

HARDIN VALLEY ACADEMY



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

MAIN OFFICE 865-690-9690
COUNSELING OFFICE 865-690-9912
SCHOOL FAX 865-690-9260

Updated 8/1/2024

ADMINISTRATION

Executive Principal	Kirk Renegar	kirk.renegar@knoxschools.org
Principal of Curriculum & Instruction	Amber Roberts	amber.roberts2@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, Communication, & Design	Nicole Slayton	nicole.slayton@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
Freshman	Sam Burkhalter	sam.burkhalter@knoxschools.org
Business & Law	Taylor Smith	taylor.smith2@knoxschools.org
Health Science	Dana Quick	dana.quick@knoxschools.org
Liberal Arts, Communication, & Design	Carmen Long	carmen.long@knoxschools.org
STEM	Courtney Sanford	courtney.sanford2@knoxschools.org
College & Career	Sarah Patton	sarah.patton@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, Communication, & Design	Angela Dick	angela.dick@knoxschools.org
STEM	Carrie Brimi	carrie.brimi@knoxschools.org

HVA Bell Schedules 2024-25

Daily Schedule	Friday Schedule*	Alternate Schedule	First Day Half Day Schedule	Study Hall First Full Day Schedule
<u>7AM</u> 7:00 - 8:20	<u>7AM</u> 7:00 - 8:00	<u>7AM</u> 7:00 - 8:20	<u>7AM</u> No 7am classes this day	<u>7AM</u> 7:00 - 8:20
<u>1st Period</u> 8:30 - 9:53	<u>1st Period</u> 8:50 - 10:18	<u>1st Period</u> 8:30 - 10:05	<u>Study Hall</u> 8:30 - 9:00	<u>Study Hall</u> 8:30 - 9:30
<u>2nd Period</u> 10:00 - 11:23	<u>2nd Period</u> 10:25 - 11:53	<u>2nd Period</u> 10:12 - 11:47	<u>1st Period</u> 9:07 - 9:45	<u>1st Period</u> 9:37 - 10:50
<u>Study Hall</u> 11:30 - 12:00	<u>3rd Period</u> 12:00 - 1:55	<u>3rd Period</u> 11:54 - 1:49	<u>2nd Period</u> 9:52 - 10:30	<u>2nd Period</u> 10:57 - 12:09
<u>3rd Period</u> 12:07 - 2:02	<u>4th Period</u> 2:02 - 3:30	<u>4th Period</u> 1:56 - 3:30	<u>3rd Period</u> 10:37 - 11:15	<u>3rd Period</u> 12:16 - 2:11
<u>4th Period</u> 2:09 - 3:30	**Students will remain in atrium until 8:43		<u>4th Period</u> 11:22 - 12:00	<u>4th Period</u> 2:18 - 3:30
<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>		<u>Lunch</u>
1 st Lunch 12:07 - 12:32 2 nd Lunch 12:37 - 1:02 3 rd Lunch 1:07 - 1:32 4 th Lunch 1:37 - 2:02 Students are expected in class 5 min after the end of lunch.	1 st Lunch 12:00 - 12:25 2 nd Lunch 12:30 - 12:55 3 rd Lunch 1:00 - 1:25 4 th Lunch 1:30 - 1:55 Students are expected in class 5 min after the end of lunch.	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 12:16 - 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.

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

*Each Friday

BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

All students are expected to be familiar with and abide by these rules.

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

Please familiarize yourself with our attendance policy so that you will know what to do if you are absent, tardy, or need to leave school early.

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 and seated 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 contacts parent/guardian
 - 3rd Tardy: Teacher contacts parent/guardian and assigns Lunch Detention
 - 4th Tardy: Teacher submits conduct referral in Aspen. Administrator assigns one block of RLC and contacts parent/guardian
 - 5th Tardy: Teacher submits conduct referral in Aspen. Administrator assigns one day of RLC, contacts parent/guardian, and notifies parent/guardian that 6th Tardy will require mandatory parent meeting
 - 6th Tardy: Administrator contacts parent/guardian and schedules mandatory parent meeting. Tardy Contract initiated, and 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.

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.

CELL PHONES AND PERSONAL ITEMS

Students are allowed to bring cell phones, iPods, and other electronic devices to school. These items can ONLY be used during class transitions and lunch. They are not to be used during class time unless directed by the teacher. If misuse occurs, the item will be confiscated and returned to a parent. Refusal to turn over a device will result in a discipline referral for non-compliance. Repeated violations result in disciplinary consequences as well. It is the

student's responsibility to keep these items on his/her person at all times. Students who bring personal items including but not limited to cell phones, electronics or large amounts of money should secure items at all times. We discourage storing these items in backpacks, purses, or lockers. Again, to keep these items secure, the student is to keep the item on his/her person. The administration and staff are not responsible for these items and discourage students from bringing the devices on campus. Theft generally happens when students are careless with their belongings.

- 1st Offense: Teacher collects phone for duration of class period + teacher notifies parent
- 2nd Offense: Teacher collects phone, turns it into main office, submits discipline referral in Aspen + teacher notifies parent
 - Student may pick up at end of school day (3:31)
- 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)

DELIVERIES AND MESSAGES FOR STUDENTS

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only.

Outside delivery items including food (e.g., DoorDash), flowers, balloons, and other packages are deemed non-essential and will not be allowed. No exceptions. Parents dropping off food for students may only do so during the student's designated lunch time and only for their individual student. It is the responsibility of the parent to communicate with the student regarding food being dropped off. The food must be placed on the item drop-off shelves in the main office. It is the responsibility of the student to pick up the food during the appropriate designated lunch time, and the school is not liable for any food dropped off and placed on the shelves. The food may not be taken back to the classroom. Any food left on the shelves at the end of the day will be thrown away.



