

HARDIN VALLEY ACADEMY



11345 HARDIN VALLEY ROAD
KNOXVILLE, TENNESSEE 37932
knoxschools.org/hardinvalley

MAIN OFFICE 865-690-9690
SCHOOL FAX 865-690-9260

Updated 7/10/2025

ADMINISTRATION

Executive Principal	Kirk Renegar	kirk.renegar@knoxschools.org
Principal of Curriculum & Instruction	Josh Tipton	josh.tipton@knoxschools.org
Principal of Freshman Academy	Jeremy Lorenz	jeremy.lorenz@knoxschools.org
Principal of Business & Law Academy	Brad Collette	brad.collette@knoxschools.org
Principal of Health Science Academy	Tia Shack	tia.shack@knoxschools.org
Principal of STEM Academy	Lauren White	lauren.white@knoxschools.org
Principal of Liberal Arts, Communications, & Design	August Bomely	august.bomely@knoxschools.org

Athletic Director	Brian Wyatt	brian.wyatt@knoxschools.org
865 Academy Coach	Ashli Beeler	ashli.beeler@knoxschools.org
School Board Representative	Betsy Henderson	betsy.henderson@knoxschools.org

SCHOOL COUNSELORS

Freshman	Jen Beckler	jennifer.beckler@knoxschools.org
Business & Law	Taylor Smith	taylor.smith2@knoxschools.org
Health Science	Dana Quick	dana.quick@knoxschools.org
Liberal Arts, Comm, & Design	Carmen Long	carmen.long@knoxschools.org
STEM	Courtney Sanford	courtney.sanford2@knoxschools.org
College & Career	Sam Burkhalter	sam.burkhalter@knoxschools.org
Testing Coordinator	Cassie Lockhart	cassie.lockhart@knoxschools.org

ACADEMY DEANS

Freshman	Jennifer Galloway	jennifer.galloway@knoxschools.org
Business & Law	Laura Shands	laura.shands@knoxschools.org
Health Science	Sarah Price	sarah.price@knoxschools.org
Liberal Arts, Comm, & Design	Angela Dick	angela.dick@knoxschools.org
STEM	Carrie Brimi	carrie.brimi@knoxschools.org

Daily Schedule	Friday Schedule	First Day Half Day Schedule	Study Hall First Full Day Schedule
7AM 7:00 - 8:20	7AM 7:00 - 8:00	7AM No 7am classes this day	7AM 7:00 - 8:20
1st Period 8:30 - 10:05	1st Period 8:50 - 10:02	Study Hall 8:30 - 9:00	Study Hall 8:30 - 9:30
2nd Period 10:12- 11:47	2nd Period 10:09- 11:21	1st Period 9:07 - 9:45	1st Period 9:37 - 10:50
3rd Period 11:54-1:49	Study Hall 11:28- 12:08	2nd Period 9:52 - 10:30	2nd Period 10:57 - 12:09
4th Period 1:56-3:30	3rd Period 12:15- 2:10	3rd Period 10:37 - 11:15	3rd Period 12:16 - 2:11
	4th Period 2:17- 3:30	4th Period 11:22 - 12:00	4th Period 2:18 - 3:30
1 st Lunch 11:54 - 12:19 2 nd Lunch 12:24 - 12:49 3 rd Lunch 12:54- 1:19 4 th Lunch 1:24- 1:49 Students are expected in class 5 min after the end of lunch.	1 st Lunch 12:15 - 12:40 2 nd Lunch 12:45 - 1:10 3 rd Lunch 1:15- 1:40 4 th Lunch 1:45- 2:10 Students are expected in class 5 min after the end of lunch.		1 st Lunch 12:16 - 12:41 2 nd Lunch 12:46 - 1:11 3 rd Lunch 1:16 - 1:41 4 th Lunch 1:46 - 2:11 Students are expected in class 5 min after the end of lunch.

