KNOWLEDGE ACADEMIES:

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</tr>
<tr>
<td>Basketball</td>
<td>MS, HS</td>
<td>Winter</td>
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<td>MS, HS</td>
<td>Spring</td>
</tr>
<tr>
<td>Volleyball</td>
<td>MS, HS</td>
<td>Spring</td>
</tr>
</tbody>
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EXTRA-CURRICULAR ACTIVITIES

Students must attend half of their scheduled classes to be eligible to participate in an activity that day. Exceptions to this policy may be absences authorized by the Principal/Administration.

FIELD TRIPS

Scheduled field trips will be educational in nature and considered part of the curriculum. The student must assume cost involved for transportation. It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip. Written permission must be on file at the school before a student will be allowed to leave the building. Students must receive permission from their other teachers and/or administrators in order to attend any field trip. At the discretion of the Principal, students with an excessive number of disciplinary infractions in a given marking period may forfeit the opportunity to participate in a field trip. A student's grades will also be a determinant in regard to a student being permitted to attend any field trip. Any outstanding financial obligation to the school will also prohibit a student from attending field trips. Parents will be asked to assist the teacher as chaperones.

Parents serving in this capacity may not have other children accompany them. Chaperones must be 21 for all off-campus field trips and 18 for any on-campus events.
VOLUNTEER CHAPERONES

Volunteer Chaperones who attend a regular activity field trip are not required to submit to a background check, provided that a school employee is in attendance, but the volunteer will have to provide identification and go through the Raptor system before the trip.

PARENT/GUARDIAN VOLUNTEER CHAPERONES

- Volunteer chaperones who are parents/guardians wishing to attend overnight or out of state field trips must submit to a background check. Chaperones must receive a favorable result prior to departure.

NON-PARENT/GUARDIAN VOLUNTEER CHAPERONES

- Volunteer chaperones who are not parents/guardians of students wishing to attend overnight or out of state field trips must submit to a criminal background check and fingerprinting. The chaperone will pay the fingerprinting cost. Chaperones must receive a favorable result prior to departure.

ADDITIONAL CHAPERONE GUIDELINES:

- The safety and education of students must be the main concern of volunteers while on field trips.
- Students may not be given medication by chaperones.
- Classroom supervision and student discipline are the responsibilities of the teacher and school.
- Chaperones are required to wear a visible name badge when helping with school activities.
- Punctuality and reliability are expected on all field trips.
- Volunteers are expected to be well groomed and dressed appropriately. If a volunteer is not dressed to school standards, then they will be asked to leave and may return if appropriate clothing is being worn.
- Chaperones should set a good example for students by their manner, appearance, and behavior.

STUDENTS AND FIELD TRIPS

Participation in field trips is a privilege, not a right. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students may also be excluded from attending a trip or activity if they are deemed a danger to themselves or others or have exhibited dangerous or inappropriate behavior on previous field trips. If a student has been excluded from a trip or activity as a result of the above-mentioned items, a refund will not be issued. Parent permission must be given for students to participate in field trips.
Students demonstrating excellent behavior increase their likelihood of learning. Each day your child will have the opportunity to gain Kickboard points, Tiger Bucks, for modeling positive behavior. They will earn the opportunity to shop at the Tiger Store every other week. Excellent behavior will be rewarded with meaningful incentives. You will receive a Character Report outlining your child’s behavior on a bi-weekly basis. Positive points will be issued to students who exemplify the KA Way, through our KA Core Values.

### Positive Words
- Helped encourage someone
- Used words that are respectful
- Not Aligned. Used disrespectful or disruptive words.

### Helpful Action
- Helped someone else without being asked
- Positive attitude. Followed directions the first time. Asked questions respectfully.
- Not Aligned. Poor attitude. Did not follow directions the first time. Dishonest behavior.

### Best Effort
- Helped others do more than what is expected. Outstanding attitude. Excellent work.
- Helped others follow school rules. Cooperative, Positive body language, Completed work on time.
- Not aligned. Uncooperative. Poor body language. Incomplete work.
DISCIPLINE POLICIES & PROCEDURES

KNOWLEDGE ACADEMIES is committed to creating a safe learning environment based on caring and mutual respect. Discipline procedures have been developed to help create and maintain an environment in which optimum learning can take place.

 Discipline focuses on the development of attitudes in students, which lead them to respect the necessity for regulations and the desire to conform to them. Discipline procedures are also intended to improve students’ abilities to be responsible citizens at school and in the greater community.

School discipline requires the partnership of parents, students, and staff to work together. Parents, students, and staff need to be aware of the school’s expectations for student behavior and the consequences if these expectations are not met.

Disciplinary action will be initiated at the school level. The KA Executive Leadership Team will investigate a student’s alleged misconduct and determine whether disciplinary action is necessary.

The KA Executive Leadership Team will provide due process by explaining the school’s view of the offense, the information gathered during the investigation, and the length of the suspension/expulsion or other behavioral intervention as determined by the principal.

A member of the KA Executive Leadership Team will allow the student to explain his/her side or view of the offense. If there is knowledge of any serious student misconduct, a member of the KA Executive Leadership Team may immediately remove the student to restore order, to further investigate the misconduct, or to protect persons on the school grounds.

Upon suspension of any student other than for an in-school suspension of one (1) day or less, the KA Executive Leadership Team, within twenty-four (24) hours, notify the parent or guardian.

If the parents/guardians are unable to come for their child, the student must remain on school property until the close of the school day. Parents/Guardians will be provided written notice of the suspension or expulsion.

If cumulative suspensions are more than five (5) days, school administration shall develop and implement a plan for improving the behavior, which shall be made available for review by the parent/guardian and the Executive Director, upon request.
Please see the KA Student Code of Conduct for detailed information regarding specific behaviors that qualify for disciplinary action.

AFTER-SCHOOL DETENTION PROCEDURE

An after-school detention program provides a sense of importance to the expectations that govern the students at KNOWLEDGE ACADEMIES. Through the collaborative effort of students, teachers, and parents/guardians goal setting will yield improved behaviors. In doing so, teachers will be empowered and unified to establish a stronger and more purposeful student management plan to improve the learning environment for all students.

The after-school detention program is applicable to all high school students. All after-school detentions is served for 3 consecutive days. The goal is to provide an alternative measure for corrective behavior for disruptive behaviors, foster student behavior that emphasizes understanding of the effects of their actions and the fact that their behavior impacts on the whole school community, guides the student to set goals for behavior improvement, and encourages respect for the norms and expectations of the school community.

Students assigned to an after-school detention session will be required to complete a reflection form. Students will write a personal goal that identifies an alternate behavior to previously chosen behaviors, which contributed to the student being reprimanded to the after-school detention session. This prompting will allow the student to identify coping skills and rethink previous habits and actions. The after-school detention monitor is responsible for reinforcing the behavior goal set by the student.

Parents/Guardians will receive notice with a specified date that their student is assigned to attend an after-school detention session. Parents or Guardians are responsible for providing transportation from after-school detention. If a student is unable to attend the assigned after-school detention it is the responsibility of the parent/guardian to communicate to the school that the student will not be able to attend.

The High School Director or Dean of Students will reassign another date for the student to attend an after-school detention session. If the student fails to attend the second assigned after-school detention session the student will receive a one (1) day out of school suspension.

After-school detentions will be served Monday-Thursday from 3:30PM-4:30PM. If a student is tardy to after-school detention, they will be assigned an extra day. If a student is tardy a second time or fails to attend, they will be issued a (1) day of Saturday School.
Students are expected to serve detention silently. Students will not be permitted to have cell phones or backpacks in after-school detention and will not be allowed to use this time as a study hall. SSA will be required while serving an after-school detention. Students are expected to complete the reflection form and detention packet. Failure to complete a reflection form or detention packet will be seen as refusing to comply with an administrative directive and may be issued an Out of School Suspension.

Each student is expected to behave in a manner that exemplifies dedication, discipline, desire, honesty, loyalty, and respect. Students will be held responsible and accountable for behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. It is the role of educators to teach students proper behavior and to work with students who make poor decisions so they can become equipped to be college and career-ready adults. Students who consistently or repeatedly fail to uphold the standards of conduct and behavior, however, may be subject to disciplinary action up to and including

SERIOUS INFRACTIONS OF CONDUCT AND BEHAVIOR:
ZERO-TOLERANCE OFFENSES

In order to assure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors may be subject to suspension for a period of not less than one (1) academic school year according to the 180-day school calendar:

- Committing aggravated assault or battery of a "teacher, principal, Administrator, any other employee of an LEA or school resources officer" (on-campus or off-campus)
- Possession of a pistol, gun, or other firearm, explosives of any type (bomb, grenade, firecracker, rocket, missile, gas, etc.)
- Possession of a knife or other weapons, (non-lethal firearm, chain, brass knuckles, billy-club, stun gun, etc.), as defined in TCA 39-6-170, on school property
- Unlawful use, possession, or distribution of paraphernalia of any type, or barbital or legend drugs as defined in TCA 53-10-10 l

SUSPENSIONS & EXPULSION CONSEQUENCES: SERIOUS AND/OR PERSISTENT MISBEHAVIORS:

A student may be suspended and/or expelled for serious infractions. Misbehaviors in violation of the Student Code of Conduct not otherwise constituting an expellable offense may become a serious infraction subject to expulsion and/or suspension when the misbehavior is so persistent that in cumulative effect it is significantly disruptive of
the educational process. The decision to expel shall be based on an assessment of the facts and circumstances of each case. Relevant factors, without prioritization, include, but are not limited to, the seriousness of the misconduct, the student's age, grade level, history of prior misconduct health and safety issues, and disruptive effects upon the educational process.

**SUSPENSION PROCESS AND NOTICE TO PARENT / LEGAL GUARDIAN**

In addition to the above list of serious violations. The Executive Director or designee has the authority to suspend a student for a period of up to five (5) school days to further investigate an incident or because of an emergency constituting endangerment to the health or safety of students and/or staff.

**A. PREREQUISITES TO SUSPENSION**

Prior to suspending a student, the School Administrator must hold an informal conference with the student to:

1. Notify the student of the accusations against him/her
2. Allow the student to relate his/her version of the incident
3. Determine whether the student’s conduct warrants suspension

**B. NOTIFICATION TO PARENTS/GUARDIANS**

If the Executive Director or designee determines the student’s conduct warrants suspension during the school day, the Executive Director or designee must notify the student's parents/guardians, informing them that the student has been suspended before the student is sent home on the day the suspension occurs. The Executive Director or designee will notify a suspended student's parents/guardians of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with a member of the Executive Leadership Team.

