



# BTCS Elementary Handbook 2022-2023





615 Martin Luther King, Jr. Boulevard • Bristol, TN 37620  
(423) 652-9451 • Fax (423) 652-9238  
[www.btcs.org](http://www.btcs.org)

Welcome to a new school year! A culture of high expectations is necessary to foster success in both academics and life. Students, parents/guardians, teachers, and administrators must share the responsibility for maintaining order at school by complying with the privileges, rules, and codes of discipline of our district. The primary purpose of this handbook is to communicate our intent to maintain a safe and orderly environment where student learning is possible and student rights are protected.

The procedures and standards outlined within conform to the Bristol Tennessee City Schools Board of Education student discipline policy, in compliance with the Student and Employee Safe Environment Act. In addition to being sent home, copies of this handbook are available at each school and online. If you have questions concerning any of the addressed areas, please contact your school principal.

Thank you for your cooperation and support of our efforts to make the school environment safe for our students and employees. Together we will engage, challenge, and inspire.

<u>School</u>	<u>Phone</u>	<u>Fax</u>
Anderson Elementary	(423) 652-9444	(423) 652-9497
Avoca Elementary	(423) 652-9445	(423) 652-4616
Fairmount Elementary	(423) 652-9311	(423) 652-9436
Haynesfield Elementary	(423) 652-9292	(423) 652-9214
Holston View Elementary	(423) 652-9470	(423) 652-9472

ENGAGE. CHALLENGE. INSPIRE.

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# 2022-2023 School Calendar

## Schools Closed

First Student Day (Early Dismissal) .....	August 1
Teacher Work Day .....	August 2
Labor Day .....	September 5
Teacher Inservice Day .....	September 6
Fall Race Day .....	September 16
Fall Break .....	October 3-7
Teacher Inservice Day .....	November 7
Election Day .....	November 8
Thanksgiving Break .....	November 23-25
Holiday Break .....	December 19-January 2
Teacher Work Day .....	January 3
Martin Luther King Jr. Day .....	January 16
Teacher Inservice Day .....	February 15
Parent Conference Day* .....	February 16
Winter Break .....	February 17
Spring Break .....	March 13-17
Teacher Inservice Day .....	March 20
Good Friday .....	April 7
Spring Race Day .....	TBD
Teacher Work Day .....	May 25

\*Schools are closed this day. Parent conference dates/times are scheduled by each school during evening hours.

## Early Dismissals

August 1 .....	Elementary (8:10-10:10)
	TMS and THS (7:30-9:30)
December 16 .....	Elementary (8:10-12:30)
	TMS and THS (7:30-11:45)
May 26 .....	Students pick up report cards

## PreK/Kindergarten Registration

April 13, 2023

## School Closings/Delays

For schedule change information, call the BTCS Weather Info Line at (423) 652-9554 or visit btcbs.org.

### Two-Hour Delay Schedule

Elementary (10:10-3:10)  
VMS and THS (9:30-2:30)

## Reporting an Absence

Anderson.....	(423) 652-9444
Avoca.....	(423) 652-9445
Fairmount.....	(423) 652-9311
Haynesfield.....	(423) 652-9292
Holston View.....	(423) 652-9470
Tennessee Middle.....	(423) 652-9449
Tennessee High.....	(423) 652-9499

It is important to contact your child's school as soon as you know an absence is necessary. Each school has a 24-hour messaging system.

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Regular School Day
- Early Dismissal
- Holiday (Closed)
- Teacher Inservice/Flexible Learning Days
- Parent Conference (Closed)

## Interim Reports

August 29-September 2  
November 7-11  
January 30-February 3  
April 17-21

## End of Nine Weeks

September 30  
December 16  
March 10  
May 26

## Report Card Distribution

October 12  
January 4  
March 22  
May 26

## **ACCIDENT INSURANCE**

Parents/guardians can purchase an accident insurance policy under a group plan authorized by the School Board. Cost and details of the plans will be sent home at the beginning of the school year and are also available in school offices. Claims will originate in the school office and subsequently be administered by the insurance company. Parents/guardians should know that the insurance carrier that provides student insurance is not endorsed by the school system. The policy is supplemental and may pay only a portion of the bill. Please check the terms of the policy to make your decision about purchasing insurance. Checks for accident insurance should not be made payable to the school.

## **ADDRESS/PHONE NUMBERS**

Keeping student addresses and phone numbers current is extremely important to the effective operation of a school. Parents/guardians or students must inform the school of any change in address or phone number by calling the school or stopping by the school office. Keeping your information current will enable the school and your child to contact you via mail, e-mail, and phone.

## **ADMISSION**

Any children interested in the Pre-K programs must be 4 years old on or before August 15 of the school year for which they are enrolling. New kindergarten students must be 5 years old on or before August 15 of the school year in which they are enrolling.

When students enter school for the first time, they should provide the following documentation:

- physical examination
- proof of immunizations on a Tennessee School Immunization Certificate
- birth certificate (optional)
- proof of residency (ex: utility bill, lease agreement)

## **AFTER-SCHOOL CARE**

After-school care varies by school and may or may not include The YMCA, YWCA, Boys & Girls Club of Bristol, Girls Inc., and Coalition for Kids (C4K) at your child's school. As grant funds allow, before and after school LEAP programs may be available to students. Please contact these organizations if you have any questions about their programs.

## ANNOUNCEMENTS

Announcements are made daily when school begins. We are happy to include announcements pertaining to any group activity (sports games and practices, scouts, cheerleading etc.). **We do not make announcements during the school day**, which interrupt instructional time, unless an emergency situation exists.

### **Take Home Folders**

A weekly folder with student work will serve as a home-school communication tool. Teachers will send important information and announcements home through this folder. Additionally, parents/guardians can access student grades through *Power School*.

## ATTENDANCE

Recognizing that attendance and punctuality are essential for the progress of a student at school, the board has adopted the following rules and regulations. The parent/guardian/guardian, or other person having charge and control of a child is held responsible for the child's regular school attendance. It is the expectation of every BTCS student to be punctual and to have excellent attendance to be successful both as a student and as an adult. All students who arrive after school has begun for the day are required to report to the office for an admit slip.

**Definition of Absent** – Students are not in attendance in regularly scheduled classes at the school where they attend. Approved school activities do not count as an absence.

**Definition of Present** – Students are in attendance in regularly scheduled classes at the school where they attend.

**Definition of Tardy** – Students are not in their assigned area when class begins. This includes reporting to and from lunch, assemblies, or other activities.

### **Reporting Absences**

The parent/guardian must inform the office by 9:00 a.m. each day the child is absent. Parents/guardians may call the school or email the school secretary. Please include your child's name, grade, teacher, and reason for the absence when you call or email. Additionally, it is also acceptable to send a parent/guardian note to excuse the absence when the student returns to school.

If the parent/guardian fails to contact the school, the absence will be unexcused.

### **School Day**

Our school day begins at 8:10 a.m. and ends at 3:10 p.m. Children not in attendance a minimum of 3 hours and 16 minutes will be counted absent for the entire day.

## **Make Up Work**

Following an absence, it is the responsibility of the student or parent/guardian to contact the teacher so that the student may complete all work missed. On the day of an absence, parents/guardians may request any missed assignments by 9:00 for work to be sent to the office for pick-up after 3:10. In order to minimize class interruptions, teachers will not be able to provide make-up assignments until after school. Grades missed due to unexcused absences will be graded at 80%. In addition, unexcused absences will be handled as truancy.

## **Leaving School Early**

The parent/guardian or authorized person should enter the front door during the regular school day and report directly to the office. Only authorized and custodial parents/guardians may sign a student out unless permission is granted from the parent/guardian. The student will remain in the classroom until the office notifies the teacher to release the student. Parents/guardians are discouraged from signing a student out early, except in an emergency situation. A student not in attendance at least 3 hours and 16 minutes will be counted absent for that day.

## **Illness – When should I send my child to school?**

We believe that student success begins with attendance; however, there may be times in which it may be in the best interest of your child to stay home. Children are considered contagious if they experience any of the following: fever, vomiting, diarrhea, or conjunctivitis (pink eye). Your child should be fever free and/or symptom free for 24 hours without medication before coming back to school. Children with head lice are permitted to return to school once treated. If your child has a temperature over 100 degrees, the school nurse will call the parent/guardian to pick up their child from school. Do NOT medicate a child to reduce a fever before sending them back to school. Please note that written instructions to the school from a student's medical provider will take precedence over the above guidelines. For specific questions, please contact the School Nurse.

## **Excused Absences**

Conditions for excused absences include:

- A child's personal illness
- Death in the immediate family (parent/guardian, stepparent/guardian, grandparent/guardian, brother, sister, stepbrother/stepsister, aunt, uncle)
- Family illness requiring the child's assistance at home (doctor's excuse required)
- Religious holiday
- Required court appearance
- Approved school-related activities
- Cultural/Family/ Educational Leave

## **Parent/guardian Reported Absences (5 days accepted)**

A total of 5 absences will be excused based on parent/guardian notification via call-in, email, or note (this means a doctor's excuse is not required). Once the limit (5) has been reached, parents/guardians will receive a letter requiring doctor's excuses



for future absences. After 5 parent/guardian excuses (notes, phone calls, or emails), the student will be marked as an unexcused absence unless a doctor's excuse is turned in to the office. \*Please note - If the student has a doctor's excuse, then the absence does not count as a parent/guardian excuse. There is no limit on absences with doctor's excuses.

### **Unexcused Absences**

A student who is absent five (5) days without adequate excuse shall be reported to the Bristol Tennessee School System Director of Attendance who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If the absence is an unexcused absence, any make-up work will be credited at 80% of its value.

### **Tardies and Early Dismissals**

It is important that students arrive on time for school and remain at school the entire day. Excessive tardies and/or early dismissals will affect a student's school success. Students are expected to arrive in their homeroom no later than 8:10 a.m. Students arriving late for school are to report directly to the office to sign in and obtain a tardy slip. Consequences may be applied for excessive tardies with the student being placed on an attendance/tardy contract.

### **Family/Cultural Leave & Educational Activities (3 days maximum)**

Students may be excused from school to participate in cultural and educational activities. The following guidelines shall be used by school principals in approving cultural/educational activities:

- a. A maximum of **three (3) days per school year** will be available for family cultural/ educational activities, annually.
- b. A request for the absences to be excused must be **filed with the principal prior to the activity.**
- c. A request will not be approved after the activity has occurred, during state-mandated achievement testing, if the student is not passing all classes at the time of the request, or if the student has 3 or more unexcused absences.
- d. A request must be in writing on forms available in the school office or online and completed by a parent/guardian of the student.  
No other relative is permitted to complete this form.
- e. Make-up work is the responsibility of the student and parent. The local school policy on make-up procedures will be followed.

### **Excessive Absences/Tardies**

Excessive absences and/or tardies will be reviewed regularly by school personnel. Students with excessive absences may be required to present doctors' excuses for all absences. This issue could be grounds for denying transfer or tuition requests and may result in a referral to the juvenile court offices.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not

provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools or designee shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

### **Progressive Truancy Intervention Plan**

Prior to referral to a juvenile court, the following progressive truancy intervention plan will be implemented.