Alternate Schedule (Assembly)	One Hour Late Alternate Schedule	Two Hour Late Alternate Schedule	Half Day Alternate Schedule
7 AM 7:00- 8:20	No 7 AM Classes	No 7AM Classes	7AM 7:00 - 8:20
1st Period 9:30 -10:45	1st Period 9:30- 10:45	1st Period 10:30- 11:25	1st Period 8:30 - 9:18
2nd Period 10:52 -12:07	2nd Period 11:52- 12:07	2nd Period 11:32- 12:27	2nd Period 9:25- 10:12
3rd Period 12:14 - 2:09	3rd Period 12:14- 2:09	3rd Period 12:34- 2:29	3rd Period 10:19- 11:06
4th Period 2:16 - 3:30	4th Period 2:16- 3:30	4th Period 2:36- 3:30	4th Period 11:13- 12:00
1 st Lunch 12:14 -12:39 2 nd Lunch 12:44 -1:09 3 rd Lunch 1:14 - 1:39 4 th Lunch 1:44 - 2:09 Students are expected in class 5 min after the end of lunch.	1 st Lunch 12:14- 12:39 2 nd Lunch 12:44- 1:09 3 rd Lunch 1:14- 1:39 4 th Lunch 1:44- 2:09 Students are expected in class 5 min after the end of lunch.	1 st Lunch 12:34- 12:59 2 nd Lunch 1:04- 1:29 3 rd Lunch 1:34- 1:59 4 th Lunch 2:04- 2:29 Students are expected in class 5 min after the end of lunch.	

BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

The link above has the information for the expectations and rules that all students are expected to know and abide by.

GRADUATION REQUIREMENTS

The link above is to the academic information section of the school counseling HVA website.

SCHOOL COUNSELING SERVICES

Click on the link above to access information about the counseling department, including contacting your counselor, and the programs and services provided by the counseling department.

LIBRARY/MEDIA SERVICES

The library is open 7:30-4:00 Monday through Friday. Online resources are available 24/7.

ATTENDANCE POLICY

TARDY POLICY

Please familiarize yourself with our tardy policy below so that you know the expectations and consequences should you arrive late to class.

- Students who arrive at school after the 8:30 bell rings WILL BE COUNTED TARDY.
- When a student is tardy to school for any reason, the student must sign into the front office.
- Any student who is NOT 100% physically inside the classroom when the tardy bell finishes ringing will be marked tardy for that class period.
 - 1st Tardy: Teacher records tardy in Aspen, provides warning, and reminds student of tardy policy
 - 2nd Tardy: Teacher records tardy in Aspen, contacts parent/guardian, and reminds student of tardy policy
 - 3rd Tardy: Teacher records tardy in Aspen, contacts parent/guardian, and submits conduct referral in Aspen. Administrator assigns Lunch Detention
 - 4th Tardy: Teacher records tardy in Aspen and submits conduct referral in Aspen. Administrator contacts parent/guardian and assigns one block of RLC
 - 5th Tardy: Teacher records tardy in Aspen and submits conduct referral in Aspen. Administrator contacts parent/guardian and assigns one day of RLC.
 - 6th Tardy: Teacher records tardy in Aspen and submits conduct referral in Aspen. Administrator contacts parent/guardian and schedules mandatory parent meeting. Parking pass revoked for 4 weeks. Knox County School Board Policy J-191 followed
- Tardies for medical appointments and/or court appearances will be excused as long as medical/court documentation is provided.
- When it is necessary for a student to be tardy to school because of a medical appointment, families should request medical note excuse documentation from the medical office.
- When the student reports to school after a medical appointment, he/she must sign in to the front office and turn the medical note into Student Affairs or one of the Absence Note boxes within 5 days.
- Students must arrive at school BEFORE noon to be counted present for the school day.

Students who are chronically tardy (five or more times) may lose parking privileges.

NOTES FOR ABSENCES

Parent/guardian notes must include the parent/guardian's name and phone number clearly written as well as the student's full name. Three options for submitting parent/guardian notes and doctor's excuses:

1. (PREFERRED) Parents/Guardians may email the attendance office their note or they may scan and email a doctor's excuse. Email: hva.attendance@knoxschools.org

2. Students bring the parent/guardian note or doctor's excuse to school and will turn it in to either the front office or Student Affairs office at E201.