**C. CREDIT DURING SUSPENSION**

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

**EXPULSION PROCESS AND NOTICE TO PARENT / LEGAL GUARDIAN**

This process applies to expulsions (removal from the regular program for more than ten (10-days). The following steps will be followed before applying an expulsion.

**A. PREREQUISITES FOR EXPULSION**

Prior to expelling a student, the Executive Director or designee must hold an informal conference with the student to:

1. Notify the student of the accusations against him/her
2. Allow the student to relate his/her version of the incident
3. Suspend the student for up to five (5) days pending a decision on an expulsion

B. NOTIFICATION OF PARENTS/GUARDIANS
If the expulsion is applied, the Executive Director or designee shall immediately give written notice of the expulsion to the parent or guardian. The expulsion notice shall include the effective date and length of the expulsion, the reason for the expulsion, and information about the parent's right to appeal the expulsion decision to the Executive Director or designee.

C. CREDIT DURING SUSPENSION
A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Student Disciplinary Practices and Procedures

 Discipline is used to teach and guide students how to recognize and manage emotions, demonstrate care and concern for others, develop positive relationships, make good decisions, and behave ethically, respectfully and responsibly. KNOWLEDGE ACADEMIES adheres the MNPS Discipline Philosophy.

MNPS’ DISCIPLINE PHILOSOPHY

MNPS will ensure each child is treated with kindness, equity and fairness. MNPS principals and staff will use the natural consequences that result from student behavior and behavioral interventions to help children learn from their mistakes. MNPS will keep learning environments healthy and safe.

Kindness: When a child makes a mistake or violates the Student-Parent Handbook, he or she will be treated with dignity and respect.

Equity: Children will receive fair and impartial consequences for their behaviors.

Fairness: Consequences will be individualized to the needs of each child, with a willingness to assist in repairing the harm. Principals and staff will take into account the seriousness of the offense, the degree of harm caused, whether the act was intentional, the student’s prior conduct, and the impact of the incident on the school community.
Discipline Responses

MNPS students are held to high standards. Students are expected to demonstrate respect for themselves and others at all times. When students are disruptive or act inappropriately, school staff and principals are expected to respond logically, appropriately and consistently. The MNPS Discipline Table describes five types of behavior, increasing in seriousness from a Type 1 behavior to a Type 5 behavior. For example, a dress code violation is a Type 1 behavior, while bringing a firearm to school is a Type 5 behavior. The Table also includes five levels of possible response to inappropriate behavior (Levels A through E). Each behavior is assigned to one or more of these levels of intervention and response. Principals and school staff should use only the levels suggested for each behavior. Responses and interventions are to be progressive. If a behavior is assigned to two or more levels of response, the lowest level of intervention should generally be used first. When choosing a higher-level response within the range of possible responses, an administrator must consider:

- the student’s age, health, disability, decision-making ability and prior discipline history
- the student’s willingness to repair the harm
- the seriousness of the act
- the harm caused or the potential to cause, including any injuries caused
- the extent of actual disruption to the learning environment
<table>
<thead>
<tr>
<th>TYPE 2 BEHAVIORS</th>
<th>Level</th>
<th>A, B, C</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated Violations of a Pattern of Type 1 Behaviors, With Evidence of Implemented Interventions</td>
<td>200</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Possession or Use of Tobacco Products</td>
<td>202</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Electronic Devices: Improper Use of Cell Phone, Internet or Electronic Devices</td>
<td>203</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Disruption of the School Environment</td>
<td>204</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Inappropriate Sexual Contact</td>
<td>206</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Gambling</td>
<td>208</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>210</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Cutting Class</td>
<td>211</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Inappropriate Physical Contact With Other Students</td>
<td>212</td>
<td>A, B</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE 3 BEHAVIORS</th>
<th>Level</th>
<th>A, B, C</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated Violations of a Pattern of Type 2 Behaviors, With Evidence of Implemented Interventions</td>
<td>300</td>
<td>A, B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Profane or Indecent Language Toward Authority Figure</td>
<td>301</td>
<td>A, B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Leaving School Grounds</td>
<td>302</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Noncompliance With an Administrative Directive</td>
<td>303</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Vandalism Under $500</td>
<td>304</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Theft Under $500</td>
<td>305</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Falsifying School Records</td>
<td>306</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Inappropriate Sexual Behavior</td>
<td>307</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Fighting</td>
<td>311</td>
<td>C, D</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Alcohol or Drug- Like Substance: Use or Possession, Under the Influence</td>
<td>312</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Threats: Class 1</td>
<td>313</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Possession of a Non-Lethal Firearm or Replica of Lethal Firearm</td>
<td>314</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Possession of Other Weapons</td>
<td>317</td>
<td>B, C, D</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Trespassing on School Grounds</td>
<td>318</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Inappropriate Physical Contact Toward School Staff</td>
<td>319</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Gang Activity: Recruitment, Display or Possession of Symbols or Paraphernalia</td>
<td>320</td>
<td>B, C</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**TYPE 4 BEHAVIORS**

<p>| Repeated Violations of a Pattern of Type 3 Behaviors, With Evidence of Implemented Interventions | 400 | C, D, E | YES | YES |
| Assault of a Student | 401 | D, E | YES | YES |
| Expellable if assault or resulting injuries are severe | | |
| Under the Influence of Illegal Drugs | 402 | C, D, E | YES | YES |
| Threats: Class 2 | 403 | D, E | YES | YES |
| Bullying Expellable if bullying is repeated over time and persists after administrative intervention | 405 | C, D, E | YES | YES |
| Cyberbullying Expellable if bullying is repeated over time and persists after administrative intervention | 406 | C, D, E | YES | YES |
| Harassment Based on Race, Color or National Origin | 407 | C, D, E | YES | YES |
| Harassment Based on Religion or Creed | 408 | C, D, E | YES | YES |</p>
<table>
<thead>
<tr>
<th>Behavior</th>
<th>Code</th>
<th>Grades</th>
<th>Expellable</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment Based on Gender, Gender-Identity or Sexual Orientation</td>
<td>409</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Harassment Based on Disability</td>
<td>410</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>411</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Assault of Teacher or Staff</td>
<td>412</td>
<td>D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Extreme Disruption of the School Environment Expellable ONLY if actual risk of harm to other students</td>
<td>413</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Group Fighting</td>
<td>414</td>
<td>D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Gang Intimidation</td>
<td>416</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Off Campus Behavior: For a felony charge under T.C.A.§49-6-3051(b)(1) OR An act committed against a member of the student’s school community that poses a threat to the safety of the school</td>
<td>417</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>418</td>
<td>D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Robbery</td>
<td>419</td>
<td>D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Reckless Endangerment</td>
<td>420</td>
<td>D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Fighting: Repeated</td>
<td>421</td>
<td>D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Vandalism Over $500</td>
<td>423</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Theft Over $500</td>
<td>424</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Refusing or Fleeing Drug or Weapon Search Expellable ONLY with evidence of drugs or firearm</td>
<td>425</td>
<td>C, D, E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>TYPE 5 BEHAVIORS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>501</td>
<td>E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Attempted Homicide</td>
<td>502</td>
<td>E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Homicide</td>
<td>503</td>
<td>E</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>(ZT) Threat by Electronic Transmission</td>
<td>504</td>
<td>E</td>
<td>NO</td>
<td>Expulsion mandatory, but not required to</td>
</tr>
</tbody>
</table>

KNOWLEDGE ACADEMIES’ HANDBOOK
**Interventions and Responses to Student Behavior**

By utilizing the natural consequences that result from student behavior and implementing interventions, MNPS will help improve student behavior and keep our schools safe. Below are possible responses to student behavior.

**LEVEL A RESPONSE-TEACHER/STUDENT/PARENT/SCHOOL STAFF**

1. Student tells his/her side of the story and parent or guardian is notified.
2. Teacher or designated staff counsels with student.
3. Teacher or designated staff determines whether to involve a school nurse, school guidance counselor, psychologist, behavioral analyst, S-Team, 504 Team, IEP team or Cluster Support Tam.
4. One or more interventions are initiated. All interventions and interactions are documented in the Student Management System, Infinite Campus.

**LEVEL B RESPONSE – ADMINISTRATIVE LEVEL REFERRAL**
1. Student tells his/her side of the story and has an opportunity to write a statement.
2. Administrator conferences with parent or guardian and determines if further consultation with school staff or teams is necessary.
3. Documentation of prior interventions is provided to the parent.
4. One or more additional interventions are initiated as appropriate. All interventions and interactions are documented in the Student Management System, Infinite Campus.
5. If necessary, in-school suspension (ISS) of up to three days or comparable services may be utilized.

LEVEL C RESPONSE – SUSPENSION OPTION

1. Steps one through four are repeated from Level B.
2. If necessary, administrator may give ISS or comparable services for one to three days OR one to three days of out-of-school suspension (OSS), not to exceed a total of three days.

LEVEL D RESPONSE – SUSPENSION OPTION

1. Same as Level C, except that administrator may give ISS or comparable services for one to three days and/or OSS for one to five days if necessary, not to exceed a total of five days. Note: If the suspension is for five or more days, the principal will develop and implement a plan for improving the student’s behavior.

LEVEL E RESPONSE – EXPULSION OPTION

(Suspensions of 10 Days or More)

1. Same as Level D, except that administrator may expel a student if necessary.
2. Expulsion is a measure of last resort. Prior to expulsion, all of the following factors must be considered: the seriousness of the act; the harm caused, including any injuries; the student’s willingness to repair the harm; the extent of the actual disruption to the learning environment; whether the act was intentional; the student’s age, health, disability, decision-making ability and the student’s prior discipline history.
3. Expulsion Documentation: Any interventions utilized prior to expulsion must be clearly documented in the Student Management System,
Infinite Campus. All reasons for expelling a child rather than using a lower level of response must be clearly detailed.

4. Zero tolerance offenses as defined by state law require a level E response. All zero tolerance offenses except “Threat by Electronic Transmission” require a mandatory expulsion of 180 school days. See the MNPS Discipline Table.

Codes and Definitions of Behaviors

Below are definitions of behaviors that may be subject to disciplinary responses and interventions. Please note that school rules are different from Tennessee state criminal law.

TYPE 1 BEHAVIORS

Code 100 | Tardy to School or Class
Arriving late to school, class or activity.