(Tier I interventions shall begin upon the accumulation of five (5) days of unexcused absences.)

#### **Tier I**

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee.

The contract shall include:

- a. A specific description of the school's attendance expectations for the student,
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

#### **Tier II**

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, the school shall conduct an individualized assessment detailing the reasons a student has been absent from school. The assessment may result in the student being referred for counseling, community-based services, or other services to address the student's attendance problems.

#### **Tier III**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

## **BUS INFORMATION**

Bus transportation is provided at no charge to students. If you have questions concerning bus routes or have safety concerns, please contact *Holston Bus Company*

at 989-3521. Any time your child's bus routine is changed, please send a note to your child's teacher. A note to the bus driver is required if a child rides the bus to a different student's house/drop-off location.

State law requires that students attend school. While we are not required to provide transportation, we do so as a convenience to you. Students who accept the privilege to ride the bus are expected to:

- Obey the bus driver's directions
- Sit properly facing the bus driver
- Stay in one seat for the entire trip
- Keep hands, feet, and objects in their proper place
- Talk quietly

**Infractions will jeopardize the child's privilege to ride.**

### CAFETERIA

Parents/guardians are welcome to eat with their children anytime during the year. As a consideration to the cafeteria staff, please call the cafeteria or send a note to your child's teacher to notify them of your plans a day in advance. This will allow them to prepare enough food for all the students and adults who are eating lunch.

**Elementary School Meal Prices.** Additional prices are available upon request.

	Breakfast	Lunch
Student (regular)	\$2.00	\$2.75
Student (reduced)	.30	.40
Adult	3.00	3.90

### **Accounts**

All students have cafeteria account numbers and may prepay into their account anytime. The account will be used for breakfast, snack, and lunch. Students use their 5 digit student ID number to access their accounts in the cafeteria. This ID number also serves as a student's AR password and library number. It should be kept confidential. Any balance in your student's account will be carried over to the following August. If your child is in the 5<sup>th</sup> grade, the balance will carry over to Tennessee Middle School. Questions concerning School Nutrition policies should be directed to the School Nutrition Director, at 652-9221. Students may not use another student's account.

### **Online Payment**

Our district offers parents/guardians the ability to fund their child's meal account from any internet connection. In addition to funding the account, parents/guardians can view several days of account history and set spending limits for their children.

How to Enroll:

- Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and click SIGN UP TODAY.

- Create an account for yourself and your children.
- Your student’s district ID number is the student’s 5 digit lunch number. Your student should be able to give this to you. If not, please contact School Nutrition Services at 652-9222.
- You will also need your student’s date of birth, school, and grade.
- Provide credit or debit card information.
- Select the Automatic Pre-Payment Option, if desired.

You may also call the [myschoolbucks.com](http://myschoolbucks.com) customer support center at 1-855-832-5226 for questions or assistance with enrollment. There is also a smart phone app for easy use via smart device. The support personnel are available Monday - Friday from 7am - 7 pm ET. You can also email MSB from their webpage.

**Meal Charge Procedure** (Effective Date: June 1, 2017)

Elementary students who are unable to pay for their meals at the time of the meal service are allowed to charge breakfast and lunch. Students charging breakfast and/or lunch will receive reimbursable meals. There is no alternate meal offered to students, and parents/guardians are responsible for all meal charges accrued during the school year. Charging of ala carte (extra) items is not allowed.

**Household notification:**

- Low balance notification – School Messenger will make automated calls once per week to parents/guardians of students who have a negative account balance.
- When charges exceed \$5, the cafeteria manager will send a note home with the student.
- When charges exceed \$10, the cafeteria manager will attempt contact by phone. If repetitive calls are necessary, a free and reduced meal application will be sent home with the student.

There will be a \$20 returned check fee assessed to the student’s account for each returned check occurrence. There may be additional returned check fees assessed by *CheckRedi* for check recovery services. If the check is not recovered by *CheckRedi*, School Nutrition Services will assess the amount of the check and all fees charged to School Nutrition Services to the student meal account

**Additional Resources**

Families may find assistance with applying for free and reduced price meals by contacting the school nutrition office at (423) 652-9222, or by emailing Amber Morris at [morrissal@btcs.org](mailto:morrisal@btcs.org).

**U.S. Department of Agriculture Regulations and Policies**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place due to extreme weather, equipment failure, or public crisis. The School Board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

The Bristol Tennessee School System has established a School System Information Line, 423-652-9554, to announce school closings and schedule modifications. The information line will be updated first, and then media services (radio, TV, and school website) will be notified to announce changes to the school schedule. Please call the Information Line regarding weather-related closings rather than calling the school. Be sure to discuss with your child what he/she should do in case school is dismissed during normal school hours.

## CELL PHONES / TELEPHONE USE / ELECTRONIC DEVICES

School board policy allows personal communications devices in school. However students are not to use their phones during school hours unless specific directions from a staff member allow their use. The devices must be in the student's locker and must be off. A teacher has the authorization to withhold a student's phone from the student for the duration of the instructional time if the student's phone is a distraction to the class or student. Any violation may result in confiscation of the device and assignment to in-school suspension. **If a device is confiscated and sent to the school office, it will be returned only to the parent or guardian.** The taking of photos or the recording of videos, whether by cell phone or any other device, in places where privacy is a reasonable expectation is strictly prohibited. Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence and consequences will be assigned.

### **Electronic Devices / Tablets**

Any student who possesses a personal digital device (tablet, wearable smartwatches/ electronic devices, etc.) during the instructional school day must do so under the direct supervision of the student's teacher or be subject to related disciplinary action. A personal digital device may be confiscated if it is powered on or is used during the school day in a manner that distracts from the learning environment in any way.

### **Calling Home**

In emergencies, students may use the school phone with the permission of their teacher. All arrangements for rides, after school activities, going home with friends, etc., should be made prior to or after the school day.

### **Laser Devices**

Possession of laser devices on school system property during school hours or during school sponsored events is prohibited. These devices are subject to confiscation if found in the possession of the student. Students may be assigned in-school suspension or out-of-school suspension for possessing laser devices.

## CHILD ABUSE AND NEGLECT

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect. If personnel know or have a reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the School Coordinator, the Department of Children's Services (DCS), and law enforcement.

The report shall include, to the extent known by the reporter:

The name, address, telephone number, and age of the child; The name, telephone number, and address of the parents or persons having custody of the child; The nature and extent of the abuse or neglect; and Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

District employees shall keep all information regarding any child abuse confidential in accordance with state law.

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations including permitting DCS teams to conduct interviews while the child is at school. The principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a member of the child's household.

## **Report Suspected Child Abuse & Neglect: 877-237-0004**

### **CLINIC**

#### **Emergency Medication and Diabetic Supplies**

According to Tennessee State Laws, students may carry on their person rescue medications such as inhalers, epinephrine injections, and glucagon. Diabetic supplies such as insulin, glucometer, lancets and needles may also be kept with the student. However, a Medication Form with a prescribing physician's signature must be provided to the school. The physician will need to indicate if a student is to carry these items on his/her person, or if it needs to be kept in the school clinic and managed by the school nurse. The student's name should be written on all rescue medications and diabetic supplies.

#### **Epinephrine Auto-Injectors**

In accordance with Tennessee State Law, T.C.A. 49-50-1602, the following procedures will be followed regarding epinephrine auto-injectors. Two epinephrine auto-injectors are stored on-site and may be used for emergency treatment of life-threatening allergic reactions. The injectors are intended to be administered to anyone who "in good faith" is believed to be experiencing an anaphylactic reaction, regardless of whether the person has a prescription for an epinephrine auto-injector or has previously been diagnosed with an allergy. The injectors are not intended to replace a person's own personal epinephrine auto-injector and is not a substitute for emergency medical treatment. If an epinephrine auto-injector is administered, the person will be required to leave campus and seek emergency medical attention immediately following administration of the drug.

#### **Individual Health Plan (IHP)**

Any student with a medical condition that may require an emergency response while at school must have a current Individual Health Plan (IHP) on file in the clinic. Examples may include asthma, seizures, bee sting allergies, food allergies, diabetes, etc. IHPs are developed at the beginning of the school year or as needed/requested by the parent(s). A physician signature is required. **All IHPs are required to be updated each year.** These forms are available on the school system website under the Resources tab at Health Services or the school clinic.

## **Medication**

In accordance with Tennessee State Law and the Bristol Tennessee Board of Education Policy, the following procedures will be followed at Bristol Tennessee City School System regarding medications:

- **Prescription Medications**

For a student to receive a prescription medication during school hours, a Medication Form must be signed by a parent/guardian and prescribing physician. The medication must be delivered to school by the parent/guardian, not the student. If a student brings a medication to school, it will be kept locked up until the parent/guardian is able to pick it up. The medication must be in the original pharmacy labeled container. It will not be accepted in any other container. Students are not allowed to carry any medication on their person except for emergency medications (inhalers, epi pens). However, emergency medications must also have a doctor's order on file with the school nurse.

- **Non-Prescription Medication**

Parents/guardians may choose to complete a Student Health Form which provides a selection of over-the-counter medications such as cough drops or ibuprofen to be given as needed to students in the school Health Clinic. This form must be signed and initialed by the parent/guardian and is available on the school web site.

Parents/guardians may choose to bring other "as needed medications" not listed in the selection on the Student Health Form. The medication must be in the original unopened container to be kept in the school clinic throughout the school year. Parents/guardians must indicate the use and dose for each provided medication on the Medication Form. The school nurse or designee will dispense the medications as needed for the student and record on a medication log.

## **Niswonger Virtual Health Clinic**

The Niswonger Virtual Health Clinic (NVHC) is located inside the School Health Clinic and maintains the same hours as our school nurse. The program operates much like an urgent care. It allows students and staff to be evaluated by the school nurse, and if needed, referred to a medical provider. The patient can then be seen via an Internet connection by the provider, which will be a medical doctor, nurse practitioner, or physician assistant. Prior to a student being seen by a medical provider, the parent/guardian must complete the necessary paperwork. A paperwork packet is sent home at the beginning of the school year. It may also be obtained from your school nurse or accessed online at [btcs.org](http://btcs.org). NVHC takes most insurance plans including TennCare or a flat fee of \$49 will be billed to those without insurance. For more information, contact the school nurse.

## **Screenings**

The school nurse conducts vision and hearing screenings for Pre-Kindergarten, Kindergarten, second grade, fourth grade, sixth grade, eighth grade, and CDC students. The screenings conducted at school are not meant to replace a professional



eye/ear exam or yearly physical. Nonetheless, the school screening tests are carefully and accurately performed and will provide an indication of each child's vision and hearing functioning at that time. A letter will be sent to all parents/guardians with information about each child's performance on the screenings.