3. The parent/guardian note or doctor's note or excuse may be faxed to the Student Affairs Office at 865-539-5430.

When your student is absent from school, you DO NOT need to call the school to report the absence. You DO need to provide the school documentation for the absence.

WHEN STUDENTS GO TO THE DOCTOR

- Get a doctor's excuse for all the dates of your child's absence.
- Make sure the note includes your child's first AND last name.
- Use one of the options listed above to submit the doctor's excuse.

WHEN STUDENTS ARE SICK BUT DO NOT GO TO THE DOCTOR

- A parent/guardian must write a note stating that the student was ill and could not attend school.
- Include your child's first and last name.
- The note must include all of the dates that your student was absent and a parent/guardian signature.
- Use one of the options listed above to submit your parent/guardian note.

Only ten days per school year will be excused with a parent note. After a student has accumulated FIVE days of unexcused absences, Juvenile Court becomes involved..

WHEN STUDENTS ARE ABSENT FOR REASONS OTHER THAN ILLNESS

- Parents/guardians should write a note stating why your student was absent.
- In the case of a death in the family, please include an obituary.
- Officials of the court may provide a note for mandated court appearances.
- Make sure the note includes your child's first AND last name.
- The note must include all of the dates that your student was absent and a parent/guardian signature.
- Use one of the options listed above to submit your parent/guardian note.
- PLEASE NOTE: Vacations and non-school sanctioned events are NOT excused according to Knox County School Board Policy.

EARLY DISMISSALS

If your student does not drive and needs to leave school early:

- The parent/guardian may submit an email the evening before or the morning of the dismissal to hva.attendance@knoxschools.org (preferred method) or write a note.
 - If sending a note, your student must bring the note to the Student Affairs Office before 8:30 am
 - The email or note must include your child's first and last name, parent/guardian's name and phone number, the date and time of dismissal and a signature.
 - The note must include a number where you can be reached so we can verify your child's early dismissal and a parent/guardian signature.
 - An early dismissal note will be written once you have been contacted.
 - Your student will stop by the Student Affairs office before school begins or during class change to pick up his/her early dismissal note.
 - Your student must show the early dismissal note to the teacher of the class from which the student is leaving. At the time shown on the early dismissal note, the student must report to the office with the Early Dismissal Note.
 - The parent/guardian or a person listed as an emergency contact must come into the front office and present a photo ID in order to check out the student.
 - If your student returns to school after the appointment, the parent/guardian does not have to come into the office; however, the student MUST check in upon returning.
- Approved pick up list:
- A person can only be added to a student's approved pick up list with WRITTEN permission from the parent or guardian sent to the Student Affairs office. (In cases of emergency, we may add someone verbally with permission from parent or guardian but must have it in writing as soon as possible)
 - Parent or guardian should send a written notice in advance that a person on their pick-up list will be coming to check out their student on that day.

- Parents/Guardians must be notified that adding someone to their pickup list gives them permission to check out and drive their student at any time.
- If at any time there is a question about who is picking up a student, a parent or guardian must be notified and give consent.
- Person signing the student out must show ID and confirm that they will be driving the student.
- Persons on the pick-up list cannot sign out a student if they are not actually transporting the student themselves.

If your student is a driver and needs to leave school early:

- The parent/guardian may submit an email the evening before or the morning of the dismissal to hva.attendance@knoxschools.org (preferred method) or write a note.
- If sending a note, your student must bring the note to the Student Affairs Office BEFORE 8:30 am and place it in the box located outside the Student Affairs door on the date he/she needs to leave early.
- The email or note must include your child's first AND last name, parent/guardian's name and phone number, the date and time of dismissal and a signature.
- The note must include a number where you can be reached so we can verify your child's early dismissal and a parent/guardian signature.
- An Early Dismissal Note will be written once you have been contacted.
- Your student will stop by the Student Affairs office before school begins or during class change to pick up his/her Early Dismissal note.
- At dismissal time, your student must show the Early Dismissal Note to the teacher, and then bring the Early Dismissal Note to the office.
- Your student must turn in the Early Dismissal Note to the front office staff and then sign out of school. The student will be sent back to the teacher if he/she does not bring the note to the office.
- A student must stay in school for a total of 3 hours and 30 minutes to be counted present for the day. Leaving before noon and not returning will result in an absence from school for the day.
- 18-year-olds: Students being claimed on parents tax forms and considered dependents CANNOT check themselves out. Eighteen-year-olds are advised to bring an early dismissal note as outlined above to
- Any senior who has already taken two visits and is given the opportunity to return to a college/university campus for a scholarship competition may receive an additional college visit day pending approval from the principal. avoid delays in the checkout process. They may be permitted to sign themselves out pending administrator approval and parent notification.

Dismissal for off-campus lunch is prohibited.

Outside food items are deemed non-essential and will not be allowed.

IF YOUR student BECOMES SICK AT SCHOOL, please advise your student to report to the school nurse as soon as possible. The school staff will contact you to inform you of the illness. If your student is a driver, the school nurse will let you know if she feels it is safe for your student to drive. The school staff MUST CALL YOU in order for your student to leave school because of illness, even if your student is 18.

COLLEGE VISITS

- Juniors and seniors are permitted two days per year for college visits.
- College visits are counted as field trips for the student and do not count as an absence.
- Before a student goes on a college visit, he/she must obtain prior approval from his/her counselor.
- Students must bring back documentation of the visit on official college letterhead.
- Upon returning to school, the student should turn in the documentation from the college visit to the Student Affairs office or one of the Absence Note boxes.

MAKE-UP WORK

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

If students are absent for at least three days, parents may call the front office to request make-up work. The office and teachers must have 24 hours to gather necessary assignments. The student is more than welcome to email his/her teacher when absent and request work. *Make-up work should be completed before or after a regular school day, not during class time.*

FIELD TRIPS

Students going on school-sponsored field trips should turn in a [Knox County Medical Release](#) form (preferably notarized but not required). One form will cover all field trips for the entire school year. Students are responsible for work missed when on a field trip and should make prior arrangements with their teachers.

ABSENCES FOR SPECIAL EVENTS

If you wish to miss school for a special event (wedding, educational/leadership conference, trip, etc.), parents should send a request to the principal for approval at least ten days in advance. With administrative approval, the student may request academic materials from teachers, although some work (tests, special lessons, etc.) may be impossible to make-up or plan for in advance. Requests must be avoided during final exams.

ABSENCES FOR OUT-OF-SCHOOL SUSPENSION

Students who are out of school for disciplinary suspension are permitted to make-up the work missed; however, it is the student's responsibility to initiate the make-up work as soon as he/she returns to school. If the student does not take the initiative, zeros may be assigned for work missed. A suspended student is not permitted to participate in extracurricular activities including athletic practices and competitions and is not allowed on any KCS campus or sponsored event through the duration of the suspension.

TEXTBOOKS, MATERIALS, AND FEES

TEXTBOOKS: Textbooks are assigned to students for some classes. In a few cases, it is necessary to use "class sets" of books or digital media. All textbooks issued to students must be returned or replaced at the end of the class.

MATERIALS: Materials and equipment necessary for classes are normally provided for students. There may be some situations where it is advisable to purchase certain items in order to experience the full benefit of classroom instruction and/or activities. In these cases, a note of explanation is sent to parents.

FEES: To provide adequate supplies for specified scholastic offerings, it is necessary to request a fee to offset costs for supplies, materials, etc. Each student is given a Fee List that gives details of these charges and procedures for collection by the staff. Fees can be paid online [here](#).

END-OF-COURSE TESTS

Exam dates for the entire school year are published well in advance so families may plan accordingly to avoid conflicts. *Our staff will not be asked by the administration to give exams early except in exceptional situations.* State EOC exams will be given in English I, English II, Algebra I, Geometry, Algebra II, US History, and Biology. These tests will count 15% of the final grade. KCS final exam results will also count as 15% of the final grade. Students will not be required to pass any one exam, but instead must achieve a passing score for the final cumulative grade.