Code 102 | Noncompliance With a Reasonable Request
Not following the reasonable request of a teacher, administrator or staff member.

Code 103 | Agitating Other Students
Unwanted and/or unreciprocated picking on or bothering of other students.

Code 104 | Profane or Indecent Language
Using profane or indecent language, such as cursing on school grounds or at school-sponsored activities.

Code 105 | Unauthorized Possession of Medication
Possession of prescription or non-prescription medication that has not been registered in the school's office. For more information, see MNPS policy, available at www.mnps.org.

Code 106 | Fireworks: Possession
Knowingly possessing fireworks on school grounds, on MNPS sponsored transportation or at school-sponsored activities.
Code 107 | Dress Code Violation

Wearing clothing that does not comply with the school’s Standard School Attire policy or requirements for appropriate dress.

Code 108 | Cheating

The act of gaining an unfair advantage on graded academic activities.

TYPE 2 BEHAVIORS

Code 200 | Repeated Violations of Type 1 Behaviors

A repeated pattern of Type 1 behaviors that continues after documentation of prior interventions. Three or more incidents of a Type 1 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.

Repeated violations for attendance or dress code: MNPS, in agreement with the U.S. Department of Justice’s recommendations on Disciplinary Practices, believes that the use of exclusionary practices for attendance violations harm student achievement. However, MNPS recognizes that flagrant disruption of the learning environment is counterproductive to the learning environment.

Code 202 | Tobacco: Possession or Use

Possessing or using any tobacco products, including but not limited to, cigarettes, cigars, vapor or e-cigarettes or chewing tobacco.

*Note: Tennessee law requires principals or law enforcement officials to issue citations to students under 18 who violate The Prevention of Youth Access to Tobacco Act. Violations include using, possessing, purchasing or receiving a tobacco product.*

Code 203 | Electronic Devices

Using personal technology (such as a cell phone), electronic devices or the internet, except when used for educational purposes with the permission of the classroom teacher or school administrator, or in violation of school rules.

Code 204 | Disruption of the School Environment

Continuously and intentionally disrupting the school environment to the extent the learning of other students or the normal functioning of the school is significantly
impaired. The discipline referral must include evidence demonstrating learning or the normal functioning of the school was significantly impaired.

**Code 206 | Inappropriate Sexual Contact**

Minor contact of a sexual nature.

**Code 208 | Gambling**

Betting on games or activities for money or things of value.

**Code 210 | Drug Paraphernalia**

Possessing any material used to produce or consume illegal drugs. Drug paraphernalia includes, but is not limited to bongs, roach clips, miniature spoons and pipes used to consume illegal drugs.

**Code 211 | Cutting Class**

Failing to attend a scheduled class or activity without authorization.

**Code 212 | Inappropriate Physical Contact With Other Students**

Engaging in minor physical contact with another student such as pushing, bumping or horseplay.

**TYPE 3 BEHAVIORS**

**Code 300 | Repeated Violations of Type 2 Behaviors**

A repeated pattern of Type 2 behaviors that continues after documentation of prior interventions. Three or more incidents of a Type 2 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.

**Code 301 | Profane or Indecent Language Directed Toward an Authority Figure**

Directing profane or indecent language toward a teacher, staff member or administrator.

**Code 302 | Leaving School Grounds Without Authorization**

Leaving school grounds without the permission of school officials.
Code 303 | Noncompliance With an Administrative Directive

Refusing to follow administrative directives to comply with assigned disciplinary responses.

Code 304 | Vandalism Under $500

Willfully destroying or defacing school or personal property. The damage caused is less than $500. A child’s willingness to repair property damaged or to make restitution will be taken into account in determining the appropriate level of response.

Code 305 | Theft From an Individual or of School Property Under $500

Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property taken is under $500. A child’s willingness to return or replace an item taken or make restitution will be taken into account in determining the appropriate level of response.

Code 306 | Falsifying Records

Falsifying or altering school records, including, but not limited to, written, electronic or digital school records. This does not include cheating. Cheating will be dealt with at the instructional level.

Code 307 | Inappropriate Sexual Behavior

Behavior of a sexual nature that does not meet the criteria of sexual harassment or sexual assault. Inappropriate sexual behavior includes, but is not limited to, physical or verbal conduct, communication of a sexual nature, or sexual behavior between consenting parties on school grounds or at school-sponsored events.

Code 311 | Fighting

Mutual participation in an incident involving physical violence.

Code 312 | Alcohol or Drug-like Substance: Use, Possession or Under the Influence

Possessing, using or being under the influence of alcoholic beverages or substances that have the potential to intoxicating. A referral to the school social worker will be made for any student found in violation of this code. Does not qualify for Drug Diversion Program or Expulsion.
Code 313 | Threats: Class 1

A threat to cause harm to students, staff or school in which no plan exists to carry out the threat. The threat must be one that would cause a person to reasonably fear bodily injury.

Code 314 | Possession of a Non-Lethal Firearm or Replica of a Firearm

Possessing a non-lethal firearm, weapon replica, stun gun, BB gun, air gun, air soft gun, pellet gun, cap gun or toy gun. A student found in possession of a water gun will not receive out-of-school suspension. Response D may only be utilized if possession of the non-lethal firearm or replica causes actual risk of harm to students. The specific nature of the risk must be documented in the discipline referral.

Code 317 | Possession of Other Weapons

Possessing or transmitting:

- A knife, switchblade, razor blade, box cutter or other similar instrument utilizing a razor blade. Ammunition, chains, nun-chucks, brass knuckles or Billy clubs

- An electric weapon or device, such as a Taser

- Capsicum (Pepper spray). Weapons similar to those listed above capable of causing serious bodily injury. Any weapons found on school grounds or at school functions will be confiscated and turned over to the appropriate authorities.

Code 318 | Trespassing on School Grounds

Entering or remaining on school property without authorization. Being present in restricted areas of the school without authorization.

Code 319 | Inappropriate Physical Contact Toward School Staff

Engaging in minor physical contact with staff such as intentional or reckless pushing or bumping or other incidents in which there is contact.

Code 320 | Gang Activity

Participating in the display of symbols or paraphernalia or the recruitment/initiation of a student into a gang (violent or disruptive group).
TYPE 4 BEHAVIORS

Code 400 | Repeated Violations of a Pattern of Type 3 Behaviors

A repeated pattern of Type 3 behaviors that continues after documentation of prior interventions. Three or more incidents of a Type 3 behavior constitute a pattern. The discipline referral must include documentation of interventions implemented. In determining whether an E response should be used. Consideration should be given to whether the behaviors pose a threat to the safety or security of the school. If a child has been expelled for repeated violations already in a school year, three additional level 300 violations are required for an additional repeated violations expulsion.

Code 401 | Assault of Student

Intentionally, knowingly or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. Students may not receive the same disciplinary consequence for their involvement in an altercation if the school administrator determines they acted in self-defense to protect themselves from physical harm (TCA 49-6-3401). Response E may be used if the assault or the resulting injuries are severe. When response E is used, evidence documenting the incident’s severity and any resulting injuries must be listed in the discipline referral.

Code 402: Under the Influence of Illegal Drugs

Being under the influence of illegal drugs while on school grounds or at school-sponsored activities. A referral to the school social worker will be made for any student found in violation of this code. Qualifies for Drug Diversion Program for first offense.

Code 403 | Threat: Class 2

A threat to cause harm to students, staff or school. Evidence must support the threat is actually or potentially harmful or lethal to the safety of the school and/or community.

Code 403 | Threat: Class 2

A threat to cause harm to students, staff or school. Evidence must support the threat is actually or potentially harmful or lethal to the safety of the school and/or community.
Code 405 | Bullying

Bullying is any intentional act that is severe, persistent or pervasive and substantially interferes with a student’s educational benefits, opportunities or performance, and has the effect of:

1. Physically harming a student or damaging a student’s property
2. Knowingly placing the student or students in reasonable fear of physical harm or damage to the student’s property
3. Causing emotional distress to a student or students Creating a hostile educational environment
4. Creating a hostile educational environment

Bullying may involve, but is not limited to, the following: unwanted teasing, threatening, intimidating behavior, cyberbullying, physical bullying, hazing, theft, sexual, religious or racial harassment and public humiliation. Bullying that involves a protected class must be reviewed for potential civil rights violations. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.

Hazing is defined as an intentional or reckless act on or off MNPS property, by one student acting alone or with others, directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger that student’s mental or physical health or safety.

Hazing does not include physical contact associated with athletic events, training or with competition conducted under a coach’s or sponsor’s supervision.

Code 406 | Cyberbullying

Using information and communication technologies, including, but not limited to email, cell phones, pagers, voicemails, texts, still photographs or video messages, instant messaging, defamatory websites, social networking sites and online personal polling sites or journals to bully another student. See the definition of bullying above.

Harassment

Misconduct that may be perceived or described as bullying, cyberbullying, discrimination, intimidation or hazing may constitute prohibited harassment under this policy when the conduct is based on a student’s real or perceived race, color, religion, national origin, handicap/disability, sexual orientation, ancestry or sex, including gender identity, gender expression and appearance; and creates a hostile environment.
Harassment may take many forms and is not limited to conduct that constitutes bullying. Harassing conduct may include: verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating if such conduct is based on a student’s real or perceived race, color, religion, national origin, handicap/disability, sexual orientation, ancestry or sex, gender identity, gender expression and appearance. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by a school.

**Code 407 | Harassment Based on Race, Color, Ancestry or National Origin**

**Code 408 | Harassment Based on Religion or Creed**

**Code 409 | Harassment Based on Gender, Gender Identity, Gender Expression or Sexual Orientation**

**Code 410 | Harassment Based on Disability**

**Code 411 | Sexual Harassment**

Sexual harassment is harassment based on sex. Behaviors that constitute sexual harassment may include, but are not limited to: unwelcomed sexually suggestive remarks or advances; pictures, gesturing or exposure; verbal harassment or abuse of a sexual nature; messaging of a harassing, abusive or sexual nature sent by e-mail or other electronic medium; subtle or direct propositions for sexual favors; touching, petting or pinching. Sexual harassment may be directed against a particular person or persons or group whether of the opposite sex or same sex.

**Code 412 | Assault of Teacher or Staff**

An intentional or reckless act that causes or has the potential to cause physical injury to a teacher or school staff on school grounds or at a school-sponsored activity.