*If you have questions about the policy or other issues related to the administration of medication in the schools, please contact the school or school nurse. In fairness to those responsible for giving the medication and to protect the safety of your child, THERE WILL BE NO EXCEPTIONS TO THIS POLICY.*

## **COMPLIANCE CONTACT PERSONS**

The Bristol Tennessee City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following staff members serve as contact persons for the areas listed.

**Gifted, "504" and Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA - Special Education), Title VI (Civil Rights Discrimination), Title IX (Gender Discrimination), Sexual Harassment and Child-Find Requirements:** Supervisor of Special Populations and Student Services, BTCS Administration Building, 615 Martin Luther King Jr. Blvd., Bristol, Tennessee 37620. Phone: 423-652-9451

Gifted Services: Intellectual giftedness is found throughout diverse populations and crosses all economic and cultural boundaries. Early identification and intervention are often required to meet the unique needs of these children. The definition of a gifted child is, "one whose intellectual abilities and potential for achievement are so outstanding that special provisions are required to meet his/her educational needs".

Anyone, including parent/guardian(s) or community professionals may refer a student for screening and possible evaluation. A screening team of educational professionals considers screening information, previous evaluations and teacher/parent/guardian input to determine if a comprehensive evaluation is needed. The team's decision is based on multiple data sources. An assessment team will determine the types of assessment needed. All procedural safeguards are followed to ensure evaluation procedures are non-discriminatory.

Eligibility for services as a gifted student is based on evaluation in each of the following component areas: creative thinking, academic performance, and cognition/intelligence.

Gifted students are served in the least restrictive environment with supports and services from special educators. Gifted students in the Bristol Tennessee City School system are most often served via differentiated instruction in the general curriculum. The Individual Education Plan (IEP) describes, through goals and objectives, what services will be provided for the gifted student. Individual goals are determined based on the student's needs.

Child Find: Federal law guarantees the right to a free and appropriate public education. Bristol Tennessee City Schools is responsible to locate and evaluate children who are suspected of having a developmental delay or disability ages 3 through 21 who live within the city limits of Bristol, Tennessee. If it is determined that the disability interferes with the child's learning, early childhood special education and/or other additional services may be recommended. If you suspect a child may have a developmental delay or disability, contact the office of special populations and student services at 423-652-9233.

### **Building, Facilities, and Security COMPLIANCE REQUIREMENTS**

Mr. Ed DePew, Supervisor of Maintenance and Facilities, BTCS Maintenance Building, 100 Oakland Drive, Bristol, Tennessee 37620, Phone: 423-652-9447  
Email: depewe@btcs.org

## **CONFERENCES**

The foundation of a positive school and home relationship is the parent/guardian-teacher partnership. Children benefit greatly from knowing their teachers and parents/guardians are working together. Regular and open communication with your child's teachers is one of the most powerful ways you can help your youngster succeed in school. Conferences can help you better monitor your child's progress at school and may be a good time to discuss ways to be involved at home.

All parents/guardians will be contacted individually during the first nine weeks of school by the classroom teacher. If you have a question or concern about your child's schooling, you are encouraged to set up a conference with the teacher to discuss it. Most problems or concerns can easily be resolved if they are addressed early. Conferences cannot be held while a classroom teacher is responsible for other children. Therefore, staff members have been advised not to discuss individual student information during morning drop-off times, as this jeopardizes safety and a proper start to instructional time. Please check in the office to schedule a conference with one's teacher. Most conferences can be arranged within 24 hours.

One way you can ensure a successful conference is to jot down questions you want to ask the teacher: *How does my child get along with other children? Participate in class? Follow school and classroom guidelines? What are his/her strengths and challenges? How can I help at home?*

## **COUNSELING**

A school counselor is available to discuss the counseling program with you, and is aware of agencies in the area that may assist a student and their parents/guardians and their child in times of crisis. For more information, you may call the school's front office.

## DISCIPLINE

It is the philosophy of Bristol Tennessee City Schools to handle discipline in a positive manner when possible. Teachers and administrators strive to create a school environment favorable to the development of self-discipline, self-esteem, and self-direction. Acceptable behavior is essential to an effective school program. There are times, however, that specific actions must be taken in accordance with the discipline policy.

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind.

Students are under the supervision of many teachers during the school day. Individual teachers have classroom standards, and students must learn to abide by those standards. The teacher has the authority to maintain discipline and is expected to exercise the responsibility to do so.

### **APPROPRIATE SCHOOL BEHAVIOR**

The staff is authorized to take reasonable, safe measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off-campus. Neither shall a student urge other students to engage in such conduct.

Harassment, intimidation, and other conduct that may be considered "bullying" will not be tolerated, including cyberbullying. **Cyberbullying** means bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless communication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging and web sites.

Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

A student found guilty of such misbehavior may receive punishment ranging from verbal reprimand to suspension dependent on the severity of the offense and the offender's prior record.

The student discipline procedure per school board policy further describes expectations of student behavior.

A teacher's authority to control pupil conduct extends to all activities of the school, including games of athletic teams, public performances of any school group, trips, excursions, and any other school activity. When a problem occurs, the teacher has the following options:

1. Confer with the student
2. Confer with the parent/guardian
3. Confer with a guidance counselor when possible
4. Administer discipline in accordance with school and system rules
5. Refer the student to a school administrator

### **Classroom Rules**

All classroom rules, consequences, and rewards will be posted in the classroom, discussed with students, and communicated from teacher to parent/guardian at the beginning of the school year. Students who have more than one teacher will receive classroom policies from all teachers who teach them.

### **Playground Rules**

- One person at a time on the slides
- No climbing up or on the slides
- No climbing on top of bars or tunnel
- Do not shorten swings
- Remain in designated area

### **IN-SCHOOL SUSPENSION**

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study.
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.
3. Students under in-school suspension shall be regarded as constituting a part of the public school attendance in the same manner as students who attend regular classes.

### **OUT-OF SCHOOL SUSPENSION AND EXPULSIONS**

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student

- has been advised of the nature of his/her misconduct, has been questioned about it, and has been allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent/guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent/guardian has been contacted.
  3. The principal shall notify the parent/guardian and the director of schools or designee in writing of:
    - a. The suspension/expulsion and the cause for it.
    - b. A request for a meeting with the parent/guardian, student, and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion. This notification shall contain the reasons for the suspension/expulsion, the exact number of days of the suspension/expulsion, and the exact day on which the student should return for readmission.
  4. Immediately following the scheduled meeting, whether or not attended by the parent/guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. The principal is authorized to establish reasonable conditions which the student must meet in order to be readmitted to school from a suspension. If conditions are established, it is the principal's option whether the conditions must be met by the end of the suspension time, or if early reentry will be allowed if the conditions are satisfied early. If the principal determines the length of the suspension to be between six (6) days and the maximum to ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
  5. If at the time of the suspension, the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms as conditions as are deemed reasonable.
  6. The principal shall immediately give written or actual notice to the parent/guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student.
  7. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.
  8. Discipline of disabled students will be in accordance with IDEA guidelines.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities identified in the Individuals with Disabilities Act (IDEA) and served by an Individualized Education Plan (IEP) will be disciplined in accordance with Federal and State Regulations provided by this act and BTCS policy. These students may not be suspended for more than 10 days cumulative in a school year without appropriate services being provided and may not be unilaterally remanded to an appropriate alternate interim placement for more than 45 days for any offenses including “zero tolerance” offenses.

## **DUE PROCESS**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made concerning the incident. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry shall be made into the incident to insure that the offender is accurately identified, understands the nature of the offense, and knows the consequences.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his misconduct, questioned about it, and allowed to give an explanation. The principal or his designee is authorized to suspend a student from attendance at school and school-related activities.

## **QUESTIONING AND SEARCHES**

Only the principal, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (TCA 49-6-4204-4205).

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search.

A student may be subject to physical search or a student’s pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal.

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal or his/her designee shall be present during the interrogation. The use of

police women or female staff members is desirable in the interrogation of female students.

Vehicles parked on school property are subject to search for drugs, drug paraphernalia, or dangerous weapons.

Lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property, which is not properly in the possession of a student.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he/she may conduct a metal detector check of the student's person and personal effects.

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

The involvement of local authorities is required when an administrator discovers possible criminal activity.

## **STUDENT DISCIPLINE RECORDS**

Bristol Tennessee City Schools keeps accurate records relating to individual student discipline. As with all other records, parents/guardians may review by making a request in writing to the school principal.

## **DISCIPLINE DEFINITIONS**

### ***Assaults***

An assault is defined as physical attack on a person. Aggravated assault is defined as a physical attack in which a weapon or other instrument is used to cause harm to a person.

### ***Bullying***

Bullying is defined as an act directed at one or more students that is intended to harm or embarrass, is repeated over time, and involves an imbalance of physical, emotional or social power. Bullying can be conducted verbally and in writing (teasing, name-calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship) or physically (hurting someone or their possessions). **Harassment, bullying, cyber-bullying, or any disruptive**

**or violent behavior** includes conduct such as gestures, verbal, graphic, written (including electronically transmitted acts) toward a student which are based on any actual or perceived trait or characteristic of the student and creates an educational environment that meets one or more of the following conditions:

- Places the student in reasonable fear or harm for the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

### ***Controlled Substance***

Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substance Act (21 USC 812 (c)). This definition includes all drugs for which a physician's prescription is required.

### ***Gang Affiliation***

Gang affiliation is defined as wearing, carrying or displaying gang paraphernalia (TCA 49-6-4215) or exhibiting behavior or gestures which symbolize gang membership, or causing and/or practicing activities which intimidate or affect the attendance of another student.

### ***Hazing***

Hazing is defined as any intentional or reckless act on or off school property in which one or more students direct comments or actions against any other student or students that endanger or coerces a student to endanger his/her mental or physical health or safety of the offended student(s). In accordance with school board policies, a student guilty of hazing may receive punishment ranging from verbal reprimand to suspension and/or expulsion depending on the nature and severity of the offense. Students are encouraged to report harassment of any kind to a teacher, staff member, or administrator.

### ***Incendiary Devices***

An incendiary device is defined as any device capable of exploding, possibly causing a fire, or physical and/or property damage.

### ***Threats***

A threat is a verbal or written communication of intent to do harm on another person or property. Since threats have received wide spread media coverage and cause a great concern to parents/guardians, students and school personnel, it is important for students to know that all threats will be taken seriously by the school administration. The school system does not consider threats to be a joking matter.

## **DISCIPLINE OFFENSES CATEGORIES**

Discipline offenses are classified into four major categories and are applicable in the classroom, in the school, and at any school function. The examples offered are not all-



conclusive. The building administrator will be responsible for classifying any offense not categorized unless otherwise instructed by the Director of Schools. An attitude, which reflects an intolerance for violent or abusive behavior, guides the disciplinary approach of the school system. If at the time of the suspension, the principal, principal-teacher or assistant principal determines that an offense has been committed which would justify a suspension for more than ten (10) days, such person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable (TCA 49-6-3401(c)(4)(A)). Disabled students will be disciplined in accordance with state and federal rules and regulations.