MEDIA RELEASE

Photos or information about a student will not be released to the media without written consent. Refer to the information and signature page (Parent and Student Signature Page on green paper) that was given out on the first day of school. If these are acceptable, sign the release statement and return. It is HVA's goal to produce a positive image of our school and our students in all forms of media.

WIRELESS COMMUNICATION DEVICES

Students are allowed to bring cell phones, smart watches, headphones, personal laptops and other electronic devices to school. These items, however, may NOT be used during instructional time, class transitions or lunch. Repeated violations result in disciplinary consequences as well. Students who bring personal wireless communication devices should secure these items at all times. The administration and staff are not responsible for these items and discourage students from bringing the devices on campus.

For offenses that occur during instructional time:

- 1st Offense: Teacher collects phone for duration of class period and teacher notifies parent
 - Teacher notification should be via ParentSquare (for documentation purposes)
- 2nd Offense: Teacher collects phone, turns it into main office, submits discipline referral in Aspen, teacher notifies parent
 - Teacher notification should be via ParentSquare (for documentation purposes)
 - Student may pick up at end of school day (3:31)
 - Admin to hold conference with student
- 3rd Offense: Teacher collects phone, turns it into main office, submits discipline referral in Aspen, admin notifies parent
 - Parent must pick up phone (communicated to parent by admin)
 - Admin to hold conference with student
- 4th Offense: Teacher collects phone, turns it into main office, submits discipline referral in Aspen, admin notifies parent
 - Parent must pick up phone (communicated to parent by admin)
 - Admin to assign one period in RLC
- 5th Offense: Teacher collects phone, turns it into main office, submits discipline referral in Aspen, admin notifies parent
 - Parent must pick up phone (communicated to parent by admin)
 - Admin to assign one day in RLC
- 6th Offense: Teacher collects phone, turns it into main office, submits discipline referral in Aspen, admin notifies parent
 - Parent must pick up phone (communicated to parent by admin)
 - Admin to assign two days in RLC
 - Consideration for student loss of privileges (extracurricular activities such as clubs, sporting events, etc. and school activities such as Winter Formal, Prom, etc.)
- 7th+ Offense: Teacher collects phone, turns it into main office, submits discipline referral in Aspen, admin notifies parent
 - Parent must pick up phone (communicated to parent by admin)
 - Admin to assign out of school suspension
 - Consideration for student loss of privileges (extracurricular activities such as clubs, sporting events, etc. and school activities such as Winter Formal, Prom, etc.)



THERE IS A PLACE FOR EVERY HAWK IN THE NEST. CONNECT!

ATHLETICS *Read our athletic policies [here](#).*

Baseball
Basketball
Bowling
Cheer
Cross Country
Dance

Football
Girls Flag Football
Golf
Lacrosse
Soccer
Softball

Swim and Dive
Tennis
Track and Field
Volleyball
Wrestling

CAMPUS ORGANIZATIONS *Any student interested in starting a club must find a faculty sponsor* Click on the link for more information [HVA Organizations](#)

AeroHawks
Asian Student Association
Black Student Union
Book Club
HVA Boys Volleyball
B & L Student Leaders
Climbing Team
DECA
Dungeons & Dragons Club
Earth Club
Entrepreneurship
Ethics Bowl

FCA
FCCLA
Game Changers
Gradient
Swim and Dive Team
Hawkeye News
HOSA
Interact Club
Latino Student Alliance
Mu Alpha Theta
Muslim Student Association
National Art Honor Society

National Honor Society
Peer Tutoring
Project U
RoHAWKtics
Scholars Bowl
STEMbassadors
Student Council
Technology Student Association
Travel & Culture
Wingin'It Improv Team
Youth in Government

FINE ARTS

Chorus
Indoor Percussion
Musical Theater
National Art Honor Society

Orchestra
Percussion Ensemble
Spirit of the Valley Marching
Band

Symphonic Band
Theater
Visual Arts
Winter Guard

DRIVING ON CAMPUS

Student drivers are expected to adhere to specific parking/traffic guidelines and sign a contract agreeing to do so. Violations of these guidelines will have serious consequences. Driving privileges are subject to academic progress, discipline issues, attendance/punctuality and safety to be determined by administrative staff at our discretion.