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

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

- | | | |
|---------------|---------------------|-----------------|
| Baseball | Football | Swim and Dive |
| Basketball | Girls Flag Football | Tennis |
| Bowling | Golf | Track and Field |
| Cheer | Lacrosse | Volleyball |
| Cross Country | Soccer | Wrestling |
| Dance | Softball | |

[CAMPUS ORGANIZATIONS](#) *Any student interested in starting a club must find a faculty sponsor.*

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|-------------------------|----------------------------|--------------------------------|
| AeroHawks | Flight Yearbook | National Honor Society |
| Book Club | French Club | Peer Tutoring |
| Chess Team | Gradient | Project U |
| Climbing Team | Hawkeye Multimedia | RoHAWKtics |
| CyberPatriots | HOSA | Science Bowl |
| DECA | Indoor Percussion | Slip of the Pen Lit Mag |
| Drama Club | Interact Club | Spanish Club |
| Dungeons & Dragons Club | International Club | Student Council |
| Ethics Bowl | Key Club | Technology Student Association |
| FBLA | Latino Student Alliance | Teens for Christ |
| FCA | Model United Nations | Travel & Culture |
| FCCLA | Mountain Biking Club | Young Life |
| | Mu Alpha Theta | Youth in Government |
| | National Art Honor Society | |

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.

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 click [here](#).

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.

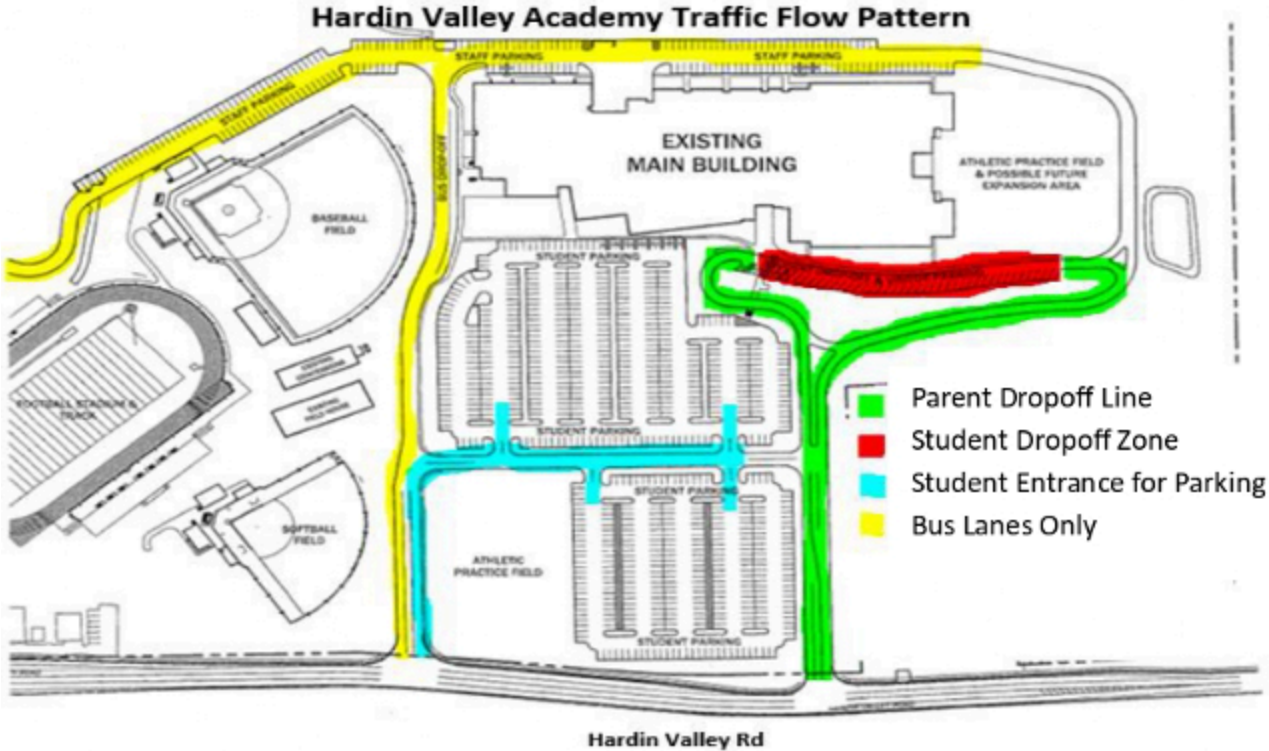
- **Drop-Off Procedure: Two lines form:** Two lanes may form in front of the school to drop off students. Students must exit vehicles behind the crosswalk. Parents must not stop their vehicles to pick up or drop off students once they have crossed over the crosswalk. Students may be dropped off anywhere 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 child is in your vehicle, you may merge to the left into the outside lane. You should only be in the outside lane if your child is in the vehicle with you and you are ready to leave. To ensure an efficient pick-up procedure, please have your child come to the sidewalk alongside the building when school is released. Again, your child 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](#)

[DISCIPLINE POLICY](#)

[DRESS CODE](#)

[EQUAL OPPORTUNITY NOTICE](#)

[HARASSMENT AND BULLYING POLICY](#)

[MEDICATION POLICY](#)

[PERSONAL COMMUNICATION DEVICE POLICY](#)

[PLAGIARISM POLICY](#)

[UNSAFE SCHOOLS CHOICE](#)

[SEARCH POLICY](#)

[ZERO TOLERANCE POLICY](#)