\* Note - Students and parents/guardians can be liable for medical and/or property damage.

Disciplinary options for the categories below may include any of the following. This is not an exclusive list. The school district shall utilize trauma-informed discipline practices such as restorative practices, RTI2B, multi-tiered system of supports, and/or behavior intervention plans.

- Verbal reprimand
- Special assignment
- Social skills instruction
- Restricting activities
- Counseling
- Assign check-in/check-out procedure
- Withdrawal of privileges
- Restorative practices
- Strict supervised study
- Detention
- In-school suspension
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Assignment to alternative setting

## **CATEGORY I**

Offenses include minor misbehaviors, which impede or interrupt orderly classroom procedures. These offenses usually can be handled by individual staff members, but sometimes, especially after repetition of similar infractions, may be referred to the administrator.

## **VIOLATIONS**

1. Classroom disturbance; misbehavior
2. Cheating
3. Forgery of notes, excuses, or school documents
4. Tardiness to school/class
5. Refusal to participate or to do assigned work
6. Minor violation of school rules
7. Improper language
8. Any conduct prejudicial to good order or discipline
9. Public displays of affection

10. Wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.<sup>6</sup>

## **CATEGORY II**

Offenses include frequent behaviors, which disrupt the learning climate. Many infractions in this category result from continuation of Category I violations. They require intervention of administrative personnel due to ineffectiveness of earlier disciplinary procedures. Also included are more serious offenses requiring immediate attention of the administration. These offenses may result in some type of suspension (in-school or out-of-school), alternative plan or placement, or referral outside the school.

## **VIOLATIONS**

1. Continuation of Category I offenses
2. Truancy, skipping class
3. Leaving school or class without permission
4. Vandalism; misuse or destruction of property of others or the school
5. Theft
6. Possession/use of tobacco products or paraphernalia
7. Chronic disruptive, disrespectful, insubordinate, or other defiant behavior
8. Obscene, foul, slanderous, libelous, or abusive language directed toward students or personnel
9. Harassment/Bullying/Cyberbullying
10. Gambling
11. Lack of required immunization
12. Intimidating or threatening
13. Deprivation of another's right to attend school
14. False fire alarm or report
15. Possession, receipt, or sale of stolen property
16. Trespassing
17. Prescription medication violation
18. Inciting, advising, or counseling others to engage in any misconduct
19. Lewd or lascivious behavior
20. Possession of an incendiary device
21. Aggressive interference with normal school operations
22. Wearing, carrying or displaying any item denoting any type of gang affiliation or exhibiting behavior or gestures which symbolize gang membership (TCA 49-6-4215)
23. Violation of bus transportation rules
24. Possession of laser devices on school system property during school hours or during school sponsored event.

## **CATEGORY III**

Offenses include acts, which may endanger the health or safety of self or others. Also included are acts of violence to another's person or property or acts which pose a direct threat, either actual or perceived, to the safety of others in the school.

Discipline will include out-of-school suspensions expulsion, and/or referral to the RTP<sup>2</sup>B team, an alternative plan or placement, or referral to law enforcement. All offenses in this category will be reported to the director of schools..

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.<sup>7</sup>

The minimum disciplinary action for any violation in Category III is three days out-of-school suspension.

## **VIOLATIONS**

1. Continuation of Category II offense
2. Arson
3. Bomb threat
4. Violent, uncontrollable behavior
5. Assault
6. Detonation of an incendiary device
7. Deliberate and willful inhalation or consumption of dangerous substances
8. Fighting
9. Extortion
10. Threatened violence against school personnel
11. Indecent exposure
12. Possession, sale, or distribution of drug paraphernalia, including pagers (TCA 49-6-4202)
13. Under the influence of Alcohol/Drugs/controlled Substances (TCA 49-6-4202).
14. Possession, handling, transmission, use or attempted use of any dangerous weapon in school buildings, on school grounds, in school vehicles, or at a school-sponsored outing, function, or event.
15. Consumption of any illegal substance including Alcohol/Drugs/ Controlled Substances.

## **CATEGORY IV – ZERO TOLERANCE**

Students enrolled in the Bristol Tennessee City Schools who commits a category IV Zero Tolerance offense at any time on property under the control of the Bristol Tennessee City Schools or at a school-sponsored event, shall be suspended or expelled out of school for one (1) year (365 days) as defined in school board policy. Students with disabilities shall not be suspended or expelled for more than 45 days. This rule applies during non-school days and non-school hours. In order to ensure a safe and secure learning environment, the following offenses will not be tolerated.

### **Firearms (as defined in 18 USC 921)**

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-3401(g)).

## **Drugs**

In accordance with state law, any student who unlawfully possesses any drug or alcohol including any controlled substance or legend (prescription) drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Synthetic drugs that are used or are intended for use in an abusive and/or intoxicating fashion and substances that “look like” a controlled substance are prohibited. In instances involving look-a-like substances, there must be evidence of the student’s intent to pass off the item as a controlled substance. Any student who possesses any synthetic drug including a “look-like” controlled substance shall be expelled for a period of not less than one (1) calendar year.

## **Assault**

In accordance with state law, any student who commits aggravated assault or bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

## **Notification**

When it is determined that a student has violated this policy, the principal of the school shall notify the student’s parent/guardian and the criminal justice or juvenile delinquency system as required by law (TCA 39-17-1312)..

## **Offenses Required To Be Reported To Law Enforcement**

Where there is evidence that a violation on this list has occurred, the principal (or designee) will immediately notify law enforcement officials.

1. Aggravated assaults (TCA, Title 39, Chapter 13)
2. Assaults on staff or school bus personnel (TCA, Title 49, Chapter 6)
3. Arsons (TCA, Title 39, Chapter 14)
4. False reports of bombs or other emergencies (includes false fire alarms) (TCA Title 39, Chapter 16)
5. Gang activity (TCA, Title 39, Chapter 11)
6. Illegal substances (possession or use of alcohol, tobacco, drugs, drug paraphernalia, inhalants, and misuse of prescription drugs) (TCA, Title 39 Chapter 17) and legend drugs (TCA, Title 49, Chapter 6)
7. Drugs (TCA, Title 49, Chapter 6)
8. Indecent exposure (TCA, Title 39, Chapter 13)
9. Possession of pagers by students (TCA, Title 49, Chapter 6)
10. Theft over \$500 (TCA, Title 39, Chapter 14)
11. Trespassing (TCA, Title 49, Chapter 6)
12. Truancy (TCA, Title 49, Chapter 6)
13. Possession of dangerous weapons (TCA, Title 39, Chapter 17)
14. Possession of explosive devices (TCA, Title 39, Chapter 14)
15. Sexual assaults (TCA, Title 39, Title 13)
16. Vandalism over \$500 (TCA, Title 39, Chapter 14)

Any teacher or staff member having knowledge or a reasonable suspicion of any activity set out above will immediately report the activity to the principal. The principal will conduct an immediate investigation, including interrogations and searches, under school policy (TCA §§ 49-6-4204-4205).

## **APPEALS PROCEDURES**

### **In-School Suspensions Appeals**

In-school suspensions cannot be appealed beyond the principal.

### **Out-of-School Suspensions Appeals**

All appeals must be submitted, in writing, within five (5) days after receipt of the notice of suspension and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

#### **Ten Days or Less**

Out-of-School Suspension of 10 (ten) days or less may be appealed to the Supervisor of Elementary Education, 615 Martin Luther King Jr. Blvd., Bristol, TN 37620.

#### **Ten Days or More, Non Zero Tolerance**

Non Zero Tolerance Out-of-School Suspensions of more than 10 (ten) days may be appealed to the Disciplinary Hearing Authority (DHA) appointed by the Board. If a DHA has not been appointed, then the appeal shall be to the Board.

#### **Zero Tolerance Offenses**

Zero-Tolerance offenses as set forth in statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the Director of Schools.

## **TITLE IX & SEXUAL HARASSMENT**

Sexual harassment includes sexual assault, dating violence, domestic violence, and stalking, as unlawful discrimination on the basis of sex.

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

**Title:** Supervisor of Secondary Curriculum and Instruction

**Mailing address:** 615 Martin Luther King Jr Blvd, Bristol TN 37620

**Phone number:** (423) 652-9234

**Email:** ScottA@btcs.org

For additional information concerning Title IX and sexual harassment, see board policy 6.3041.

## **DRESS CODE**

Bristol Tennessee City Schools has dress standards in place in order to promote the culture of the school system as one of self-respect as well as the respect for others. Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school and to prepare for their futures in the professional workplace. Shirts and shoes are required at all school events.

School administrators have the obligation to determine when a student is attired in a manner which is likely to cause disruption or interference with the operation of the school and will take appropriate administrative action, which may include suspension. **The administrator has full discretion to determine what is inappropriate.** Teachers are to enforce the dress standards per the parameters below.

Clothes must not violate the following guidelines, even if the clothes are part of the prevailing fashion.

### **Shirts/Blouses:**

- Shirts/Blouses must have a neckline that exposes **no cleavage**. If the shirt/blouse has buttons or a zipper, it must meet the above requirement.
- Muscle shirts, tank tops, midriff shirts, halter tops, tube tops, spaghetti strap tops, and backless or off the shoulder tops are not permitted.
- See-through clothing, mesh clothing, or cutouts are not allowed.
- Shirts/blouses worn outside the waistband must be of sufficient length so that no flesh is exposed.

### **Sweaters/Sweatshirts:**

- Sweaters, sweatshirts, and hoodies are permitted as long as they meet the shirt/blouse dress code or are worn over a shirt or blouse that does meet the dress code. The hood may not be worn on the head.

### **Pants/Shorts/Leggings/Jeggings/Yoga Pants/Other Similar Tight Fitting Attire:**

- Must be worn at the waist and be size appropriate. No sagging is allowed.
- Must have **NO HOLES** where skin is above the shorts requirement and/or underwear is exposed.
- Shorts are recommended to be at the end of a student's fingertips.

### **Skirts/Dresses/Jumpers:**

- Skirts, dresses, and jumpers are recommended to be at the end of the student's fingertips.
- The top of the dress must meet the shirt/blouse requirements of the dress code or have a shirt that does meet the requirements beneath or over the dress. Backless dresses, low cut dresses, or dresses with spaghetti straps will not be permitted.

### **Coats/Jackets:**

- All outerwear (coats and jackets meant for outside) must be removed and put in the student's locker upon arrival at school. Students are not permitted to wear or to carry these clothing articles with them during the school day. **Students are encouraged to bring sweatshirts or sweaters in case of cold weather.**

### **Facial Coverings:**

- There may be times when masks will be required by our school system. At other times, however, students may elect to wear a mask as a precautionary measure to help prevent the spread of sickness.

### **Headwear/Hats:**

- **No head coverings are permitted, unless the head covering is for medical or religious reasons.** This includes, but is not limited to hats, hoodies, scarves, sweatbands, stockings, do-rags, bandanas, etc. **Students must not have in their possession a hat or headwear during the school day.** These items must be removed upon entering the building and placed in lockers.