HVA is not financially responsible for vehicular damage or theft that may occur while the vehicle is on campus. However, a sheriff's officer can complete an accident report that the student can submit to the student's automobile insurer. The administration will administer appropriate disciplinary action if vehicle damage is the result of campus safety or rule violations.

There is no parking behind the softball field. Students who park in between the softball field and the barber shop will be towed.

PARKING

Because of the limited parking spaces available, parking permits will be sold to seniors first and then to others on a space available basis. The upper parking lot, closest to Hardin Valley Road, will be used as the band practice area until the end of football season. Parking will be permitted around the perimeter of this area until that time. The administration will sell additional parking passes when these spaces open. To purchase a parking pass go to Student Affairs.

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

HARDIN VALLEY ACADEMY TRAFFIC REGULATIONS

The safety of our students, parents and staff is an ongoing concern for the administration at Hardin Valley Academy. As our population continues to grow, we must be adamant that all visitors to our campus adhere to our traffic regulations and procedures:

Parents should not drop-off or pick-up students in the bus lane, behind the building or in the student parking lot area. Parents and students are not to use the drive behind the school for any reason between the hours of 6am and 5 pm.

1. Maintain the 10 M.P.H. speed limit while on campus.
2. Parents enter through the east (first) entrance. Students enter through the west (second) entrance. Students must exit through the west entrance as well. On the map, parents will follow the green route and students follow the blue route.
3. Do not block student crosswalks.
4. Parents who need to park must do so in the Visitor spaces or in the Student Parking Lot across from the atrium. This includes early dismissals prior to 3:20. However, parents are not to pick up children in the student parking lot after 3:20.
5. Parents, students and staff are not to use the bus lane (yellow route) on the west side of the school between 7:30 am and 4:30 pm.

Clarification of Student Drop – Off and Pick – Up Procedures

To ensure the safety of all Hardin Valley Academy students, please help us to regulate the flow of traffic by following the drop-off and pick-up procedures listed below. All student drop-offs and pick-ups must take place at the sidewalk in front of the school. The right lane, or inside lane, is along the curb. The left lane, or outside lane, is closest to staff and visitor parking in the loop drive area.