**Code 413 | Extreme Disruption of the School Environment**

Intentionally disrupting the school environment to the extent that the safety of other students is at risk. Response E may only be used if there is documented evidence of actual risk of harm to students provided in the discipline referral. However, Response E may be used whenever a threat requires an MNPS incident response, regardless of actual risk of harm to students.
Code 414 | Group Fighting

Three or more students engaging in a physical altercation. The altercation may include more students against a few students or multiple one on one fights.

Code 416 | Gang Intimidation

A gang-involved student behaving in a way that would reasonably be expected to cause physical injury to any person.

Code 417 | Off-Campus Behavior3 Leading to Felony Charge Under T.C.A 49-6-3051(b) or Off-Campus Acts Committed Against a Member of the School Community

Students may be subject to disciplinary action for off-campus behavior when:

1. The student’s behavior results in a felony charge under T.C.A. 49-6-3051(b) and the student’s continued presence poses a danger to person/persons or disrupts the educational process.

2. When a student commits an act against a member of the student’s school community that poses a threat to the safety of other students or school staff in the student’s school. The discipline referral must include a specific description of the safety threat posed to students or staff.

Code 418 | Sexual Assault

Unwanted sexual contact with the use of force against a person’s will or when the victim is unable to give consent that poses physical, emotional, or psychological distress or injury upon the victim.

Code 419 | Robbery

Intentionally or knowingly taking the property of another person by use of violence or with the use of a weapon.

Code 420 | Reckless Endangerment

An intentional action in which the behavior causes injury or may potentially cause injury to students or staff.

Code 421 | Fighting: Repeated
A student who participates in two or more fights in a school year may receive a minimum of five days of out-of-school suspension up to a calendar year expulsion. The disciplinary response should be based on the severity and the extent of actual disruption to the learning environment.

**Code 423 | Vandalism (Over $500)**

Willfully destroying or defacing school or personal property. The damage caused is over $500. A child’s willingness to repair the damage or make restitution will be taken into account in determining the appropriate level of response.

**Code 424: Theft From an Individual or of School Property (Over $500)**

Taking the property of another individual or of the school without permission with the intent of depriving the owner of the property. The value of the property is over $500. A child’s willingness to return or replace an item taken or make restitution will be taken into account in determining the appropriate level of response.

**Code 425 | Refusing or Fleeing from a Drug or Weapon Search**

A student who refuses to submit to a drug or weapon search or flees when requested is in violation of this code. Reasonable suspicion of drugs or firearms must exist for expulsion. A student violating this code is not eligible for the First Time Drug Offenders Class.

**TYPE 5 BEHAVIORS**

**Code 501 | Rape**

Committing oral, anal or vaginal penetration with use of force, against a person’s will or when the victim is unable to give consent.

**Code 502 | Attempted Homicide**

Attempting to kill another person.

**Code 503 | Homicide**

Killing another person.

**TYPE 5 BEHAVIORS – ZERO TOLERANCE (ZT) OFFENSE**
Expulsion Required, but Not Mandatory for One Year

Code 504 (ZT) | Threat by Electronic Transmission

A student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and creates actual disruptive activity at the school that requires administrative intervention.

TYPE 5 BEHAVIORS – ZERO TOLERANCE (ZT) OFFENSES

Mandatory Expulsion for One Year

A Zero Tolerance (ZT) Offense requires an expulsion of not less than one calendar year (180 school days) under Tennessee State Law. However, the Director of Schools or his designee may modify the length of the expulsion on a case by case basis through the appeals process or through a request for modification. See pages 49 to 51 for more details. The following are Zero Tolerance offenses under Tennessee law:

Code 505 (ZT) | Drugs4

Unlawful possession, use, or distribution of drugs on school grounds, including any controlled substance, controlled substance analog or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug for money or other benefit. A referral to the school social worker will be made for any student found in violation of this code.

First Offenders Drug Diversion Program – Student is in possession or under the influence of marijuana or unauthorized prescription drugs for the first time. Although possession of drugs is a zero tolerance offense, first-time offenders are eligible for a modification of expulsion under the Drug Diversion Program. A student who is found to have intent to distribute any drug with or without monetary exchange is not eligible for the Drug Diversion Program. Eligibility requirements will include students attending an eight-hour drug education class and parents will be required to attend a two-hour drug education class. Failure to complete all requirements of the program will nullify the student’s eligibility. A referral to the school social worker will be made for any student participating in the Drug Diversion Program.

When a student participates in the First Offenders Program, he or she waives the right to an appeal. If a student misses a required drug education class or drug screening, they may be expelled. Upon expulsion, they will not have a right to appeal.
For information on the First Offenders Drug Diversion Program, call (615) 259-8683 or (615) 259-8757.

**Code 506 (ZT) | Aggravated Assault of Teacher, School Staff or a School Resource Officer (SRO) 5**

Intentionally or knowingly causing serious bodily injury to a teacher, school staff member or SRO. Definition of “serious bodily injury” is injury that requires more than basic first aid.

**Code 507 (ZT) | Explosives**

Possession of any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, mines and similar devices. Possession of fireworks altered or modified to constitute an explosive may be considered a Zero Tolerance offense only if the altered fireworks are identified as an explosive by law enforcement officials. Fireworks are not considered an explosive.

**Code 508 (ZT) | Firearms**

Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.

**DISCIPLINARY PROCESSES AND PROCEDURES**

**DISCIPLINARY DUE PROCESS SUSPENSIONS AND EXPULSIONS** *(A suspension of more than 10 days)*

Disciplinary action will be initiated at the school level. The principal/designee will investigate a student’s alleged misconduct and determine whether disciplinary action is necessary. The principal/designee will provide due process by explaining the school’s view of the offense, the information gathered during the investigation, and the length of the suspension/expulsion or other behavioral intervention as determined by the principal. The principal/designee will allow the student to explain his/her side or view of the offense. If the principal/designee has knowledge of any serious student misconduct, the principal/designee may immediately remove the student to restore order, to further investigate the misconduct or to protect persons on the school grounds. The principal/designee may suspend the student immediately for a maximum of two days (summary suspension). If it is determined that disciplinary action is not warranted, the incident will be deleted and the suspension days will be changed to excused absences.
Upon suspension of any student other than for in-school suspension of one day or less, the principal/designee will, within 24 hours, notify the parent or guardian. If the parents are unable to come for their child, the student must remain on school property until the close of the school day. Parents should be provided written notice of the suspension or expulsion. If a suspension is for five or more days, the principal will develop and implement a plan for improving the behavior which will be made available for review by the Director of Schools upon request. The student will be provided the opportunity to make up missed work at the discretion of the principal/designee. An expulsion is defined as a suspension of more than 10 days. On the same date the principal/designee makes the decision to expel a student, the principal/designee must immediately give written or actual notice to the student, the student’s parents and the Discipline Office of Support Services of the expulsion and the parent or guardian of their right to appeal the expulsion. In the event actual notice is given, a written notice of the alleged misconduct will be provided in a timely manner and will include the rule allegedly violated and a brief description of the misconduct. Parents and students must also receive the information related to their right to appeal an expulsion. A written notice will also include the name and contact information for the Discipline Director as well as the requirement to contact the Discipline Director within five days of actual or written notice of expulsion to request an appeal of the expulsion. If a student has received an expulsion (suspension of more than 10 days), the parent or legal guardian may contact the Discipline Director for further questions. Please call the Family Information Center at (615) 259- INFO (4636) or the Discipline Office at (615) 259-8757. Prior to any appeal hearing, but at no time later than 15 minutes before the appeal hearing begins, the parent/guardian will provide copies to the discipline director of all written evidence that the parent or guardian will introduce at the hearing. Requests on behalf of students for copies of evidence prior to the date of the appeal hearing must be made to the Discipline Office and will be granted if practical. Any records provided prior to the date of the hearing may be supplemented on the day of the appeal hearing. Evidence that is protected by FERPA, such as the identity of third party student witnesses, cannot be released by MNPS. Suspended or expelled students are not allowed to be on any MNPS school property or participate in any MNPS school-sponsored activity/event (for example, graduations, athletic events, etc.). If a student is suspended on an instructional day that is cancelled because of inclement weather, any scheduled suspension days must be made up on the days following the inclement weather days.

PROCESS FOR EXPULSIONS (A SUSPENSION OF MORE THAN 10 DAYS) & APPEALS OF THE EXPULSION

There are three levels of appeals: Level 1 is to the Hearing Authority, Level 2 is to the Executive Officer of Support Services/designee and Level 3 is to the Board of Public Education. Upon making a decision to expel a student, the principal/assistant principal or dean will immediately give written or actual notice to the parent/guardian and the
student of the right to appeal the decision to expel (suspend for more than 10 days). The decision from the Level 1 or Level 2 appeals may affirm the decision of the principal, order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or suspend/expel the student for a specified period of time. Expulsions for Zero Tolerance (ZT) offenses may only be modified by the Director of Schools on a case-by-case basis. All appeals of disciplinary decisions associated with expulsion (suspension of more than 10 days) must be filed, orally or in writing, within five days of written or actual notice of the decision to expel. If the appeal is not filed within the five days, the right to appeal is waived. Notice of the parent or guardian’s intent to have legal representation must be given to the Discipline Office at the time the appeal is requested, to allow for the district to also have legal representation. Each appeal hearing is recorded.

**LEVEL 1 – Appeal to the Discipline Hearing Authority**

The appeal from this decision will be to a disciplinary hearing authority and the Director of Discipline appointed by the Board. The hearing will be held no later than 10 days after the beginning of the expulsion (suspension of more than 10 days). The disciplinary hearing authority will give written notice to the time and place of the hearing to the person requesting the appeal and the principal or assistant principal who ordered the expulsion. During deliberations, all parties will be excused, excluding the hearing authority and the Director of Discipline. Failure to attend this appeal may constitute a waiver of the student’s/parent’s right to appeal. Extenuating circumstances will be considered by the discipline coordinator. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, will be made by the disciplinary hearing authority.

**LEVEL 2 – Appeal to the Executive Director of Support Services/Designee**

Level 2 appeal may be requested based on the following reasons:

Parent/student believes due process rights have been violated. New evidence will be presented that was not presented at the Level 1 appeal hearing. A plea for leniency.

At this level, the expelling school is represented by either the principal or assistant principal. This representative explains the incident to the Executive Director of Support Services/designee, including the facts discovered and the terms of the expulsion. Attendance, cumulative records (grades and transcripts), discipline records and any special information will be brought to the appeal to address questions that may be asked by the Executive Director of Support Services/designee.
In the case of a Zero Tolerance (ZT) offense, the Executive Director of Support Services/designee will make a recommendation to the Director of Schools who will then make the final decision.