### **Other General Rules:**

- All clothing should be clean and in good repair.
- See-through clothing, mesh clothing, or cutouts are prohibited.
- Industrial chains, wallet chains, accessories with spikes, pet chains, collars around the neck or wrists are prohibited.
- Clothing and accessories that display the names of/or advertisements of drug, alcohol, tobacco products, profane, vulgar, violent, illegal, immoral, hate messages, or sexual innuendoes are prohibited.
- Shirts and shoes must be worn at all times.
- Students are not allowed to wear, carry, and/or display gang paraphernalia or items associated with gangs, including pagers. Student attire cannot be modified (for example – rolling up pant leg) to display gang affiliation.
- No sunglasses may be worn or be visible at any time during the day.
- Athletic/spirit group uniforms worn to school must meet all dress code requirements.
- Blankets, pajamas, flannel pants, house shoes, or any sleepwear or accessories are prohibited.
- Gloves are not allowed to be worn during class except where instructed by teacher (i.e. shop class).

## DRUG AND ALCOHOL TESTING

Principals are authorized to order drug tests for individual students when there is a reasonable cause.

## EMERGENCY DRILLS

Emergency drills are conducted on a regular basis as required by state and federal regulations. Each school shall make students and staff aware of the alarms specific to emergency alerts. When an alarm is sounded, it is important that students take it seriously by:

1. Listening carefully to the teacher's instructions.
2. Refraining from talking during the entire drill.
3. Proceeding directly to the designated "safety" area in an orderly manner.

**\*When emergency drills are in progress, please do not enter the school campus. Signs will be posted that indicate "drill in progress."**

## EMERGENCY INFORMATION

When students become ill or have an accident at school, emergency first aid will be given, and every attempt will be made to contact parents/guardians or guardians immediately in case of serious injury or illness. An emergency will be dealt with promptly by taking appropriate action including sending the student to the hospital or summoning medical aid.

In case of an accident or illness in which we are unable to reach parents/guardians, the name and phone number of a close friend or relative should be on file with the school. Each student is **required** to have on file at the school office the following information:

- a) Parent/guardian(s) name(s)
- b) Complete and up-to-date address
- c) Home phone number and parent/guardian(s) work phone number
- d) Emergency phone number of friend or relative
- e) Physician's name and phone number
- f) Medical alert information
- g) Email address

Notify the school immediately of address or telephone changes.

**\*In the event of a school-wide emergency, please do not report to the school campus. Information and instructions on where to reunite with your student will be announced via news outlets and social media as soon as possible.**



## **ENRICHMENT FEES**

According to state code, no student is obligated to pay fees. However, in order to properly and adequately maintain our programs, we appreciate any contributions to our fee program. A \$20.00 per year fee is charged to each student. *Any parent/guardian who wishes to make application for a waiver should contact the school's office.* A letter of explanation will be sent home at the beginning of the school year.

## **EXTRACURRICULAR ACTIVITIES**

The Bristol City Schools' Dale Burns Youth Sports offers a variety of athletic opportunities for students in elementary school. Basketball, cheerleading, and soccer are some of the sports offered through this program, and each year, we will look to add more opportunities. Information is sent home with students prior to the start of each athletic season.

Activities sponsored by organizations other than the school (such as football, basketball, soccer, cheerleading, Scouts, Little League) are not monitored by the school system in any way.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to their children's education records and these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies. Parents/guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible students has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, with a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA, which is the intent of this notice.

You may contact the Student Services Supervisor at 423-652-9451 if you have any questions regarding student records.

## **FIELD TRIPS/AFTER-SCHOOL EVENTS**

Field trips are scheduled throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents/guardians will receive notification of field trips well in advance of the scheduled trip date and they must give permission in writing in advance of the planned trip in order for their child to participate. There is often a cost involved to pay admission and bus fees. If there are not enough students paying for a trip to defray the cost, the field trip may be cancelled. Money for field trips may not be refundable due to prepaid costs for admissions and buses.

Unless requested by a teacher, elementary schools do not allow parents/guardians to chaperone field trips. Chaperones for field trips assume a great deal of responsibility supervising students. The full attention of adults in attendance is needed to guarantee the safety of the students. For this reason, if parents/guardians are asked to chaperone, we require that younger children (siblings or children not assigned to the class) NOT be taken on field trips. Any chaperones other than school personnel must provide their own transportation.

After-school events, such as school dances, are provided specifically for the enjoyment of our elementary students. For this reason, students from other schools (elementary, middle, or high) will not be permitted to attend these events. This is for the safety of our students. Additionally, in order to attend an after school event, a student must have been present the school day when the event occurs.

Students receiving disciplinary referrals may be exempt from special activities including, but not limited to, field trips.

## **FINANCIAL OBLIGATIONS**

According to state law, school systems “are authorized to withhold grade cards, diplomas, certificates of progress, or transcripts of a student who has taken property which belongs to a local education agency...” (TRR/MS 0520-01-02.16). Students with outstanding financial obligations (lost textbooks, library obligations, fundraisers, etc.) will have all academic records “frozen” until such obligations are met.

## **FOOD**

Only store-bought snacks and treats are permitted to be distributed to classes due to student allergies. If food is brought to a classroom function that does not meet these requirements, it will not be served to students.

## **GRADING / REPORT CARDS**

Report cards are issued four times per year at nine week intervals. In addition, teachers send home interim reports that vary in form according to the grade level. Parents/guardians can view student’s grades and progress on the web <http://powerschool.btc.org/public/>. The login and password are the same as the student’s AR account. The login is your child’s last name and first initial (sometimes the first initial and middle initial). The password is your child’s lunch number.

Parents/guardians will be informed of individual or grade level procedures at the beginning of the year. If you have concerns or questions about your child’s report card and/or school progress, please contact his/her teacher to schedule a conference. The Bristol Tennessee City School System Grading/Grade Reporting/Promotion and Retention Policy is located online at [www.btc.org](http://www.btc.org).

## GRADES PreK-5 (Grading Symbols)

Grade	Symbol	Description
PreK-1	3	Consistently meets grade-level expectations
	2	Inconsistently meets expectations
	1	Significantly below grade level
2-5	90-100	A
	80-89	B
	70-79	C
	60-69	D
	0-59	F

### **Bristol Tennessee City Schools Tennessee Comprehensive Assessment program 2022-2023**

Name of Assessment, Purpose, Use, and time and manner in which parents/guardians and students will be notified of the results.	Dates
Tennessee Comprehensive Assessment Program (TCAP) has been the state’s testing program since 1988, and it includes TCAP assessments in grades 3-8 for math, English language arts, social studies, and science. The assessment will be administered either paper/pencil or online for grades 3-8. This will be determined after the state provides the test administration options available to districts. All tests will be timed and each subtest is expected to take approximately 30-85 minutes. The assessments are designed to assess true student understanding and not just basic memorization and test-taking skills. TCAP measures understanding of our state standards. Individual student reports which detail student performance are provided to parents/guardians when they are released to the district by the Tennessee Department of Education at the beginning of the school year. Practice assessments or benchmarks will be administered periodically each year in preparation for TCAP in ELA, Math, Science, and Social Studies.	TBD
BTCS administers multiple assessments to measure student progress toward mastery of the curriculum and student skill development over the course of the school year.	Fall, winter, and spring

For more information and specific dates, visit [www.btcs.org/departments/assessments](http://www.btcs.org/departments/assessments)

## **HOMEWORK**

Homework is an important part of a child's educational development and should be reasonable and consistent with a child's age, abilities, and needs. The purpose of homework is twofold: (1) it helps students retain information/skills taught and practiced at school, and (2) it provides students an opportunity to independently demonstrate new learning. When handled correctly, daily homework can help children become more confident learners. Here are some suggestions for improving the homework process:

- Check with your child for assignments.
- Schedule a time each day for homework without distractions.
- Contact your child's teachers, particularly if you see your child struggling on most of his/her home assignments.
- Praise your child for appropriate behavior.

In the event an absence is determined to be unexcused, all homework, tests, and classroom work are still expected to be completed. Credit for the work will be given based upon **80%** of the earned grade.

## **INSTRUCTIONAL MATERIALS**

Students may be issued textbooks and other materials at the beginning of the school year at no charge. Other books may be checked out from the school library for a specified time. It is the responsibility of the student to protect these books from damage, theft, or loss. Monies for lost or damaged materials must be paid before the close of the school year. The replacement cost will equal the original cost of the lost or damaged book. The final report card and end-of-year certificates and awards will be held in the office for those students with outstanding debts.

## **MESSAGES FOR STUDENTS FROM PARENTS/GUARDIANS**

It is important to maximize time on task for all students while minimizing classroom interruptions; therefore, office personnel **will not** interrupt classes to deliver non-emergency messages to students. Parents/guardians should refrain from communicating (i.e. texting, phone calls, messaging, etc.) with students.

## **NOTICES**

### **ASBESTOS MANAGEMENT PLANS**

#### **Notice to Parents, Staff and Students**

In accordance with the AHERA Management plan required by the "Asbestos Hazard Emergency Response Act of 1968", Public Law 99-519 and United States Environment Protection Agency Rule: Asbestos Containing Material in Schools, 40 CFR Part 763, Subpart E, an environmental consulting firm has completed the required inspections and assurances regarding asbestos containing materials in our school buildings.

Asbestos poses a wide spread concern for everyone since it was used extensively in buildings and homes constructed from 1946 to 1973 for insulation, acoustical treatment and fire retardation. It has been determined that airborne asbestos fibers are a health hazard and have been linked with different types of abdominal and lung cancers.

As a school system, we are committed to managing the existing asbestos material remaining in our schools based upon existing law and the advice of experts knowledgeable in the management of asbestos containing material. Asbestos materials that remain in place are identified and protected. Asbestos material that are removed are abated according to current best practices and in accordance with the laws.

The AHERA Management Plan is on file in the office of the Supervisor of Facilities and Maintenance located at 1000 Oakland Drive in Bristol, Tennessee and the main office of each Bristol Tennessee City School.

If you have any questions or concerns, please contact Ed DePew, Supervisor of Facilities and Maintenance, who is the LEA Designated Person, at 423-652-9447 or by email at [depewe@btcs.org](mailto:depewe@btcs.org).

### **CHILD NUTRITION PROGRAM**

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the District may be eligible for free or reduced-price meals and/or free milk if the following criteria is met:

Students will qualify for free or reduced-price meals either by supplying Supplemental Nutrition Assistance Program information, income information, or by automatic case match with files provided by the Department of Human Services.

Students identified as in foster care, homeless, migrant, or runaway students are categorically eligible for free meals and free milk.

All students receive a free and reduced meal application at the beginning of the school year, or upon enrollment. A form can also be obtained by contacting the School Nutrition Office at 423-652-9222.

An application for free or reduced-price meals cannot be approved unless it contains complete information. All information provided on the application may be verified at any time during the school year.

For more information as to the free or reduced-price meals or for questions as to the appeal process due to an application denial, please contact the School Nutrition Office at 423-652-9222.

