



# Hardin Valley Middle School

## Student Handbook

2025-2026

### Our Mission

Hardin Valley Middle School exists to help all students build on the foundations of elementary school while preparing students for the rigors of high school and beyond.

### Our Vision



### Our History

Hardin Valley Middle School, a cornerstone of the rapidly growing Hardin Valley community in Knoxville, Tennessee, opened its doors in 2018. The school quickly became a hub for the area's expanding population, boasting a student body of 1,100 students in its early years. As the community continued to flourish, so did the school, with enrollment numbers fluctuating but consistently remaining high, reflecting the area's strong family-oriented demographic. Hardin Valley Middle School has fostered a strong sense of community, with active parent-teacher associations and community clubs that support various academic and extracurricular pursuits. The school has become an integral part of the Hardin Valley fabric, contributing to the area's growth and providing a quality education for its students.

**Hardin Valley Middle School**

2280 Steele Rd.  
Knoxville, TN 37932  
865-539-7827

**Administration**

Dr. Rachel Harmon, Executive Principal	<a href="mailto:rachel.harmon@knoxschools.org">rachel.harmon@knoxschools.org</a>
Ara Langford, 6th-Grade Asst. Administrator	<a href="mailto:ara.langford@knoxschools.org">ara.langford@knoxschools.org</a>
Jennifer Maryanski, 7th-Grade Asst. Principal	<a href="mailto:jennifer.maryanski@knoxschools.org">jennifer.maryanski@knoxschools.org</a>
Scott Stooksbury, 8th-Grade Asst. Principal, Athletic Director	<a href="mailto:scott.stooksbury@knoxschools.org">scott.stooksbury@knoxschools.org</a>

**Counselors**

Celena Davis, 6th-Grade Counselor	<a href="mailto:celena.davis@knoxschools.org">celena.davis@knoxschools.org</a>
Kendall Kobler, 7th-Grade Counselor	<a href="mailto:kendall.kobler@knoxschools.org">kendall.kobler@knoxschools.org</a>
Rebecca Gomez, 8th-Grade Counselor	<a href="mailto:rebecca.gomez@knoxschools.org">rebecca.gomez@knoxschools.org</a>

**Front Office**

Michelle Sitton - Registrar  
Paige Freshour - Attendance Secretary  
Nikki Henson - Secretary  
Jacki Scasny - Bookkeeper

**Miscellaneous Contacts**

KCS Transportation Office	865-594-1550
KCS Central Office	865-594-1800
KCS Superintendent's Office	865-594-1620
KCS Transfer Office	865-594-1506
KCS Health Services	865-594-3643

**Communication to stakeholders (Parent Square)**

All communication to parents, families, and other stakeholders will be done via ParentSquare.

<https://www.parentsquare.com/signin>

## **Helpful Links to Stay Connected**

[Canvas](#)

[Aspen](#)

[Facebook](#)

[Instagram](#)

## **Attendance**

### **Absences:**

- Please reference the [KCS School Board Attendance Policy](#) for information related to excused/unexcused absences & the progressive truancy intervention plan.
- In order to be counted present, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. In order for students to participate in school sponsored activities (practices, games, concerts, etc.) they must be counted present that school day.
- Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.
- When a student is absent, the parent will be notified by School Messenger.
- Our building opens for car riders & walkers at 7:30 am. All students must be picked up by 4:00.
- If a student is absent from school he/she shall be given the opportunity to make up assignments that were missed. 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.

### **Early Dismissals:**

- If a student must leave during the school day, a parent/guardian must come to the school office to check the student out. The person checking the student out must be listed in Aspen & must present identification. Phone calls or emails will not be accepted for early dismissals.
- Due to the demands of afternoon dismissal, we will be unable to call students for early dismissal after 2:45pm.
- When checking out your student, please be aware of their schedule, including PA time/lunch. It can take longer to retrieve students during certain times of the day, so please allow extra time when you are checking them out for appointments.

### **Tardies:**

- Students must sign in at the office upon entering the building. Parents are not required to escort the student into the building.
- Tardy to class is a Level 1 offense according to J-191. Repeated tardies to class will be treated as non-compliance.

- Refer to board policy J-191 for the steps of progressive discipline.

### **Activities**

- Many activities are planned each year to enrich the middle school experience for our students. These activities include assemblies, field trips, guest speakers, sanctioned sports, spring field days, celebrations, dances, club activities, etc. These activities are considered privileges, and student participation/attendance is based on the demonstrated ability to properly conduct one's self. Exclusion from certain or all activities may be imposed on students who fail to conduct themselves appropriately in classes or at previous activities. Students serving OSS are automatically excluded from all school activities during that time.