**LEVEL 3 – Appeal to the Board of Public Education**

The Board may grant or deny a request for a board hearing and may affirm or overturn the decision with or without a hearing before the board.

**Alternative Learning Centers for Expelled Students**

Alternative Learning Centers (ALC) are available for elementary, middle and high school students who have been expelled (suspension of more than 10 days). Attendance for expelled elementary, middle and high school students is mandatory. Please contact the Discipline Office at (615) 259-8757 for placement. Students in grades K-4 are subject to suspension and/or expulsion of up to one calendar year for violation of codes listed in the Student-Parent Handbook. Students in grades K-4 who are in violation of a Zero Tolerance infraction or are recommended for expulsion are required to have an expedited review of their disciplinary record. The Executive Director of Student Discipline or designee, will conduct an expedited review of the case and make a recommendation for further action. Any student recommended for expulsion following the expedited review process will be referred to the Department of Support Services Discipline Office for a Level 1 disciplinary appeal hearing if requested by parent or guardian. Students in grades K-4 who have been expelled for up to one calendar year will be assigned to an ALC specified for elementary age children.

**Probation Contracts**

Principals/designees have the right to place a student on a school-based probation without notification to the Department of Support Services Discipline Office. The time and conditions of the probation will be clearly stated. School-based probation is separate and apart from probation issued by the Department of Support Services Discipline Office. Probation contracts will not exceed one calendar year.

**Modification of Expulsion Request**

A request for modification of an expulsion is a request for the Director of Schools/designee to change the terms of the expulsion, including but not limited to the length of the expulsion or the school assignment. At any time after the conclusion or waiver of the appeals process, a parent or guardian and/or student may submit to the
Director of Schools a written request for modification of the student’s expulsion. The Director of Schools has the power to modify any expulsion on a case-by-case basis at any time after the completion of the appeal process or waiver. The written request should include a statement of reasons supporting the modification. The Director of Schools/designee will respond to the request with his/her decision within a reasonable time, which will not exceed 21 calendar days from receipt of the request. The Director of Schools/designee is not required to provide an explanation of the decision. Please contact the Discipline Office at (615) 259-8757 for address information.

2 TCA 49-6-4216, (In-school or Out-of-school suspension days represent calendar days: Monday through Friday, excluding designated district holidays, and inclement weather days.)

3 TCA 49-6-3401 (a) Section (12)

4 TCA 39-17-403 through 39-17-416 AND 39-17-454 AND 53-10-101 [the statute, 49-6-3401 has been amended to include these additional sections],

5 TCA 39-11-106 (a)(34) 6 TCA 49-6-3401 (b)

7 TCA 49-6-3401(4) (B-D) 8 TCA 49-6-3401(4) (C)

EXPULSION PROCESS AND NOTICE TO PARENT / LEGAL GUARDIAN

This process applies to expulsions (removal from the regular program for more than ten (10-days). The following steps will be followed before applying an expulsion.

A. PREREQUISITES FOR EXPULSION

Prior to expelling a student, the Principal or designee must hold an informal conference with the student to:

1. Notify the student of the accusations against him/her
2. Allow the student to relate his/her version of the incident
3. Suspend the student for up to five (5) day spending a decision on an expulsion

B. NOTIFICATION OF PARENTS/GUARDIANS
If the expulsion is applied, the Principal or designee shall immediately give written notice of the expulsion to the parent or guardian. The expulsion notice shall include the effective date and length of the expulsion, the reason for the expulsion, and information about the parent's right to appeal the expulsion decision to the Principal or designee.

C. NOTIFICATION OF PORTFOLIO MANAGEMENT STUDENT SERVICES

If the expulsion is applied, the Principal or designee shall immediately give written notice to the Managing Director of Student Services.

D. APPEAL TO A DISCIPLINARY HEARING AUTHORITY APPOINTED BY THE EXECUTIVE DIRECTOR

The appeal from this decision will be to a disciplinary hearing authority and the Director of Discipline appointed by the Board. The hearing will be held no later than 10 days after the beginning of the expulsion (suspension of more than 10 days). The disciplinary hearing authority will give written notice to the time and place of the hearing to the person requesting the appeal and the principal or assistant principal who ordered the expulsion. During deliberations, all parties will be excused, excluding the hearing authority and the Director of Discipline. Failure to attend this appeal may constitute a waiver of the student’s/parent’s right to appeal. Extenuating circumstances will be considered by the discipline coordinator. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, will be made by the disciplinary hearing authority.

E. Appeal to the Executive Director of Support Services/Desigee

A Level 2 appeal may be requested based on the following reasons:

- Parent/student believes due process rights have been violated
- New evidence will be presented that was not presented at the Level 1 appeal hearing
- A plea for leniency

At this level, the expelling school is represented by either the principal or assistant principal. This representative explains the incident to the Executive Director of Support Services/designee, including the facts discovered and the terms of the expulsion. Attendance, cumulative records (grades and transcripts), discipline records and any special information will be brought to the appeal to address questions that may be asked by the Executive Director of Support Services/designee.
In the case of a Zero Tolerance (ZT) offense, the Executive Director of Support Services/designee will make a recommendation to the Director of Schools who will then make the final decision.

**F. Appeal to the Board of Public Education**

The Board may grant or deny a request for a board hearing and may affirm or overturn the decision with or without a hearing before the board.

**BULLYING & HARASSMENT**

The intimidation, bullying, or harassment of any person through any type of action (verbal, physical, social media, or technology related) will not be tolerated at KNOWLEDGE ACADEMIES.

Students, staff, volunteers, other persons deemed to be engaged in bullying or harassment will move immediately to disciplinary action as it aligns to the KA Code of Conduct, and receive swift and severe disciplinary action, if staff or other person associated with KNOWLEDGE ACADEMIES.

All persons should IMMEDIATELY report observed instances of intimidation, bullying, or harassment immediately, without reservation, to School Administration.

*As a student at KNOWLEDGE ACADEMIES, I pledge not to participate in any form of bullying or harassment towards anyone in my school, home, or community.*

*As a student at KNOWLEDGE ACADEMIES, I pledge to uphold the KA Core Values by displaying POSITIVE WORDS, HELPFUL ACTION, and BEST EFFORT; in my school, home, and community.*

**DUE PROCESS PROCEDURES: KNOWLEDGE ACADEMIES**

All disciplinary and academic intervention actions will be supported by findings of fact, as determined and signed off by the Office of the President.

The materials used to determine findings of fact include, but or not limited to the following:

- A student’s cumulative record
• Review of academic assessments and/or submitted work
• Interview with persons involved in the incident(s), when applicable.
• Interview with persons observing the incident(s), when applicable.
• Phone calls with parents and/or guardian.

Additionally, parents may appeal the findings of fact, as determined by the Office of the President, associated with determining ZERO TOLERANCE OFFENCES or repeated non-compliance with school rules by a student.

GRIEVANCE GUIDELINES

KNOWLEDGE ACADEMIES: APPEAL PROCESS
The following guidelines will be applicable to KNOWLEDGE ACADEMIES’ school-based appeal process.

KNOWLEDGE ACADEMIES’ Responsibility:

• The parent/guardian will receive written notice of the disciplinary decision.
• The parent/guardian will be presented with the Statement of Understanding.
• The parent/guardian will receive the guidelines of the appeal process (School Level).

Parent’s/Guardian’s Responsibility:

• The parent/guardian must submit a written notice stating their intent to appeal a disciplinary decision within five (5) business days of receiving the Statement of Understanding.
  o Failure to adhere to the guidelines within five (5) business days will result in forfeiture to proceed with the appeal process.
• The parent/guardian will attend scheduled meetings, during the appeal process.
  o Failure to attend scheduled meeting will result in forfeiture to proceed with the appeal process.

The student will remain enrolled at KNOWLEDGE ACADEMIES, during the appeal process. KNOWLEDGE ACADEMIES provides the opportunity for two (2) sequential levels of appeal, at the school level.

LEVEL 1: EXECUTIVE COMMITTEE
The Executive Committee is comprised of the following members (as applicable):
• President (Meeting Facilitator)
• Executive Officers (HR and Teaching and Learning)
Managing Director of Student Services (when applicable)

The appeal process will apply as followed:

- An initial appeal meeting will be held within five (5) business days of receipt of the parent's/guardian's written notice of intent to appeal a disciplinary decision.
- An appeal decision meeting will be held within five (5) business days following the initial appeal meeting. The parent/guardian will receive written notice of the decision.
- The parent/guardian must submit a written notice stating their intent to proceed to Level 2 of the appeal process, within five (5) business days of attending the appeal decision meeting.

LEVEL 2: BOARD OF TRUSTEES
The appeal process will apply as followed:

- An appeal meeting will be held within five (5) business days of receipt of the parent’s/guardian’s written notice of intent to proceed to the Level 2 appeal process.
- The Knowledge ACADEMIES’ Board of Trustees will hand their decision down to the Executive Committee, who will communicate their ruling to the parent/guardian through a scheduled meeting, within five (5) business days.
- The parent/guardian will receive written notice of the decision. The written decision will include instructions for initiating a formal appeal to the Metropolitan Board of Education for Nashville, Davidson County, if applicable.

ADDITIONAL APPEAL PROCESS: DISTRICT-BASED
Instructions for initiating a formal appeal to the Metropolitan Board of Education for Nashville (MNPS), Davidson County, will be provided to the parent/guardian, if applicable.

MEETING GUIDELINES for STEP 1: WAS THE POLICY FOLLOWED?
KA will review the policy with parent, and relevant signatures related to the policy. The parent will be provided the opportunity to ask clarification questions.

MEETING GUIDELINES for STEP 2: ARE RELATED FACTS ACCURATE AND CONFIRMED?
KA will review the facts associated with the incident, including a written review of the confirmed facts. KA will review how the confirmed facts were applied to the written policy. The parent will be provided the opportunity to
ask clarification questions related to the confirmed facts, and how they were applied to the policy.

MEETING GUIDELINES for STEP 3: ARE THERE ANY ADDITIONAL RELATED FACTS THAT WERE NOT CONSIDERED?
The parent will be provided the opportunity to present any additional confirmed facts, potentially related to the incident. If additional confirmed facts are presented, related to the incident, KA will take up to three business days to review and/or confirm the presented information. If application of the new facts causes a different outcome based on the written policy this different outcome will be followed, according to the policy.