### **DIRECTORY INFORMATION**

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy

if disclosed. It includes, but is not limited to the student's name, address, telephone number, email address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.<sup>3</sup>

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.<sup>4</sup>

- \* The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))



- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.  
(20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.  
(20 U.S.C. § 1232g(b)(1)(K))

## **HOMELESS CHILDREN**

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- ✓ the choice of schools homeless children are eligible to attend;
- ✓ that no homeless child is required to attend a separate school for homeless children;
- ✓ that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- ✓ that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection [*ESSA Title IX, Part C, §722(g)(3)(B)*].

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children [*ESSA Title IX, Part C, §722(g)(6)(A)(iv)*].

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens  
*[ESSA Title X, Part C, §722(g)(6)(A)(v)].*

## **MENINGITIS & FLU AWARENESS**

Per state law, the District is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, please contact the Sullivan County Health Department at 423-279-2777.

## PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Bristol Tennessee City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Bristol Tennessee City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Bristol Tennessee City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Bristol Tennessee City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint by contacting the Bristol Tennessee City Schools at 423-652-9451.

## **STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS**

Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students\* of each student's privacy rights.<sup>1</sup> For students enrolling after the above period, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment.<sup>2</sup> The notice shall include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of the student's educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law

or regulations, or where the school system has designated certain information as “directory information.” Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

## **OFF-CAMPUS ACTIVITIES/EVENTS**

BTCS and rules, policies, and procedures remain in effect regardless of where the activity or event takes place. Consequences for infractions that occur after school hours may include not being allowed admittance to any other after school activity or event for the remainder of the school year.

## **PARTIES**

**Class Parties:** Two class parties are permitted during the school year (Winter Holiday Break and Valentine’s Day). Exceptions may be approved by the principal for special occasions. Homeroom liaisons should work closely with the classroom teacher to work out details and arrangements.

***Birthdays & Special Holidays:*** Parties may not be held for individual students; however, teachers may take time to recognize birthdays and other special occasions. If a parent/guardian wishes, he/she may send a snack or treat for their child’s class to celebrate a birthday.

- The classroom teacher should be consulted before sending snacks to determine the appropriate number of snacks needed, as well as a time in the schedule best suited for this purpose.
- Only store-bought snacks and treats are permitted to be distributed to classes due to student allergies and should be dropped off at the office for allergy checks.
- Balloons, flower arrangements, stuffed animals or dolls (for birthdays or holidays) are not permitted on the bus nor can they be delivered during the school day to the classroom.
- Singing telegrams are not permitted at school for safety and security purposes.

### ***Invitations:***

- We do not permit party invitations to be given out at school to a selected group.
- Invitations for parties held after school hours should NOT be distributed at school unless the entire class receives the same invitation.
- Personal invitations to parties need to be handled through the mail or by telephone by interested parents/guardians.

## **PERSONAL ITEMS**

The school is not responsible for any loss or damage of personal property, including money. All personal items should be marked for identification prior to bringing them to school. Toys, electronic games, trading cards, CD players, CD's, DVD's, IPOD's, headphones, cell phones, cameras, MP3 players, and other items for recreational purposes are not allowed except with teacher approval. Unauthorized items will be confiscated. Items not claimed by the end of each semester will be donated to charity. Children are not allowed to trade personal items or borrow money from others.

## **PTA PARENT/GUARDIAN INVOLVEMENT**

PTA is an integral part of the schools' total program. Any parent or guardian interested in participating in PTA or their child's class during the school year are welcome. Please advise the classroom teacher or PTA Executive Board of your interest. Parents/guardians are reminded that any activities planned must have teacher and principal approval. Your involvement in PTA is an excellent way to show your child that you support the work of the school and his/her work efforts. September is membership month.

Membership is open to all interested family members, neighbors, and friends age twelve and over; annual dues are determined at the beginning of each school year. PTA meetings are held at least five times during the school year. Elected officers serve a leadership role with respect to planning events and activities of PTA. Officers also serve as core members of the Parent/guardian Advisory Council for School Improvement Planning.

## **RECORDS**

The Bristol Tennessee City Schools collect and maintain student records to assess the growth and development of individual students, to provide information to parents/guardians and authorized staff, and to provide a basis for the evaluation and improvement of school programs.

The school system keeps the following types of records:

1. Attendance
2. Scholastic record
3. Group test results
4. Individual assessment data
5. Medical information
6. Student activities, behaviors, discipline
7. Emergency contact information
8. Biographical data
9. Directory information

The Student Services Department maintains records for children in the Special Education Programs, and these records are regulated by the Supervisor of Student Services.

Parents/guardians have full access to records directly related to their child. Other than directory information, schools must have written consent of parents/guardians before releasing personally identifiable records to other than a specified list of exceptions. Parents/guardians may request in writing to the school principal that directory information relating to their child not be released. Directory information includes student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous education agency or institution attended.

If a student moves, the student record will be sent to the new school upon written request from that school.

Most individual records are kept in the school in which a student is enrolled. A complete list of all records maintained, location of the records, and authorized custodians are on file in each school in the Bristol Tennessee School System.

### **REPORT CARDS**

Student progress is reported to parents/guardians every nine weeks of the school year. This report contains academic progress and attendance information in each class. The exact dates for the distribution of these grade cards are listed in the school calendar. At the midpoint of each grading period, an interim report will be sent home with students.

Parents/guardians and students have daily access to grades, assignments, and attendance through PowerSchool. For login information, please contact the school secretary.

### **SAFE SCHOOL CHOICE**

A mandate of the federal legislation requires the Local Educational Agency to provide a "Safe School Choice" to any student who:

- Attends a persistently dangerous school, or is the victim of a violent crime while at school.

Parents/guardians may find detailed guidance, including reporting forms, violent crime definitions, and other information at the following website:

[www.state.tn.us/education/sp/spunsafeschoolchoice](http://www.state.tn.us/education/sp/spunsafeschoolchoice).

### **SAFETY EQUIPMENT**

Surveillance cameras have been installed at major traffic areas inside and outside of our school building. These cameras are designed to help provide a safer environment for learning. Please contact the principal to answer questions about this system.



## **SCHOOL CLUBS AND ORGANIZATIONS**

The following clubs are available at our elementary schools:

**STEAM** (Science Technology Engineering Arts Math) – The purpose of the STEAM club is to expand career exploration and literacy connections to inspire and motivate students to consider coding, arts, robotics, and science engineering labs.

**LEAPs** – The purpose of the LEAPs program is to support extended learning.

\*LEAPs is a before and after school program that is grant funded. It will be available every year funds are provided to our schools.

## **SCHOOL MESSENGER**

School Messenger is a program used to notify students, parents/guardians, and staff of upcoming events. Contact information must remain current; parents/guardians are responsible for notifying the school of any phone and/or address changes. Phone, text, and email messages are the means by which notification is sent.

## **SCHOOL PROPERTY**

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities.

School property is defined as buildings, buses, books, equipment, records, instructional materials, or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified, and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the debt is paid.

## **SCHOOL RESOURCE OFFICERS**

The Bristol Tennessee Police Department and grant funding provide School Resource Officers (SROs) to our school district to assist with the creation and maintenance of a safe and secure learning environment for students and a safe working environment for educational staff. A school SRO is a law enforcement officer who has received training specific to the school environment. SROs are active law enforcement figures who are school and classroom resources. They are similar to regular police officers in that they can respond to calls, make arrests, and document incidents, both within

the school and the community. While protection of our students and staff is the primary role, SROs are available to help students, staff, and parents by answering questions, providing guidance, and identifying appropriate resources. Through their presence in our schools, SROs may serve as mentors and teachers by interacting with our students and presenting on youth-related issues such as internet safety, bullying, drugs, and alcohol as appropriate for each grade level.

## **SECURITY**

Our schools operate as a closed campus and have School Resource Officers (SRO) available for assistance.

- Students are prohibited from opening outside doors for individuals attempting to enter the building.
- Outside doors must be closed and locked.
- All visitors are required to report to the front office and obtain a Visitor Pass by signing in through the RAPTOR system.
- Visitors must wear a Visitor Pass.

## **SPECIAL POPULATIONS**

Bristol City Schools offers special education services for students with certified disabilities. Referrals for special education services may be made by teachers or parents. For further information, contact the resource teacher, classroom teacher, school counselor, administrator, or the Director of Special Education at (423) 652-2333. Special education services are accessed through a process of Referral, Evaluation, and Eligibility.

### **School Aged Children**

The process of accessing services for school aged children begins with the child's school and teacher. If you believe your child may need special education services, the first step is to contact the school to discuss your concerns with your child's teachers. Decisions involving a referral for special education are individual to the needs of each child. You may also contact the Student Service Department at (423) 652-9233 any time to connect with someone who can assist with questions specific to your student.

### **Preschool Aged Children / Early Intervention**

Parents of children aged 3-5 suspected of having a disability should contact the Child Find Coordinator at (423) 652-9233. The Child Find Coordinator evaluates children between the ages of 3 and 5 to determine eligibility and the need for special educational services. Educational needs are determined through parent interview and child evaluation. Areas evaluated may include, but are not limited to vision, hearing, speech and language, fine and gross motor, cognitive/pre-academic, social/emotional and adaptive development.

Federal law guarantees the right to a free and appropriate public education. Bristol Tennessee City Schools is responsible for locating and evaluating children who are suspected of having a developmental delay or disability ages 3 through 21 who live within the city limits of Bristol, TN. If it is determined that the disability interferes with the child's learning, early childhood special education and/or other additional services may be recommended. If you suspect a child may have a developmental delay or disability, please contact the Student Services Department at (423) 652-9233.

### **Tennessee Disability Pathfinder**

Tennessee Disability Pathfinder ("Pathfinder") helps people with disabilities, their family members, educators, and other professionals find and access resources, support, and services available to meet their needs. They connect individuals to appropriate community resources. Their diverse staff includes professionals, family members, and/or individuals with disabilities that have many years of experience working in the disability-field. Parent(s)/Guardian(s) may access these resources by contacting our office 1-800-640-4636, searching our resource directory, and checking our community calendar. For additional information, please visit <https://www.tnpathfinder.org/>

### **Other helpful resources for parent(s) / guardian(s):**

- Tennessee Department of Education, Division of Special Education  
<https://www.tn.gov/education/student-support/special-education.html>
- Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, Phone: (423) 639-2464, <http://www.tnstep.org>.

## **STUDENT RESIDENCE DEFINED**

A student's residence is established by the place that the parent/guardian or legal guardian resides. In the case of divorce, the residence of the child is the residence of the parent/guardian assigned physical custody. In the case of joint custody (where physical custody is not assigned), the city or school system attorney will be asked to determine residence. Students may not claim residence with other family or non-family members unless a judge of proper jurisdiction has conveyed full physical custody of the student to that individual except where TCA 49-6-3001 (c) (6) relating to Power of Attorney may be properly applied.