### **Athletics**

- Knox County sanctions the following sports: Girls/Boys Basketball, Cheerleading & Track. Please refer to the HVMS website for updated information related to Athletics. All KCS and HVMS policies will be enforced at athletic events. Students suspended from school are **NOT** allowed to attend after school functions. If late pickup is a problem, students may be prohibited from attending future after school events.
- Please be aware that community teams (soccer, baseball, softball, football, volleyball, golf, dance, etc.) ARE IN NO WAY SPONSORED, APPROVED, GOVERNED OR CONTROLLED BY HARDIN VALLEY MIDDLE OR KNOX COUNTY SCHOOLS. Any and all concerns regarding these teams should be made to the coaches involved or the Knox County Recreation Department.

### **Expectations for Attending After-School Athletic Events**

- No outside food or drink allowed in the gym during games
- No re-entry into the game after a student leaves the building.
- KCS discipline policies apply to athletic events
- Students who are not picked up in a timely manner may be suspended from attending other after-school events.

### **Bus Information**

- Please reference the [KCS Transportation website](#) for information related to bus stop location, eligibility, contact information, etc.
- Please reference the [KCS School Board Bus Conduct Policy](#) for disciplinary expectations related to transportation.
- If a student is riding a different bus, they must have a note dated and signed by the parent/guardian with the bus number. The student must submit notes to the front office by 8:45 a.m. for administrator approval. Students will not be allowed on an alternative bus without the signed note. Administration has the right to refuse requests based on space or student conduct.

### **Cafeteria Guidelines**

- Outside food is not allowed to be brought in by or for students; however, homemade lunches are allowed

- All food and drinks must be consumed in DESIGNATED AREAS only, unless by special permission. Cafeteria food must be consumed or discarded before leaving the cafeteria.
- Eating areas are to be left clean and trash-free.
- Visitors are not permitted in the cafeteria during lunch periods.
- Each student is to use his/her personal cafeteria number only. Food or drink not presented and paid for will be considered stolen, and appropriate disciplinary actions will be assigned. All school behavior guidelines should be followed during lunch.
- Students by class will be assigned times to clean tables (hydrogen peroxide based solution) between lunches.

### **Civility Code**

- Please reference the [KCS School Board Civility Code](#) for expectations within our school community.
- Please note that any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such a person does not immediately and willingly leave, law enforcement may be called.

### **Communication with students/forgotten items**

- Due to the large number of students at HVMS, the office is unable to relay messages to students during the school day. Students may get permission to use the office phone.
- There is a shelf in the vestibule where parents may leave items for students to pick up during class change/lunch time.
- Outside food is NOT permitted. Parents/visitors are not allowed to eat lunch with students.

### **Wireless Communication Devices**

- Please refer to the [KCS Wireless Communication Device Policy](#) for information regarding student use of cell phones. Wireless communication devices include, but are not limited to, cell phones, smartwatches, headphones, and other similar devices.
- At HVMS, students must abide by the following conditions:
  - Students' wireless communication device(s) should be turned off and stored in backpacks during instructional hours (8:00 - 3:30) . If a student does not have a backpack to store their wireless communication device, the student can take the device to the front office for the day and pick it up at the end of the day without penalty.
  - If a student is caught using a wireless communication device during school hours, they must take it to the front office.
    - First Offense: Parent contact/student collects at 3:30
    - Second Offense: Parent contact/parent collects at 3:30
    - Third Offense: Parent contact/parent collects at 3:30/Aspen referral for non-compliance
  - Students are not allowed to wear wireless headphones or wireless earbuds. Wireless earbuds will be treated the same as wireless communication devices.
- ***HVMS is not responsible for any lost or stolen items, including cell phones, headphones/earbuds, other electronic devices, any items brought from home, etc. In addition,***

***if a student chooses to bring items not issued by KCS to school, HVMS will not be obligated to investigate loss/theft/damage.***

- Improper use of electronic devices may result in confiscation of the device until it can be released directly to a student's parents/guardians. A student in violation of this policy is subject to related disciplinary action. Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school-sponsored events. Unauthorized recordings may result in disciplinary action.

### **Chromebooks**

- Chromebooks are assigned to students at the beginning of the year for use throughout the school year during normal business hours. A device agreement must be signed in order for the student to bring the device home.
- Insurance is available for all students to protect them financially from charges due to damage from unforeseen circumstances.
- All devices now include a case and screen protector, and these should remain on the device at all times.
- Recurring device damage, as well as acts of negligence, may result in revoking the privilege of taking the device home.
- Stickers are not permitted on the device or the provided case.
- A device agreement and insurance link will be provided to families at the beginning of the year.
- Chromebooks are school-issued devices intended for educational purposes and school assignments. Using the device in an inappropriate manner can result in disciplinary action.