DUE PROCESS GUIDELINES: STUDENTS WITH DISABILITIES

Schools may use in-school discipline or short-term suspension to discipline students with special needs. During in-school suspension, the school must continue the student’s IEP services and allow opportunities for the student to participate in his or her general curriculum.

A school may suspend a student with disabilities for up to 10 days without a duty to provide continued services specified in the student’s Individual Education Program (IEP), review his or her Behavior Intervention Plan (BIP), or reconsider the Functional Behavior Assessment (FBA). If a suspension is scheduled to last longer than 10 days, a manifestation determination review (MDR) must be conducted within the first 10 days of suspension. Parents must be notified at least 24 hours prior to the MDR.

The MDR shall be used to determine: (1) whether the conduct in question was caused by, or had direct or substantial relationship to the child’s disability, or (2) whether the conduct in question was the direct result of the school's failure to implement the IEP.

If the MDR determines that the conduct was a manifestation, the school must do the following: (a) conduct or review the student’s FBA; (b) develop or modify a BIP; or (c) return the student to placement from which he or she was removed unless parents and school agree to a change of placement as part of modifications to the IEP or BIP. If the MDR determines that the conduct was not a manifestation, the student shall be suspended in the same manner as other students are suspended for similar violations of a student code of conduct. Regardless of the MDR determination, services shall re-commence on the 11th day of suspension.

Parent/guardian or school appeals of the MDR determination must be conducted within 20 days of notice of the MDR decision by the LEA representative. The representative
has 10 days to render an appeal decision. During the appeal process, the student shall continue receiving disability services. Schools have the right to appeal to the special exceptions ruling if continuing IEP services is substantially likely to result in injury to the student or others.

A student may request IDEA discipline protections if the school has knowledge that the student may have a disability before the behavior occurred. If the behavior occurs and the parent then alleges the child has a disability, schools should conduct an expedited evaluation. No discipline protections shall be provided until evaluation is complete.
FAMILY, STUDENT, AND SCHOOL-BASED CONTRACTS, FORMS AND RESPONSIBILITIES

FAMILY COMPACT & PARTNERSHIP WITH KNOWLEDGE ACADEMIES

We want you to be involved in your student’s academic career. Here are some immediate actions you can take to partner with KNOWLEDGE ACADEMIES School.

**DAILY**

- Make sure your child(ren) is in school every day- *unless they are sick*
- Make sure your child(ren) is on-time and ready for bus pickup
- Ask your child(ren) about their homework assignment
- Check our online grading system to view your child(ren)’s grade/homework

**MONTHLY**

- Attend Family Council Meetings (3rd Thursday of each month).
- Review Personalized Learning Plans.

**OTHER OPPORTUNITIES TO PARTICIPATE**

- Fundraising
- Mentoring (Background Check Required)
- Saturday School Activities
- Teacher/Staff Celebrations and Recognitions
- Student Recruitment Events
- Semi-Annual Surveys (surveys are used for continuous improvement planning)
- The results guide our Title I funding and School Improvement Plans
ACKNOWLEDGEMENT OF KA STUDENT LEARNING GOALS

STUDENT & FAMILY AGREEMENT

I/We ________________________________ am/are the primary residential parent(s)/legal guardian(s) of ________________________________ in the ______________ (Grade).

I/We have made the choice to enroll my/our child in Knowledge Academies and understand that Knowledge Academies is focused on preparing my/our child to earn a college degree.

I understand that my child will...

1. Attend school up to 5 additional days of school each year
2. Attend school additional hours more than a traditional school day
3. Be expected to adhere to Very High Expectations (Academic & Social)
4. Be expected to complete a Very Demanding, College Preparatory Curriculum

I will...

1. Make sure my child attends school, provided they are not sick. See Truancy Policy for specific information regarding school absences.
2. Attend school-family workshops, meetings, parent/teacher conferences, and other school related events; at least 5 hours annually. See the KA Activities Calendar for a listing of events. I will receive monthly calendar to inform me of special events.
3. Complete the school-family survey, semi-annually, provided by Knowledge Academies.

I/We and my/our child have sat down with members of the Knowledge Academies Team to discuss these expectations. I/We have asked and received answers to my/our questions. We are ready to join the Knowledge Academies Team, by enrolling my/our child as a student.

Signature of Parent(s) / Primary Residential Parent / Legal Guardian(s) ________________________________ Date ________________________________

Signature of Student ________________________________ Date ________________________________

Print Student Name ________________________________ Grade ________________________________

This document reviews the required expectations for enrollment, signed by you and your child.
STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS HAVE THE RIGHT TO:

1. An education that prepares them for success in post-secondary education. This includes receiving support and guidance from faculty, a strong academic curriculum and high expectations in the classroom. Information on all options of post-secondary education should begin at least in the ninth-grade year.
2. Fair communication with teachers and administrators, having a safe and respectful relationship that will nurture their academic progress, while also creating a secure learning environment.
3. Attend school and receive a free and appropriate public education as provided by law.
4. Be taught in a safe and clean learning environment. A clean and safe building is an environment that does not pose any danger to physical safety or hinder the ability to learn. Students should participate in keeping schools clean and safe.
5. Be treated courteously, fairly and respectfully by other students and school staff.
6. Receive a written copy of select district and school policies and procedures at the beginning of the school year and have access to district and school policies and procedures throughout the school year.
7. Bring complaints or concerns to the school principal or staff and expect a response in a reasonable amount of time.
8. Be told, orally or in writing, the reason(s) for disciplinary decisions and be allowed the opportunity to tell their side of the story.
9. Request or challenge in writing an explanation of anything in their education records.
10. Receive information about the procedures for appealing disciplinary decisions.
11. Have a parent or guardian attend applicable disciplinary conferences and hearings.
12. Have school staff or an administrator present when police are called, and have a parent or guardian notified when they are questioned during a police investigation with the exception of those situations that involve child abuse or neglect.
13. Be involved and have a voice in the decision-making policies that affect students and schools.
14. Feel safe in schools without fear or worry for physical, mental or emotional well-being.
15. Fair discipline, with district discipline policies being applied equitably in every school. The level of consequences should be based on the level of the infraction. Efforts will be made to assist students in resolving their own conflicts.
16. Healthy food in schools. This includes fresh fruits and vegetables, quality meats and nutritious beverages available in the cafeteria and in snack machines.

STUDENTS HAVE THE RESPONSIBILITY TO:
1. Attend school daily, be prepared for class, and complete assignments to the best of their ability.
2. Know and obey school rules and instructions given by the school principal and staff.
3. Tell school staff about any dangerous behavior or activity that occurs on school grounds or off school grounds if it may result in disruption to the educational setting.
4. Bring only those materials to school that are allowed.
5. Behave respectfully toward everyone in the school community.
6. Keep parents or guardians informed of school-related issues and give them any materials sent home for parents or guardians by MNPS.
7. Voice opinions in constructive ways, attend key meetings and events that directly affect their education and schools, and encourage parents to participate whenever there is an opportunity for community input.
8. Hold classmates accountable with positive peer pressure. Report when peers are carrying weapons or anything else that may be perceived as a threat. Assist in creating a classroom environment that encourages a sense of learning and support by denouncing offensive and demeaning behavior.
9. Complete all assignments with maximum effort in a timely manner. Students agree to research post-secondary options and be proactive about taking the necessary steps (i.e. studying for tests, researching college on their own, etc.) to ensure their ability to qualify for their chosen path. Students share post-secondary goals and plans with a faculty member.
10. Accept responsibility for their actions. Students who feel they have been disciplined unfairly should respectfully approach a staff member to discuss the situation.
11. Get to know teachers and respect teachers and administrators. When necessary, students offer constructive criticism at the right time without shame or embarrassment.
12. Hold themselves and peers accountable for cleaning up at school.
13. Make the healthier choice in food items when options are presented.
FAMILY RIGHTS AND RESPONSIBILITIES

PARENTS AND GUARDIANS (FAMILIES) HAVE THE RIGHT TO:

1. Be actively involved in their children’s education.
2. Be treated courteously, fairly and respectfully by school staff and leadership.
3. Receive information and communication related to policies and procedures of the school and board.
4. Academic progress and behavior reports.
5. Prompt notification of disruptive behavior and/or disciplinary actions.
6. Information about due process procedures for disciplinary action.
7. Ways to improve student’s academic or behavioral performance.
8. Services for English Language Learners and students with disabilities.
9. Translation services.

PARENTS AND GUARDIANS (FAMILIES) HAVE THE RESPONSIBILITY TO:

1. Make sure their children attend school regularly and on time and, when children are absent, send in written excuse notes.
2. Support MNPS by being a role model for their children, talking with their children about school and expected behavior and communicating the value of education through words and action.
3. Be respectful and courteous to staff, other parents, guardians and students while on school premises and during school activities. Inappropriate behavior may result in restricted access to the school, school grounds and school activities. The parent or guardian will be notified in writing.
4. Give updated contact information to MNPS and their children’s individual school annually or whenever contact information changes. Provide the school with all legal documents pertaining to custody or special circumstances in a timely manner.
5. Give their children a space to complete their homework or allow participation in after-school programs that permit the completion of homework.
6. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music and athletics.
7. Work with leadership and school staff to address any academic or behavioral concerns or complaints children may experience.
8. Read and become familiar with the policies of the Board of Public Education’s administrative regulations and this Family-Student Handbook.
ALL KA EMPLOYEES HAVE THE RIGHT TO:
1. Be treated courteously, fairly and respectfully by students, parents or guardians, and other school staff.
2. Work in a safe and orderly environment.
3. Communicate concerns, suggestions and complaints, following the employee handbook, as approved by the Board of Trustees of KNOWLEDGE ACADEMIES, Inc.
4. Receive supportive professional development and training.
5. Receive the necessary resources to deliver quality instruction.