## **TECHNOLOGY GUIDELINES**

### **Access to the Internet**

Every student will have access to electronic media including access to the Internet. The school system makes every effort to prevent access to inappropriate Internet sites among students and staff. An Internet filter system is used that blocks accesses to inappropriate sites, and the software is updated on a regular basis. The activity of school-issued devices also tracked by the technology department so inappropriate activity can be identified. If access to the Internet is a concern, parents are encouraged to meet with the school principal.

## **Laptops**

It is the intent of BTCS to provide every student the best educational experience possible in a personalized environment. With that comes the responsibility of good digital citizenship and responsible use of laptops, chargers, and backpacks. Students are required to bring their fully-charged laptops to school each day.

### **System Policies:**

- A violation of the district acceptable use policy will result in disciplinary action and possibly monetary fees or fines.

### **Laptop Appearance:**

- Do not change the appearance or operation of the laptop.
- Do not download games, programs, music, inappropriate pictures, etc.
- Do not apply stickers or decorate the laptop with paint or markers.
- Do not tamper with or remove laptop labels.
- Do not touch or allow the screen to be touched by anything (pens, pencils, pointing devices).

### **Laptop Use:**

- Laptops are intended for use at school each day.
- Students must be responsible to bring their fully-charged laptop to all classes, unless specifically told not to do so by their teacher.
- A loaner laptop or desktop will be available to students when their laptop needs repair.
- Any inappropriate material found on the laptop will result in disciplinary action.

### **Charging Your Laptop:**

- Laptops must be brought to school each day in a fully charged condition.
- Students must charge their laptops each evening.

### **Laptop Backpack:**

- BTCS issued laptops must be carried in the backpacks provided by the system.
- Treat the laptop and backpack just as you would your textbooks.
- Be extremely careful when carrying the laptop in the backpack (ex. Setting it down, storage, etc.).

### **Sound**

- Sound must be muted always unless permission is obtained from the teacher for instructional purposes.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize.
- Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

### **Music, Games, or Programs:**

- Music and games are a distraction during class and should not be brought to school unless you have permission from a teacher for a special project.
- Students are not allowed to download any games, music, apps, or software onto the laptop or to any other drive on the system server. This act of downloading puts the computer and system at risk of also downloading a

virus. Because it is difficult to discern which websites might be tainted with viruses, all downloaded games and/or software are a violation of the Responsible Use Policy. In addition, some games and software pull a large amount of band width, which may make it difficult for others to access the internet.

- All software loaded on the laptop must be approved and provided by Bristol TN City Schools.

**Internet use at Home:**

- Monitoring of internet use outside of the BTCS network is the responsibility of parents/guardians. The District Acceptable Use Policy applies to use of district laptops anywhere.
- Home internet use on the district laptop may be monitored by district technology staff.

**Media Consent and Release Liability**

Throughout the school year, BTCS may highlight students in efforts to promote BTCS activities and achievements. For example, students may be featured in materials to increase public awareness of our schools through newspaper, radio, television, the internet, DVDs, displays, brochures, or other types of media.

For school and school-related programs, I understand that my child may be interviewed, photographed, videotaped, and/or voice recorded and his/her name, image, likeness, and voice may be used in BTCS-approved photographs, videos, publications, news media, and web pages for special projects or publicity aimed at promoting school activities and sound teaching practices. I understand the contents of the interview, photograph, video, or voice recording may be published, posted, distributed, or aired to the public.

I understand that, if the subject of a media release, my child will be under the supervision of a school staff member while being interviewed, filmed, or photographed, unless my child is part of a general background or group scene in which my child is not specifically identified. During such a session or interview, my child reserves the right to refuse to answer any questions or participate in any discussions that make him/her feel uncomfortable or embarrassed, and at any time my child and/or the supervising school agent reserves the right to terminate the interview, photo, or video session.

I understand that BTCS is under no obligation to publish, post, distribute, or air the image, photo, videotape, and/or voice of my child. I understand that neither I, nor my child, will receive monetary compensation for allowing my child's image, voice, or likeness to be used, and that my child's appearance or the use of his/her voice in any publication, photo, televised form, or other media release does not grant any ownership rights to me or my child.

I further release and relieve BTCS, its director, employees, and other representatives from any liabilities, known or unknown, arising out of the use of any media release material contemplated herein.

I understand that this Media Opt-Out does not apply to photos, videos, and other recordings taken during a student's participation in school-sponsored extracurricular activities, including but not limited to, athletics, school performances, and awards programs. To opt-out of the above **Media Consent and Release Liability**, please complete the required form which may be obtained in the office at your child's school. The form is only valid for the school year in which it is completed.

### **Computer Network and Email Responsible Use Policy for Students and Employees**

The Bristol Tennessee City School System (BTCS) may provide students and employees with access to the Internet, school network, and other electronic resources to meet their school-related needs. Employees working with students will help students develop the critical thinking skills necessary to discriminate among information resources, to identify information appropriate to their age and developmental levels, to evaluate and use information to meet educational goals that are consistent with the district's student learning outcomes, and to develop safe practices when using the Internet and other on-line activities. BTCS will post links to online Internet safety resources for community members, parents, and students as well as offer staff development sessions to educate staff members. Students may have access to the Internet ONLY with a teacher's permission and ONLY for curricular needs. Access to the Internet through school resources is a privilege, not a right, and may be revoked for inappropriate or unauthorized use as determined by district authorities. All students are responsible for contacting teachers immediately if they discover or are aware of inappropriate sites or inappropriate or unauthorized use. Because all computer hardware and software belong to the board, users have no reasonable expectation of privacy, including the use of email communications. BTCS archives all non-spam emails sent and/or received on the system for a maximum of 12 months or in accordance with Records Management for Municipal Governments. After the set time has elapsed, email communications may be discarded unless notification of pending litigation or other good cause exists for retaining email records. The board of education will review these guidelines annually during board work sessions. Unless specifically authorized, the district prohibits the following activities and any others determined to be unacceptable uses of school system technology:

- Allowing another person to use an assigned account.
- Use of technology for non-work or non-school related communications.
- Use of technology to access obscene or pornographic material.
- Use of technology to transmit material likely to be offensive or objectionable to recipients.
- Use of technology to communicate through email for non-educational purposes or activities.
- Use of technology to participate in inappropriate and/ or objectionable discussions or newsgroups.
- Use of technology to disseminate hate mail, harassment, discriminatory remarks, or other antisocial communication.
- Use of technology to plagiarize any information whether that results in a copyright violation.

- The illegal installation, distribution, reproduction, or use of copyrighted software on district computers.
- Use of technology to intentionally obtain or modify files, passwords, or data belonging to any other users.
- Use of technology to misrepresent other users on the network.
- Use of technology for fraudulent copying, communications, or modification of materials in violation of local, state, and federal laws.
- Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including peer-to-peer applications used to download songs, movies, or software illegally.
- Malicious use of computers or the network to develop or distribute programs that harass other users, infiltrate a computer system, and/ or damage the software or components of a computer system.
- Destruction or theft of district hardware or software.
- Use of technology to facilitate any illegal activity.
- Use of technology for commercial or for-profit purposes.
- Use of technology for product advertisement or political lobbying.
- Use of technology to read another's mail or files without their consent.

Violation of the above is subject but not limited to the suspension and/ or dismissal of all parties involved.

Additionally, the district and/ or its designees reserve the right to pursue civil and/ or criminal prosecution as the situation warrants. In addition, an annual review of the network and data security protocols will be executed by the technology department and user passwords will be reset at a regular interval. A more extensive review by an outside source will take place every three years.

This policy is for the mutual protection of BTCS, its employees, and its students. BTCS respects certain rights to self-expression and concerted activity. This policy should not be interpreted or applied in a way that would interfere with the rights of employees to self-organize, form, join, or assist labor organizations or to engage in other concerted activities protected under the Professional Education Collaborative Conferencing Act. Because the policy deals with BTCS resources/devices, however, BTCS retains full editorial control as to any access, use, publication, or other activity relating to students.

### **Student Email Guidelines**

It is the policy of the Bristol Tennessee City Schools that student email will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of email privileges for the user. The use of the email must be in support of education and research and must be consistent with academic actions of the Bristol Tennessee City Schools. Use of the email for any illegal or commercial activities is prohibited.

Unless specifically authorized, BTCS prohibits the following activities and any others determined to be inappropriate uses of school system resources/devices:

- Revealing an account password to others, including family and other household members.
- Allowing another person to use an assigned account.
- Accessing obscene, lewd, pornographic, or non-age appropriate material.
- Transmitting material likely to be offensive or objectionable to recipients.
- Communicating through email for purposes unrelated to school.
- Participating in inappropriate and/or objectionable discussions, chats, forums, newsgroups, or the like.
- Drafting and/or transmitting hate mail, harassment, discriminatory remarks, or other antisocial communications.
- Plagiarizing any information whether or not it results in a copyright or trademark violation.
- Installing, distributing, reproducing, or using non-licensed software on BTCS devices.
- Obtaining or modifying files, passwords, or data belonging to others.
- Misrepresenting other users or other third parties on the BTCS network or on the Internet.
- Copying or modifying materials in violation of local, state, and/or federal laws.
- Developing or distributing programs that infiltrate systems, bypass content filters, and/or damage systems or software.
- Destroying or stealing district hardware or software.
- Facilitating any type of illegal activity.
- Using system resources/devices for commercial or for-profit purposes.
- Developing or distributing advertisements or political materials.

### **Requested Student Laptop Usage Fee**

1. The requested fee will be \$50 per year for grades 4-12.  
Any repair costs will be charged as listed below regardless of grade level.
2. The requested fee is payable when the computer is assigned to the student. The fee can be paid online during new/returning student registration. A Fee Waiver Form is available from the school secretary as well as during the on-line registration process.
3. Should a student withdraw, a pro-rated refund can be issued upon written request, provided the laptop is returned in operational order and in good condition.
4. Refunds will be in the amount of \$5 for each month (August – May) upon written request from the parent/guardian and approval at the school level. This will ensure the laptop, charger, and backpack are returned and in working/ acceptable condition.
5. Funds will be used to assist with ongoing maintenance of the computers.
6. Willful and deliberate damages to the computers will cause Bristol Tennessee City Schools to charge the student/parent the full cost of the replacement or repairs of the computer as listed below. Such cases will be considered vandalism and may be turned over to the Bristol Tennessee Police Department.