### **Discipline**

- Please reference the following KCS School Board Policies related to student discipline:
  - a. [KCS Disciplinary Options](#)
  - b. [Student Suspension](#)
  - c. [Zero Tolerance Offenses](#)
  - d. [Interrogations & Searches](#)
  - e. [Harassment, Intimidation, Bullying](#)
  - f. [Bus Conduct](#)
  - g. [Dress Code](#)
  - h. [Care of School Property](#)
- Administration will determine the consequences for behavior incidents, based on KCS board policy, J191. ***The school administration reserves the right to use administrator discretion with all disciplinary options.*** This includes assigning additional/increased consequences, such as preventing the student from attending activities/sports/etc. Please be advised that students serving OSS are automatically excluded from any school event/ activity.
- Discipline contracts will be used as an intervention response to repetitive classroom-managed misbehaviors at school.

### **Dress Code**

- Please reference the [KCS School Board Dress Code Policy](#).

- In matters of opinion, the judgment of the principal/designee shall prevail.

### **Fees**

- Students who qualify for free or reduced-price meals are eligible to apply for a waiver of school fees. This waiver of school fees applies to activities occurring during school hours, but does not cover optional fees such as school pictures, ball games, cheerleading expenses, etc. Please reference [KCS School Board Policy Student Fees](#) for more information.

### **Grading Scale**

All class grades are cumulative, representing all class work from the beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations and other classroom assignments during the entire 22, 45, 67, or 90 days covered by that report.

A (90 - 100)

B (80 - 89)

C (70 - 79)

D (60-69)

F (0 - 59)

### **Honor Roll**

- *1st Honor Roll:* All As (Calculated by semester grade - first and second semester)
- *2nd Honor Roll:* All As/Bs (Calculated by semester grade - first and second semester)

### **Medication**

- Please reference the [KCS School Board Policy Medication Policy](#).
- Per school board policy, no medication of any kind shall be self-administered by students, even with the assistance from school nurses or other school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over-the-counter medications are included in these regulations.
- Per school board policy, students may not carry medications of any kind on their person, with the exception of asthma inhalers, EpiPens, or insulin delivery systems, with written permission from a parent and authorization from a medical care provider.

### **Textbooks**

- Students are responsible for any textbooks, workbooks, etc., issued to them and are responsible for the replacement cost in the event of theft, loss, or damage.

### **Visitors**

- All visitors to HVMS must report to the main office immediately upon entering the building.



## 2025-2026 Knox County Schools Calendar

Thursday, July 31	First Day for Teachers (School Based In-Service Day)
Friday, August 1	Systemwide In-Service Day (PreK-12)
Monday, August 4	Administrative Day (Teacher Work Day)
Tuesday, August 5	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6 <sup>th</sup> and 9 <sup>th</sup> Grade Orientation
Wednesday, August 6	Administrative Day (Teacher Work Day)
Thursday, August 7	First Day for Students (½ Day)
Monday, September 1	Labor Day Holiday (Knox County Schools Closed)
Friday, September 5	End 4½-weeks Grading Period
Wednesday, September 17	Constitution Day (Knox County Schools Open), Half-Day for Students
Monday, October 6 - Friday, October 10	Fall Break
Tuesday, October 14	End First 9-weeks Grading Period
Tuesday, November 4	Systemwide In-Service Day (PreK-12) (Student Holiday)
Thursday, November 13	End 4½-weeks Grading Period
Wednesday, November 19	Half-Day for Students
Wednesday, November 26 - Friday, November 28	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 19	Half-Day for Students; End Second 9-weeks Grading Period; End First Semester
Monday, December 22 – Friday, January 2	Winter Break
Friday, January 2	Systemwide In-service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day)
Monday, January 5	First Day for Students after Winter Break (Full Day)
Monday, January 19	Martin Luther King, Jr. Day (Knox County Schools Closed)
Wednesday, January 28	Half-Day for Students
Thursday, February 5	End 4½-weeks Grading Period
Monday, February 16	Systemwide In-Service Day (PreK-12) (Student Holiday)
Monday, March 9 – Friday, March 13	Spring Break
Tuesday, March 17	End Third 9-weeks Grading Period
Wednesday, March 25	Half-Day for Students
Friday, April 3	Holiday (Knox County Schools Closed)
Monday, April 20	End 4½-weeks Grading Period
Tuesday, May 5	Systemwide In-Service Day (School-based)
Thursday, May 21	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Friday, May 22	Administrative Day (Teacher Work Day) – Last Day for Teachers
Friday June 19	Juneteenth Holiday (Knox County Schools Closed)

### **Calendar Summary**

180	Instructional Days*
4	Administrative Days
2	Unscheduled In-Service Days
1	Unscheduled Parent-Teacher Contact Hours Day
6	Scheduled In-Service Days
10	Vacation Days