ALL KA EMPLOYEES HAVE THE RESPONSIBILITY TO:
1. Attend work daily, be punctual and use well-planned, creative and engaging instructional plans every day.
2. Maintain safe and orderly schools by using prevention and intervention strategies, and by following MNPS Family-Student Handbook.
3. Be respectful and courteous to students, parents and guardians, serving as role models for students.
4. Keep parents and guardians informed of student academic progress and behavior, create meaningful opportunities for their participation and provide regular communication in a language they understand.
5. Be knowledgeable about the policies of the Board of Public Education’s administrative regulations and rules and enforce them fairly and consistently.
6. Be knowledgeable about federal and state laws and regulations regarding the disciplinary process for all students, including students with disabilities.
7. Communicate policies, expectations and concerns, and respond to complaints or concerns from students and parents or guardians in a timely manner and in a language they understand.
8. Make sure that students are referred to the appropriate committees, departments, offices, divisions, agencies and organizations when outside support is necessary.
9. Provide makeup work for students with lawful absences (students absent due to disciplinary reasons should be considered for make-up work).
10. Participate in required professional development opportunities.
11. Utilize community organizations to support the individual needs of the students and families served by the school community.
THE DIRECTORS’ TEAM

THE DIRECTORS' TEAM HAS THE RESPONSIBILITY TO:

1. Collaborate and communicate with the community to create and implement policies and procedures that promote highly effective schools that are safe and conducive to the success of students, staff and the community.
2. Ensure all schools have the resources and leadership to support and maintain student and school success.
3. Protect the legal rights of school staff, leadership, students and parents or guardians.
4. Be courteous, respectful and fair with students, parents or guardians, school staff and leadership.
5. Provide a broad-based and varied curriculum to meet individual school needs.
6. Ensure the legal rights of all students, including students with disabilities.
7. Provide staff that is trained to meet the needs of students.
8. Provide support and professional development training to leadership and school staff to help them support students.
9. Support leadership and school staff in the fulfillment of their disciplinary responsibilities as defined by the MNPS Family-Student Handbook.
10. Notify parents or guardians prior to an out-of-school disciplinary action.
HIGH SCHOOL STUDENTS & VEHICLE REQUIREMENTS

REGISTRATION OF VEHICLES

- Only students with an appropriate license issued by the Department of Transportation may drive to school.
- Students are required to complete a registration form available in the Main Office.
- Only Vehicles registered with the state and belonging to the student or a family member may be registered at the high school.
- Student must have a valid driver’s license.
- Upon completion of the registration process a parking sticker will be issued.
- The sticker must be attached on the back of the rearview mirror of the registered vehicle as evidence the registration process has been completed.
- For returning drivers, the cost of parking is $5 dollars. For new drivers, the cost of parking is $10 dollars.

OPERATION OF VEHICLES

- All students are expected to be in school on time. School hours are 7:30 a.m.-3:30pm; first block starts at 8:00 a.m.
- The student driver will be held responsible for any passenger(s) he/she may choose to allow in their vehicle.
- Vehicles at all times must be operated in a manner that adheres to all the rules and regulations of proper and safe driving as defined by the Tennessee laws.
- The speed limit on school property is 5-mph.
- Vehicles parked in the student area may not be moved during the school day without administrative permission.
- Students may not return to vehicles at any time during the school day without administrative permission.
- Using a vehicle as a place to eat, smoke or drink is prohibited at any time.

DISCIPLINARY ACTION

*Students may lose their driving privileges if:

- There is a pattern of unauthorized tardiness, unauthorized absence and/or multiple discipline referrals.
- Students park in areas other than student parking.
- Students violate the traffic regulations on campus (IE: drive over the speed limit, drive aggressively, or without proper safety).
HIGH SCHOOL DRIVERS: VEHICLE CONTRACT

Once a student is on school property, he/she is our responsibility until school dismissal at 2:30 pm, unless the student has written permission from a parent/guardian to leave early. It is our intention to keep all our students safe.

Students are not allowed to leave school during lunch periods or study halls. The student must remove all school supplies, including lunch money from his/her vehicle at the beginning of the school day. Students are not allowed to go to the student parking lot during the school day unless they have a pass from an administrator.

Driving to and from school is a privilege. Unauthorized tardiness, unauthorized absences and/or multiple disciplinary referrals may result in a suspension of your driving privileges.

Students must have proper authorization for their vehicle to park in student parking. Parents please be certain your child adheres the parking sticker to the back of the rearview mirror of the registered vehicle. Students and parents should read the “Regulations Regarding Student Use of Vehicles” attached to this contract.

PARENTS, YOUR SUPPORT IN ALL DRIVING REGULATIONS IS NECESSARY TO ENSURE THE SAFETY OF YOUR CHILD.

We have read and understand the regulations regarding “Student Use of Vehicles” at KNOWLEDGE ACADEMIES High School. My child and I hereby agree to abide by these regulations and understand that failure to do so will result in consequences, including suspension of driving privileges.

_________________________  ______ Grade  ________________________________
Student Name (Printed)     Student Signature

_________________________
Parent Name (Printed)        Parent Signature

Primary Vehicle

Make and Model of Car: ___________
Year and Color: __________________
License Plate #: ________________
STUDENT HEALTH: PARENT/GUARDIAN

ASTHMA TREATMENT AUTHORIZATION LETTER

I, __________________________________________________, am the parent/legal guardian of __________________________________________________________________________. (student).

My signature below signifies my written authorization and approval for __________________________________________________________________________ to self-administer asthma treatment, in accordance with the Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting provided by the Tennessee Department of Education and Tennessee Department of Health.

I understand that KNOWLEDGE ACADEMIES, Inc. and its employees and agents shall incur no liability as a result of any injury sustained by the student or any other person from possession of self-administration of the inhaler.

I understand that KNOWLEDGE ACADEMIES, Inc. shall incur no liability.

I indemnify and hold harmless the KNOWLEDGE ACADEMIES, Inc. and its employees against any claims relating to the possession or self-administration of the inhaler. I understand that nothing in these guidelines shall be construed to relieve liability of KNOWLEDGE ACADEMIES, Inc. or its employees for negligence.

I understand that students with asthma must have an Individual Health Plan developed by a registered nurse and that this plan should include tracking the frequency of asthma inhaler use.

I understand that it is my responsibility to remove any unused medication from the school when the medication is complete or out of date. I understand that I will receive written notification to pick up the medication in such instances. If not picked up in 14 days of the written notification, the medication will be destroyed by the school nurse, documented and witnessed by at least one staff member from Leadership.

Signature: _________________________________

Date: _______________________________
ALLERGIES:
LIFE THREATENING-EMERGENCY AUTHORIZATION RELEASE

I, ____________________________________________, am the parent/guardian of
_____________________________________________ (student).

My signature below signifies my written authorization and approval that the School Nurse of KNOWLEDGE ACADEMIES, Inc. may administer allergy medication and share health information of _____________________________________ with my child’s licensed student, health care provider in accordance with the Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting provided by the Tennessee Department of Education and Tennessee Department of Health.

In the event of an emergency, I authorized only properly trained staff to administer epinephrine, according to the medication instructions.

I understand that KNOWLEDGE ACADEMIES, Inc. shall incur no liability. I understand that nothing in this authorization shall be construed to relieve liability of KNOWLEDGE ACADEMIES, Inc. or its employees for negligence.

I understand that students with life threatening allergies must have an Individual Health Plan developed by a registered nurse.

I have read the Family & Student Handbook section on Life Threatening Allergies and understand all of the responsibilities associated with successful implementation, to ensure that maximum safeguards are in place for my child.

I understand and accept my role in this process.

Signature: ________________________________

Date: ________________________________
FAMILY PERMISSIONS: AUTHORIZATION AGREEMENTS

PHOTOGRAPH & VIDEO AUTHORIZATION & PERMISSION

This notice confirms the agreement between I, _______________ (parent/guardian) and us (KNOWLEDGE ACADEMIES) regarding your child’s participation in activities in which they may be photographed or videotaped. Your signature (see permission statement) signifies that KNOWLEDGE ACADEMIES, Inc. and/or its partners/affiliates are authorized to include your child’s image in print or any electronic medium presently in existence or invented in the future.

I, ________________, hereby agree that I will not bring or consent to others bringing claim or action against KNOWLEDGE ACADEMIES on the grounds that any advertising or publicity used in connection herewith, is defamatory, reflects adversity on you, violates any other rights whatsoever, including without limitations, rights of privacy and publicity.
MOBILE CLASSROOM CAMERA PERMISSION

I/we hereby acknowledge that the school participates in the Mobile Classroom model. In this model, teaching will be provided by expert teachers to students in a mobile environment either full time or instruction could be a combination of mobile instruction and direct instruction within a classroom setting. The Mobile Classroom model requires cameras in the classroom and my child may be on camera at some time in the program; I/we hereby consent to having my child appear on camera while participating in the Mobile Classroom model.

Student Name: ____________________________

Parent/Legal Guardian Signature: _______________________________

Date: ______________________________
Dear Parents/Guardians:

The staff at Knowledge Academies is excited about our new mentoring focus for our students this school year. Your child will now have the opportunity to participate in our school based mentoring program that will feature screened and properly trained volunteers from local businesses interested in helping our students make the best academic and social choices leading to a college degree. The KA 4 All Mentoring Program will take place on the following five (5) levels:

1. Academic Mentoring
2. School Adjustment Mentoring
3. Fine Arts Mentoring
4. Career Exploration
5. Project Based/Community

Students and mentors will be paired based on the student’s interest. All mentoring activities will be properly supervised and take place at Knowledge Academies unless there is a group outing or job shadowing opportunity scheduled in advance. For more information, please feel free to contact us (615)800-6814.

I give permission (1) for my son/daughter to participate in the Knowledge 4 All Mentoring Program; (2) for the school to provide social, academic, and attendance information (specific to this school year, as well as, last year’s for comparative purposes); (3) participate in scheduled field trips, job shadowing opportunities, etc.

Student’s Name: ____________________________________________________________

Area of Interest: ____________________________________________________________

Parent’s Name: _____________________________________________________________

Date: ________________
**COMPUTER & TECHNOLOGY POLICY**

Knowledge Academies students are provided the opportunity to checkout laptops/tablets that are the property of KA so that they may continue using the technology away from school facilities. These laptop/tablets are to be used only for educational purposes. No student should use a KA laptop/tablet for personal use of any kind. The following procedures will serve as guidelines for use of KA laptops/tablets and their checkout by schools to students. All students and parents will be required to sign this form acknowledging that they have read and agree with the school’s laptop/tablet checkout procedures before a laptop/tablet can be taken to another location.