7. ALL damage incidents will be investigated by school administration and the technology staff.
8. Damage that does not affect the functionality of the machine will be documented, but may not be repaired until deemed necessary by BTCS staff.
9. The Requested Usage Fee will NOT cover repairs from issues resulting from:
  - Damage as a result of willful intent. Willful damage will be considered vandalism. (i.e. keys are pulled off the keyboard, initials carved into the laptop case, etc.).
  - Damage because of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly, involving food, drink, or other liquid on or near the laptop).
  - Damage caused by use with products not distributed by BTCS.
  - Damage resulting in a broken screen.
  - Damage because of a pet.
  - Damage because of the violation of the RUP
  - Damage caused by operating the product outside the permitted or intended uses described by BTCS.
  - Damage caused by service performed by anyone who is not a representative of the BTCS Technology Department.
  - Damage to a part or product that has been modified to alter functionality or capability without the written permission of BTCS.
  - Damage that is cosmetic, including, but not limited to scratches, dents, and cracks in the case, that does not otherwise affect functionality or materially impair laptop use.
  - Any issue when the BTCS Asset Tag or Dell Service Tag numbers have been removed.
  - Loaning an assigned laptop or charger to another student not assigned to that equipment.
  - Leaving an assigned laptop or charger unattended.
10. A student will be made a day-user until the repair fine has been paid. If the student is a temporary home-bound student, they may be required to resort to pencil and paper until they can return to school for in-person instruction, at which time they will be made a day-user until the repair fine has been paid. Any deviation from this procedure must be approved by the principal of the student's school.

### Replacement Fines

Item	Item Fine		Item	Item Fine
LCD Screen	\$100.00		Hard Drive	\$70.00
Top Lid Assembly	\$50.00		Battery	\$100.00
Keyboard	\$25.00		Bottom Assembly	\$50.00
Palm Rest	\$40.00		AC Adapter and Cord	\$42.00
Motherboard	\$240.00		Entire Laptop	\$550.00
			Backpack	\$58.00

## **TOBACCO & ALCOHOL**

The use or possession of tobacco products in any form on school premises and on school buses by students shall be prohibited. To “use” shall mean any holding of a lighted cigarette, cigar, or pipe, and inhaling or exhaling of the smoke of tobacco, or any chewing or dipping of any tobacco product. This includes electronic smokeless cigarettes.

Possession shall mean holding the product, having it concealed in clothing, in personal articles, on your person, or having the product in a school locker.

Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

Some tobacco offenses are also a violation of existing law. Tobacco policy violations, which are also a violation of existing law, will be punishable under school system guidelines as well as through referral to the juvenile court system.

Violation of this policy on school property or at school events shall subject the student to the penalties as indicated hereunder:

Failure to comply with this policy will be considered category II (defiant behavior) and students will be subjected to penalties associated with the category. Repeated offenses could result in charges and associated penalties as a Category III offense which may include short term and/or long term suspension.

## **TUITION**

### **ATTENDANCE OF NON-RESIDENT STUDENTS**

1. Students residing outside the boundaries of the school system may attend schools within the school system as outlined in School Board policy.
2. Tuition applications must be submitted to the Student Services office and approved by the Supervisor of Student Services (the Director’s designee).
3. If the student resides in the state of Tennessee, the parent/guardian must pay a tuition fee established by the Board. If residing in a state other than Tennessee, they must pay a tuition fee established by the State Department of Education.
4. Tuition shall be paid to Bristol Tennessee City Schools and may be made in two parts according to dates set by the director of schools. The first part shall be paid prior to the first day of school and the second part shall be paid prior to the beginning of the second semester. If the parent/guardian fails to make payment in the required time, the principal shall notify the Student Services Supervisor in writing and the student will be subject to expulsion.
5. Students whose parents/guardians become residents of the school system will be refunded any unused portion of the tuition on a pro-rata basis.
6. Tuition students or parents/guardians of tuition students who cause undue

hardship to teachers, other students or administrators may result in the student being asked to terminate their attendance in Bristol Tennessee City Schools. Each case requires that the principal shall notify the Director of Schools in writing of the problem and, in turn, the Director of Schools, or designee, shall notify the parents/guardians of the date of the termination.

When parents/guardians provide false information concerning residency or guardianship, the student(s) will be withdrawn from enrollment of the school they attend and must enroll in the school of their residential district. When parents/guardians fail to complete a tuition application, students may be withdrawn from enrollment and they must be enrolled in their residential school district. The principal's initial and continuing approval of tuition applications are contingent upon the student's ability to maintain acceptable attendance and behavior standards, including on-time arrival for the school day and all classes.

In addition, TCA 49-6-3003 provides that:

- (c) (1) (A) Any parent/guardian or other legal custodian who enrolls an out-of-district student in a school district and fraudulently represents the address for the domicile of the student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee department of education for the district in which the student is fraudulently enrolled.
- (2) (A) Restitution shall be cumulative for each year the child has been fraudulently enrolled in the system. Such restitution shall be payable to the school district and, when litigation is necessary to recover restitution, the parent/guardian or other legal custodian shall be liable for costs and fees, including reasonable attorneys' fees, incurred by the school district.

## **VIDEOS**

Any video taken on school grounds cannot be published, copied, or posted in any format without written permission of the school.

## **VISITORS**

Parents and guardians are always welcome to visit the school. All parents/guardians or visitors must report to the office and obtain a visitor's pass by scanning a driver's license. Please seek permission of the teacher if a classroom visit is planned. Parents/guardians and visitors are requested to exit the classroom by 8:10 a.m. so that teachers may begin instruction.

During normal operations, parents and guardians are always welcome to visit the school. However, there may be times, like during a pandemic or some other situation that may compromise the safety of our students, when we will be required to limit or deny visitors to the school or require safety precautions such as health screening questions or wearing a mask while visiting.

All visitors must enter at the front of the building. Visitors will be identified by video camera and may be questioned by office personnel before they are allowed to enter the building. Any person who bypasses the security entrance to gain access to the building may be prosecuted for unlawful entry. All other exits will remain locked throughout the school day.

Students from other schools, including Tennessee High School and Tennessee Middle School, may not be on campus prior to the 3:10 p.m. dismissal unless prior arrangements have been made with the principal through a school-sponsored activity.

Posted Notices Required By The School Security Act, T.C.A. 49-6-4204, As Amended By Chapter 636 Of The Public Acts of 1994:

- **ALL VEHICLES** parked on school property are subject to search for drugs, drug paraphernalia or dangerous weapons.
- Lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or any property which is not properly in the possession of the student.

## **Student/ Parent/Guardian Contract**

I/We have received a copy of and have read the **Bristol Tennessee City Schools** Elementary Handbook which includes Bristol Tennessee City School System's Code of Behavior and Discipline. I/We have received a copy of and have read our child's school's individual Code of Behavior and Discipline handbook.

STUDENT'S NAME \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

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### **ACKNOWLEDGMENT OF RECEIPT BY STUDENT**

I have received a copy of and have read the Bristol Tennessee City Schools Elementary Handbook which includes Bristol Tennessee City School System's Code of Behavior and Discipline.

STUDENT'S NAME \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
(Signature of Student) (Date)

## **RESOURCES PAGE**

**For information about students' rights and services, contact the Tennessee Department of Education:**

Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 741-2731  
<https://www.tn.gov/education>

**For information regarding child advocacy, contact the following groups:**

- Sullivan County, Bristol Department of Children's Services  
2193 Feathers Chapel Road  
Suite 2  
Blountville, TN 37617-5508  
Phone: (423) 279-1460
- [kidcentraltn.com](http://kidcentraltn.com)
- Children's Advocacy Center of Sullivan County  
150 Blountville Bypass  
Blountville, TN 37617  
(423) 279-1222
- BTCS Family Resource Center  
1236 Volunteer Parkway  
Second Floor  
Bristol, TN 37620  
(423) 652-9223 or (423) 652-9251  
[wardk@btcs.org](mailto:wardk@btcs.org)

**Board policies may be modified or added throughout the school year. The current text of all policies is available in the following location:**

<https://tsba.net/bristol-tn-city-schools-board-of-education-policy-manual/>

## **PARENTAL NOTIFICATION UNDER EVERY STUDENT SUCCEEDS ACT (ESSA)**

Information regarding ESSA can be accessed at [www.ed.gov](http://www.ed.gov). One responsibility of schools is to help parents stay current on ESSA and to provide information especially as it pertains to certain areas. Information regarding the Bristol City Schools Board of Education policies can be found at [bcs.org](http://bcs.org) or by requesting this information from an individual school or the Bristol City Schools administration building.

### **CHILDREN IN TRANSITION (HOMELESS)**

In accordance with the McKinney-Vento Homeless Assistance Act, Title IX, Part A of the Every Student Succeeds Act (ESSA), children and youth who lack a fixed, regular and adequate night-time residence qualify for services and support coordinated by the district's homeless coordinator. The McKinney-Vento Act's definition of homeless includes children and youth whose families temporarily reside with others due to a loss of housing, economic hardship, or similar reason – as well as those living in shelters, motels, campgrounds, automobiles, and/or inadequate housing. The provisions of the McKinney-Vento Act also apply to unaccompanied youth who are living in a homeless situation without a parent or legal guardian present. Families and students may apply for services by contacting the district homeless liaison who works with the Family Resource Center.

Students who qualify for McKinney-Vento services have the right to remain in the school of origin (the school they attended when they lost housing) or they may enroll in the school zoned for their temporary address. ESSA states school systems are to presume that remaining in the school of origin is in a homeless student's best interest unless that is contrary to the request of the parent, guardian, or unaccompanied youth. If the parent, guardian, or unaccompanied youth wants to transfer the student to the school for which the temporary address is zoned, then the receiving school is legally required to enroll the student in school immediately even if he or she lacks documentation generally required for enrollment (such as a birth certificate, proof of school immunizations/physical, or school records).

Additional services and support available to McKinney-Vento eligible students include, but are not limited to, transportation assistance to and from the school of origin, school supplies, school meals assistance, and referrals for resources. If you have additional questions or are in need of assistance, contact information for the homeless coordinator is available at [bcs.org](http://bcs.org) or may be obtained by calling the Administration Building at (423) 652-9451.

### **DISTRICT REPORT CARDS**

District report cards are published annually and may be accessed at [www.state.tn.us/education/](http://www.state.tn.us/education/). They convey statewide academic assessment results, including system/school achievement on state assessments. Additionally, the district report card indicates whether each school is making adequate yearly progress.

## **ENGLISH LEARNER (EL) PROGRAM**

If your child is identified for participation in or is participating in an EL program, you have the right to know:

- Why the child is placed in the program and child's level of English proficiency.
- How that level was determined and the status of the child's academic achievement.
- Methods of instruction in the program in which your child is placed and those of other available programs.
- How the program will meet the educational needs of your child.
- How the program will help your child learn English and meet age-appropriate requirements for the program.
- In the case of a child with a disability, how the program meets the child's IEP objectives and information about parental rights.

## **ESSA WAIVER REQUESTS**

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESSA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

## **PARENT AND FAMILY ENGAGEMENT**

Under the Director of Federal Programs, the school system shall provide the coordination and technical assistance to plan and implement the Title I Program according to the guidelines set forth by law. There will be at least one annual meeting for Title I schools and an additional meeting for the planning, review and improvement of Title I programs. Information regarding the school parent involvement policy and school parent compact will be available at the meetings.

## **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS**

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused

## **Schoolwide Programs**

Schools operating a schoolwide Title I program will make the comprehensive plan available to the LEA, parents, and the public. The information contained in such plan will be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.





**Engage.  
Challenge.  
Inspire.**

**VIKING  
DIGITAL ARTS**