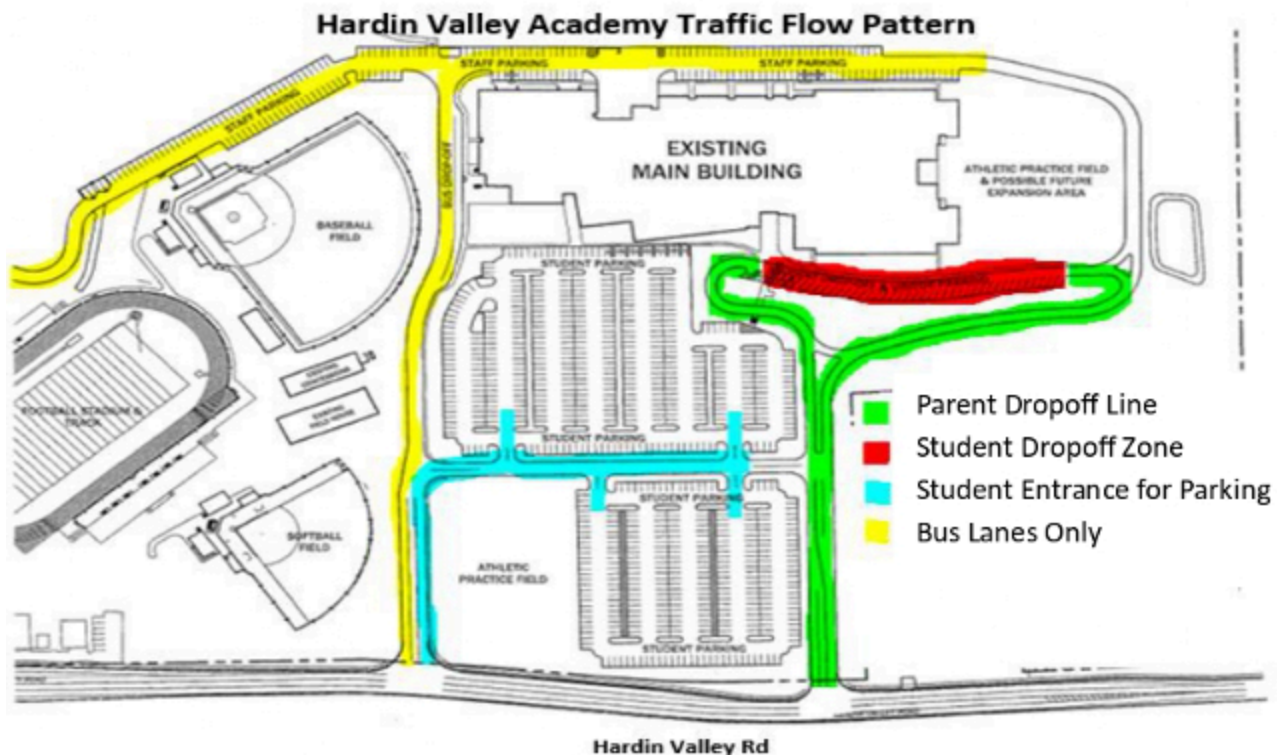
- **Drop-Off Procedure:** Two lines form: Two lanes may form in front of the school to drop off students. Students must exit vehicles behind the crosswalk. Parents must not stop their vehicles to pick up or drop off students once they have crossed over the crosswalk. Students may be dropped off anywhere along the sidewalk in front of the school prior to the crosswalk; they do not have to wait until you are at the front of the line. See the red zone on the map.
- **Pick-Up Procedure:** One-line forms Parents are allowed to wait in the inside lane along the curb for students. Once your student is in your vehicle, you may merge to the left into the outside lane. You should only be in the outside lane if your student is in the vehicle with you and you are ready to leave. To ensure an efficient pick-up procedure, please have your student come to the sidewalk alongside the building when school is released. Again, your student does not have to wait until you are at the crosswalk to get in your car.

Students should arrive early to school to avoid last minute congestion. To alleviate tardies and ease traffic flow, the administration encourages parents to drop students off by 8:20 a.m. Thank you in advance for your consideration and cooperation.

TRAFFIC FLOW

Parents and students who drive on campus need to be familiar with campus traffic patterns, speed limits, parking areas, and other guidelines to avoid confusion and to ensure the continued safety of students.

Parents are not permitted to drop off or pick up students in the student parking lot or behind the school. All pick ups and drop offs must be made from the drive directly in front of the school.



KNOX COUNTY SCHOOLS POLICIES

*Students are expected to abide by all KCS policies, which can be found in their entirety [here](#).
Highlights from the policy can be found below:*

[ATTENDANCE POLICY](#)

[CHROMEBOOK POLICIES AND PROCEDURES](#)

[CIVILITY CODE](#)

[CONTACT INFORMATION](#)

[COUNSELING INFORMATION](#)

[DISCIPLINE](#)

[DRESS CODE](#)

[EQUAL OPPORTUNITY NOTICE](#)

[FAQ's](#)

[GRADING POLICY](#)

[HARASSMENT AND BULLYING POLICY](#)

[HVA FOUNDATION](#)

[IMPORTANT CONTACT INFORMATION](#)

[MEAL PLAN](#)

[MEDICATION POLICY](#)

[PARENT/TEACHER CONFERENCE](#)

[PARENT SQUARE](#)

[PLAGIARISM POLICY](#)

[SEARCH](#)

[TESTING](#)

[VOLUNTARY STUDENT INSURANCE](#)

[YEARBOOK](#)

[ZERO TOLERANCE POLICY](#)