<table>
<thead>
<tr>
<th>Student Initials</th>
<th>Parent Initials</th>
<th>Please initial next to each statement, indicating that you have read and understand them.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>All use of the school system’s laptops/tablets must be for educational purposes. Students are not to use the computers for personal, commercial or business use, or for political or religious reasons.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students who check out a laptop/tablet assume full responsibility for basic care of the device.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students who check out a laptop/tablet assume full responsibility for security of the device off school premises.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students who check out a laptop/tablet assume full responsibility for reporting device problems, breakage or damage immediately.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students who check out a laptop/tablet assume full responsibility for repair cost due to intentional damage or damage due to neglect.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students who check out a laptop/tablet assume full responsibility for the replacement cost of the laptop/tablet in the event the student loses possession of the laptop/tablet for any reason or in the event the laptop is destroyed or rendered useless due to damage while in the care of the student, including loss of use due to theft, fire, flood, lightning, or any other cause.</td>
</tr>
</tbody>
</table>

**CONTACT INFORMATION**

I _______________________________ confirm that the information given below is correct and will contact Knowledge Academies if any of it changes.
HOME PHONE: _______________ WORK PHONE: _______________ CELL PHONE: _______________

HOME ADDRESS (Street Number and Name): ____________________________________________________________________________

HOME ADDRESS (City/Zip): __________________________________________________________________________________________

I accept full responsibility for the replacement cost of the laptop/tablet I have checked out in the event of any loss or damage to this equipment in the amount determined by the Knowledge Academies.

<table>
<thead>
<tr>
<th>STUDENT NAME (PRINT)</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

I have read, initialed, and understand the Laptop/Tablet Procedures above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute in me or my child not having future access to a laptop/tablet for use away from school facilities. I also

<table>
<thead>
<tr>
<th>PARENT/GUARDIAN NAME (PRINT)</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OFFICE USE ONLY

DEVICE TYPE/MODEL: _______________________________

LAPTOP NUMBER: _______________

SERIAL NUMBER: _______________ CHARGER/POWER PACK PROVIDED
OPT-OUT AGREEMENT

Completion of this form is only required if you DO NOT want your child to have access to the services listed. No action is required if you are in agreement with the services listed being made available to your child.

TECHNOLOGY OPT-OUT
Only sign if you DO NOT want your child to have permission to access the Internet.

I have read KA’s policies related to technology. I understand that the Internet is a worldwide group of computer networks and that KA does not control the content available on, or through, these Internet sites. I understand that KA will undertake good faith efforts to filter objectionable material available on sites that can be accessed by KA students but that filtering efforts may not completely block objectionable content. Therefore, I am restricting my child’s access to the District’s Internet. KA does not have my permission to give Internet access to my child. Failure to complete and sign the technology opt-out form will serve as an indication that your child has permission to access the District’s Internet.

Student Signature ___________________________ Date ________

Parent or Guardian Signature ___________________ Date ________

SCHOOL SOCIAL WORK SERVICES OPT-OUT
Only sign if you DO NOT want your child to have permission to access School Social Work Services.

I wish to exclude my child from School Social Work Services. My child will not be able to have School Social Work Services. KA does not have my permission to provide School Social Work Services to my child. Failure to sign the School Social Work opt-out form will serve as an indication that your child has permission to access School Social Work Services.

Parent or Guardian Signature ___________________ Date ________
PROPERTY SEARCH & SEIZURE POLICY

I __________________________ have reviewed the following rules with my child. I understand that my child’s enrollment requires abiding by these regulations, as determined by the Office of the President.

The following actions are PROHIBITED and violate the student’s code of conduct.

Knowledge Academies is not responsible for the loss of any personal property, due to theft, or otherwise.

Students, staff, or persons associated with Knowledge Academies SHALL NOT:

• Damage, destroy, or willfully deface the school building, desks, boards, books, lavatories, lockers or any other school property.
• Bring any form of weapon or property resembling a weapon to school.
• Have any expectation of privacy related to personal property carried to school, on the bus, or involved in events associated with Knowledge Academies, Inc.
• Have any expectation of privacy related to personal items stored within book bags, lockers, purses, or other related gear.

Leadership may confiscate any of the following items, at anytime.

• Personal apparel or items, based on reasonable suspicion that the code of conduct is being violated.
• Skateboards, electronic games, smartphones, cell phones, digital accessories / gadgets, or any other related items.

Leadership may search personal items or possessions at any time, based on reasonable suspicion of violating the CODE OF CONDUCT.

• Searches will be conducted by the Office of the President.
• Potentially invasive searches will be conducted by members of the same gender as the student and in privacy.
• The results of searches will be confidential, except to report illegal activity.

I have received, reviewed, and understand the content of the Student-Parent Handbook, provided by KA. I understand that my child must follow these rules in order to avoid violation of the school’s code of conduct leading towards disciplinary action.

<table>
<thead>
<tr>
<th>Parent / Legal Guardian Full Legal Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Full Legal Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
**TENNESSEE MIGRANT PROGRAM SURVEY**

This form must be returned as a requirement for enrollment in Metro Nashville Public Schools.

### Tennessee Migrant Education Program – Occupational Survey

Your child may qualify to receive **FREE** educational services. Please answer the following questions to help us determine their eligibility. Once completed, return this form to the school.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Grade:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Name:</td>
<td></td>
<td>School:</td>
</tr>
</tbody>
</table>

1. Has your family moved within the last 3 years to another city, county, or state, in order to work in the agricultural and fishing industries? Yes ☐ No ☐

2. Do you or someone in your immediate family currently work in any of the occupations listed below? (Check all that apply)
   - ☐ Meat and Food Processing/Packing
   - ☐ Agriculture/Field Work
   - ☐ Dairy/Cattle Raising
   - ☐ Plant, pick and sort crops (tomatoes, tobacco, cotton, and strawberries), soil preparation, irrigation, fumigation, etc.
   - ☐ Feeding, milking, rounding up, etc.
   - ☐ Nursery/Greenhouse
   - ☐ Forestry
   - ☐ Fishing/Fish Processing
   - ☐ Planting, potting, pruning, watering, etc.
   - ☐ Soil preparation, planting, growing, cutting trees, etc.
   - ☐ Catch, sort, pack, transport fish, etc.

3. If your current job is not in agriculture or fishing, did you or someone in your immediate family work in any of the occupations listed above in the last 3 years? Yes ☐ No ☐

   If yes, where? City: __________________ State: ____________

   If you answered “YES” to any of the questions above, please answer the following questions.

<table>
<thead>
<tr>
<th>How long have you been in this county in Tennessee?</th>
<th>Weeks</th>
<th>Months</th>
<th>Years</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

| Telephone number, please include area code. | ( ) |

**For school use only:** Please send all surveys with at least one “YES” response to your district migrant liaison. All qualifying surveys should be uploaded to the TNMigrant site. Please notify the MEP that new surveys have been uploaded. Questions? Call (931)212-9539

| SCHOOL DISTRICT: | STUDENT STATE ID: | ENROLLMENT DATE: |
Programa de Educación Migrante en Tennessee – Encuesta de Ocupación

Sus hijos pueden ser elegibles para recibir servicios educativos GRATUITOS. Por favor, conteste las siguientes preguntas para determinar si califica y regrese esta encuesta a la escuela.

<table>
<thead>
<tr>
<th>Nombre del Estudiante: (Apellidos, Nombre)</th>
<th>Grado:</th>
<th>Fecha:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nombre del Padre / Guardian:</td>
<td>Escuela:</td>
<td></td>
</tr>
</tbody>
</table>

1. ¿En los últimos 3 años su familia se ha mudado a otra ciudad, condado o estado, para trabajar en la agricultura o pesca?  
   Sí ☐  No ☐

2. ¿Usted o alguien en su familia ha trabajado en alguna de las actividades mencionadas abajo?  
   (Indique que actividad)
   - Procesamiento/Empaque de alimentos y carnes
     - Vegetales y carne de res, pollo, cerdo, etc.
   - Trabajo de campo / Agricultura
     - Sembrar, plantar, pizar, cosechar, empacar, sortear (tomates, fresas, algodón) 
     - preparación de la tierra, irrigación, fumigación, etc.
   - Lechería / Ganadería
     - Ordeñar, alimentar, acorralar, etc.
   - Vivero/ Invernadero
     - Sembrar, cultivar, plantar flores, plantas, etc.
   - Trabajo Forestal
     - Sembrar, plantar, cultivar, cosechar árboles, etc.
   - Pesca / Procesamiento de Pescado
     - Sortear, empacar, pescado o mariscos, etc.

3. Si su actual trabajo no es en la agricultura o la pesca, ¿Ha trabajado usted o algún miembro de su familia es este tipo de actividades, durante los últimos 3 años?  
   Sí ☐  No ☐
   ¿Dónde? Ciudad ______________________ Estado ______________________

Si respondió “Sí” a alguna de las 3 preguntas anteriores, responda las siguientes preguntas.

<table>
<thead>
<tr>
<th>¿Cuánto tiempo lleva en este condado en Tennessee?</th>
<th>___ Semanas</th>
<th>___ Meses</th>
<th>___ Años</th>
</tr>
</thead>
</table>

Domicilio

<table>
<thead>
<tr>
<th>Ciudad</th>
<th>Estado</th>
<th>Código Postal</th>
</tr>
</thead>
</table>

Número de teléfono, incluya el código de área. ___

For school use only. Please send all surveys with at least one "YES" response to your district migrant liaison. All qualifying surveys should be uploaded to the TN Migrant site. Please notify the MEP that new surveys have been uploaded. Questions? Call (931) 212-9539

SCHOOL DISTRICT: | STUDENT STATE ID: | ENROLLMENT DATE:
KNOWLEDGE ACADEMIES:

FAMILY & STUDENT HANDBOOK ACKNOWLEDGMENT

SIGNATURE REQUIRED (Per Each Student Enrolled):
The signature below acknowledges that I have read and understand the handbook and related policies of KNOWLEDGE ACADEMIES, Inc. I understand that my signature is required for my child's enrollment, and that all handbook guidelines and policies will be followed, as described in the KA Student Parent handbook.

SCHOOL ATTENDANCE & TRUANCY:
I understand that my child is subject to compulsory school attendance laws and if my child is found to be unlawfully absent from school or habitually truant, law enforcement personnel may take my child into temporary custody and deliver him/her to the Metro Student Attendance Center (MSAC).

Student’s Name (First, Middle, Last Name)

______________________________________________________________

Parent or Guardian Name (First Middle, Last Name)

______________________________________________________________

Parent or Guardian Signature

______________________________________________________________

Date ________________________________

This form is part of the student registration process at KNOWLEDGE ACADEMIES, Inc., and must be returned for official enrollment.